

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 December 16, 2024 Regular Meeting and the January 6, 2025 Special 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. BRS Update
 - B. BRS Infrastructure Building Committee
 - C. Facilities Committee Report
 - D. Finance Committee
 - E. Policy Committee / Adopt Policies
 1. 9322 - Public and Executive Sessions
 2. 9323 - Construction of Agenda
 3. 9324 - Advance Delivery of Meeting Materials
 4. 9325 - Meeting Conduct
 5. 9325.2 - Order of Business / Agenda
 6. 9325.21 - Order of Business

7. 9325.3 - Parliamentary Procedures
 8. 9325.4 - Vote Recording
 9. 9325.43 - Attendance at Meetings via Electronic Communications
 10. 9327 - Electronic Mail Communication
 11. 9330 - Board / School District Records
 12. 9340 - School Board Memberships
 13. 9360 - Legislative Program
 14. 9400 - Monitoring Products and Processes
 15. 9420 - Recognition of Accomplishments by Citizens, Students, Staff Members or Members of the Board
 16. 5131.81 - Electronic Devices
- F. CABA Liaison Report
- G. Upcoming Meeting Presentation(s): Website Overview

V. **New Business**

- A. Accept Certified Staff Retirement

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

VII. **Adjournment**



MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Monday, December 16, 2024

Town Hall Main Meeting 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 (7:56 PM); 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; 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 an email regarding the school calendar which is available in BoardBook.

PUBLIC COMMENT

Tahera Paravez – urged inclusion of Diwali and Lunar New Year in the 2025/26 calendar to send a positive and powerful message to the community that reflects the changes in demographics in Woodbridge and embraces the core mission of BRS.

Shruti Desai noted that Woodbridge is a diverse community and she hoped the Board would recognize Diwali, Eid Al-Fitr and Lunar New Year as holidays in the 2025/26 calendar. These types of celebrations help to develop inclusiveness in children who are exposed to diverse cultures in school and in the community.

Moheni Ranganathan, a former BRS parent, asked the Board to recognize Diwali, Eid and Lunar New Year in the 2025/26 calendar. It is not a reflection of which holiday is more important but rather holidays that represent the current population of the school. Not recognizing these holidays leads to some degree of cultural invisibility and it is possible to erase that. The Board was urged to treat this situation as an opportunity and not a challenge and lead the way to make this change for students.

Atul Kulkarni noted that Diwali is an important festival celebration and this is an opportunity to carve out a school holiday to recognize this festival celebration as well as support within the community for inclusion of this holiday.

Linda Chen an Amity High School Junior, advocated for inclusion of Lunar New Year as a recognized holiday in the school calendar. She noted challenges of cultural disconnect within a community and experiences of having to choose between academics and family celebrations. School is a place where we grow academically and individually as a person as well as socially.

Richa Sharma voiced support for inclusion of Diwali as a recognized holiday in the school calendar. Through the sharing of traditions, we gain commonality and it would be great to have a day dedicated to this celebration.

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Mr. Lawrence

Second by Mr. Hughes

UNANIMOUS

Superintendent Report – Superintendent Tencza reminded everyone that when BRS is in session it is a matter of safety that community members should not be walking on the grounds and especially during construction. Report cards are now electronic and available to parents as of December 9. A space utilization matrix was recently shared with the Town BRS Infrastructure Upgrade Building Committee by Antinozzi and Associates. As part of their dissemination process, the same information will be shared with various stakeholder group. Community workshops have been scheduled for January 15 and February 3 at 6:30 PM.

Special Education Update – Ms. Borchering provided an overview of the services offered and the number of students receiving services. The level of need is greater and vastly different from the spring of the 2023/24 school year. At the start of the 2024/25 school year, students are requiring more mental health supports and related services than in prior years. It is anticipated these service needs will continue over the next several year.

2025/26 Calendar Draft – Superintendent Tencza presented the 2025/26 calendar which includes a full week for February vacation. It was noted that both Amity and Bethany deferred action on the calendar at their meetings last week. Orange is meeting tonight it is anticipated they will not be including a full week of vacation in February and will opt for the 2-day long weekend. Holidays and professional development days identified in the document are similar to past calendars with no additional holidays included as the majority of designated holidays are contractual obligations. It was noted that should the BOWA calendars not align, daily transportation costs in the range of \$3,800 could be incurred. The results of the parent survey were provided where a majority requested a 2-day long weekend in February, not adding additional holidays and inclusion of Veterans Day and Diwali as holidays.

MOTION #2 – 2025/26 CALENDAR

Move that the Woodbridge School District calendar returns to a 2 day holiday for the February winter break and recognizes one day holidays for Diwali, Eid Al-Fitr and Lunar New Year.

Mr. Lawrence
Second by Dr. Francese

It was noted that the only impact of additional days to the calendar would be Diwali (*October 20, 2025*) as Eid (*March 20, 2026*) and Lunar New Year (*February 17, 2026*) were already designated as days off. Discussion ensued for whether to defer action until Amity renders their decision as that has a direct effect on families with children in both systems. It was noted that there have been long-standing traditions of recognizing Christian and Jewish holidays, however, the demographics have the Town have changed since then and the current calendar favors holidays that are not reflective of the present-day Woodbridge population. The Board has an opportunity to take the lead and demonstrate that this change is important and to send a signal to the larger community that this has value to our community.

Dr. Dahya arrived (7:56 PM).

Also acknowledged was the recent passing of new laws in New York recognizing Diwali, Eid and Lunar New Year. It was also expressed that in-school teaching enhances the student learning experience rather than it just being another day off. The start of the school year is crucial and already has several days off. Perhaps we should wait to add additional holidays until here is more momentum within the community as it remains unknown what other holidays may come up. While there may be minimal impact in adding three holidays in the 2025/26 calendar, there is no guarantee for future years and it is important we ensure our approach is balanced.

MOTION #2A – 2025/26 CALENDAR AMENDMENT

Move that for the 2025/26 school year the Woodbridge School District calendar returns to a 2 day holiday for the February winter break and recognizes one day holidays for Diwali, Eid Al-Fitr and Lunar New Year with the school year ending on June 11.

Mr. Lawrence
Second by Dr. Francese

IN FAVOR: Dr. Dahya, Dr. Francese, Mr. Lawrence, Dr. Strambler and Ms. Williamson
AGAINST: Ms. Del Prete, Mr. Hughes and Ms. Piascyk,

MOTION PASSES 5-3-0

BRS Update – Ms. Sherman noted instrumental music tryouts at Amity Middle School, Career Ambassador Week, the Whale mobile in-house field trip and faculty room snacks sponsored by the PTO, the parent communication survey, Grade 5 Island projects, Grade 6 cell analogy projects, the Kindergarten reading project around the theme of community and her hosting of two student principles for the day.

BRS Infrastructure Upgrade Building Committee Update – Mr. Hughes noted this committee meets via Webex at 3:30 PM on the first and third Thursdays of the month.

Curriculum Committee – Dr. Strambler reviewed the December 5 meeting which focused on the revised DARE program with updates on the STEAM and Math programs.

Policy Committee – Ms. Williamson noted that the policies approved this evening under the Consent Agenda for 30-day were reviewed at the December 2 meeting with no substantive changes and the language changes made were updated to align with the reality of today.

CABE Liaison Report – It was noted several Board members attended the Leadership Conference as well as several webinars on an assortment of topics and the scheduling of the legislative breakfast is in process.

Upcoming Meeting Presentations – The regular January meeting will be held on January 22 in the Main Meeting Room at Town Hall and will include presentations on Literacy and an update on Math. Committee meetings will be held as follows: Facilities on January 2 at 7:30 AM and Finance on January 14 at 4:30 PM. Approval of the 2025/26 budget will occur on January 6 or January 7.

Finance Committee – Mr. Lawrence noted that the approximate projected deficit is currently \$7,800. It is anticipated that this could increase as there will be an out-of-district placement that was not known previously. Questions were raised regarding the use of CSDE grant funding to offset this cost.

2025/26 Superintendent Budget Proposal – It was noted that the overall increase would be 4.52% without the four (4) additional sped paras and the additional grade level teacher added in August. Questions were raised regarding utilities and rates, medical insurance coverage, furniture replacement cycles and the public benefit charges charged by UI and Eversource. It was suggested that it be clarified in the presentation that the four additional sped paras were added because we are legally mandated to provide that service for students, specifying that the additional teacher was because of increased enrollment over the summer, identification of what cost savings have been built into the budget and inflation percent changes be denoted. Board members were asked to forward any questions regarding the budget to Superintendent Tencza prior to the January 6 meeting.

PUBLIC COMMENT – None

MOTION TO ADJOURN: (9:17 PM)

Mr. Lawrence
Second by Dr. Strambler
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board.

MINUTES OF THE SPECIAL WOODBRIDGE BOARD OF EDUCATION MEETING

**Monday, January 6, 2025
BRS South Assembly Room**

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

BOARD MEMBERS PRESENT: Lynn Piascyk, Chair (in-person); Brooke Hopkins (7:09 PM remote) Dr. Jay Dahya (in-person); Sarah Beth Del Prete, Secretary (remote); Dr. Laura Francese (in-person); Jeff Hughes (in-person); Steven Lawrence, Vice Chair (in-person); Dr. Michael Strambler (in-person), and Erin Williamson (in-person).

STAFF: Vonda Tencza, Superintendent; Donna Coonan, Director of Business Services/ Operations and Marsha DeGennaro, Clerk of the Board.

2025/26 Superintendent Budget Proposal – It was suggested that several adjustments be made as part of the presentation to the Town --- clarify that the four additional sped paras were added because we are legally mandated to provide that service for students, specify that the additional teacher was because of increased enrollment over the summer, denote the additional transportation increase as a result of out-of-district placement and inflation percent changes be identified.

Ms. Hopkins joined the meeting remotely (7:09 PM).

MOTION #1 – 2025/26 BUDGET

Move that we adopt the 2025/26 Budget as submitted by administration.

Ms. Piascyk

Second by Mr. Lawrence

UNANIMOUS

It was noted that the formal budget presentation to the Boards of Selectmen and Finance will be scheduled for either January 21 or 23.

MOTION TO ADJOURN: (7:14 PM)

Ms. Williamson

Second by Dr. Dahya

UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board.

Woodbridge Public School's 2024-2025 Budget Narrative

January 13, 2025

The attached financial reports represent six months (50%) of the fiscal year.

100 Series Salaries - Salaries represent 61% of the budget. We are now projecting a deficit in certified salaries. We had been planning to move about \$10K of SPED wages to the IDEA grant, but the grant is over budget such that we now need to move about \$16K back to the general fund. This will result in a \$26K hit to the general fund. Non-certified salaries improved this month. As we are now half way through the year without a lot of snow predicted, we can estimate less use of custodial overtime. The total deficit in the salary category decreased by \$6K to \$41K on the year. This is quite positive considering the additional unbudgeted positions we hired.

200 Series Benefits – Benefits are 21% of our budget is based on the elections of last year's staff. Due to the addition of the 5 unbudgeted positions, we previously took a very conservative approach to estimating our future payroll tax and CMERS expenses. This month I took the encumbered and estimated additional payroll expenses and applied the corresponding payroll tax and CMERS percentages to them. All other benefits remain similar to last month. The benefit category now shows an estimated surplus at year end of \$30K.

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 estimating a deficit of \$22K which is similar last month. The deficit is due to the additional contracted PT/OT services that were relieved from the salary category.

400 Series Purchased Property Services - Utility budgets are 4% of the total budget. We continue to project saving in our utility lines, if you recall it was not known that the pool would be closed this year when we created the FY25 budget. The repair to our emergency sprinkler system came in under budget and our estimated surplus in this category grew to \$25K for the year.

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 no longer anticipate being able to hire as many Interns as we budgeted for. This reduction in estimated future expenses brings the estimated year end surplus in this category to \$71K.

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. We still plan to utilize the majority of these funds for the year.

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 12-31-2024**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	10,663,097	45,722	86,806	(41,085)
200	TOTAL BENEFITS	3,606,867	1,867,055	1,839,372	30,683
300	TOTAL PROFESS. SERVICES	534,168	264,655	286,796	(22,141)
400	TOTAL PROPERTY SERVICES	688,276	277,041	251,981	25,060
500	OTHER SERVICES	1,565,229	208,065	136,792	71,273
600	SUPPLIES & MATERIALS	371,543	168,115	168,115	-
700	TOTAL PROPERTY SERVICES	148,300	40,380	40,380	-
800	TOTAL DUES, FEES, MISC.	37,545	17,012	14,597	2,414
TOTAL ADOPTED BUDGET		17,615,025	2,888,045	2,824,840	66,205

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	190,400	5,103	35,103	(30,000)
510	TRANSPORTATION	258,091	21,875	22,600	(725)
560	TUITION SPECIAL ED	288,928	99,036	56,000	43,036
SPECIAL EDUCATION CARVEOUT		737,419	126,014	113,703	12,311

SUMMARY	
Special Ed Surplus / (Deficit)	12,311
Under / (Over) Spending in OTHER programs	53,894
Total Surplus / (Deficit) Projected	66,205

WOODBRIAGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED December 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	494,511	504,699	650		650
120	Teachers - Regular	5,853,312	2,289,279	3,531,999	32,035	38,875	(6,840)
120	Teachers - Special Education	1,128,525	481,791	664,677	(17,942)	16,330	(34,272)
1201	Psychologist	197,202	64,545	120,847	11,809		11,809
1203	Counselor	53,690	21,539	33,040	(889)		(889)
Sub-Total Certified Salaries		8,232,589	3,351,665	4,855,261	25,663	55,205	(29,542)
1303	Custodians	473,399	210,226	222,237	40,936	20,000	20,936
140	Nurses	184,192	71,000	107,953	5,239	5,239	-
150	Secretaries, Clerical	431,376	199,548	223,014	8,815	4,815	4,000
160	Paraprofessionals	291,244	106,150	152,206	32,888		32,888
1601	Special Education Paraprofess.	797,954	325,836	513,339	(41,221)	36,000	(77,221)
170/10	Salaries OT / PT	114,668	43,718	68,545	2,405		2,405
190	IT Manager and Asst.	81,161	42,076	42,766	(3,681)		(3,681)
190	Salaries, Miscellaneous	56,514	35,750	46,086	(25,322)	(34,452)	9,130
Sub-Total Non-Certified Salaries		2,430,508	1,034,303	1,376,146	20,059	31,601	(11,542)
TOTAL SALARIES		10,663,097	4,385,968	6,231,407	45,722	86,806	(41,085)
220	FICA	317,410	130,622		186,788	178,894	10,894
230	CMERS	430,145	153,180		276,965	274,123	2,843
270	Medical Insurance	2,808,916	1,441,561		1,367,355	1,357,355	10,000
280	Life Insurance	33,346	13,976		19,370	18,000	1,370
2902	Other Employee Benefits	17,050	473		16,577	11,000	5,577
TOTAL BENEFITS		3,606,867	1,739,812	0	1,867,055	1,839,372	30,683
320	Professional Development	45,220	5,353	1,690	38,177	38,177	-
330	Legal Fees	65,000	4,699	1,460	58,842	48,000	10,842
340	Software Support	29,750	11,870		17,880	17,880	-
350	Substitutes	143,000	49,982		93,018	96,000	(2,982)
390/01	Consultant Services	190,400	38,413	146,885	5,103	35,103	(30,000)
3902	Financial Audit	46,400			46,400	46,400	-
390	Other Prof/Tech. Services	14,398	9,162		5,236	5,236	-
TOTAL PROFESSIONAL SERVICES		534,168	119,478	150,035	264,655	286,796	(22,141)
410/01	Utilities - Electric and Water	190,500	68,981		121,519	91,519	30,000
420	Heating	114,000	17,618		96,382	74,000	22,382
430	Repairs and Maintenance	75,000	41,281	41,591	(7,872)	10,000	(17,872)
450	Leases and Rentals	110,123	82,080		28,043	37,043	(9,000)
4501	Building Improvements	10,500		600	9,900	9,900	-
490	Other Purchased Services	27,620	20,288	7,782	(450)		(450)
4901	Service Contracts	160,533	52,676	78,338	29,519	29,519	-
TOTAL PROPERTY SERVICES		688,276	282,924	128,311	277,041	251,981	25,060
510	Pupil Transportation-Regular	479,802	257,345	231,954	(9,497)	(9,497)	-
510	Pupil Transportation-Spec. Educ.	258,091	107,331	128,885	21,875	22,600	(725)
520	Insurance-General Liability	144,380	132,033	20,115	(7,768)		(7,768)
5201	Worker's Compensation	263,707	186,638	62,213	14,857		14,857
530	Telephone Services	18,531	9,577		8,954	10,000	(1,046)
535	Internet	27,000	8,425		18,575	18,954	(379)

WOODBRIAGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED December 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	1,605		5,235	5,235	-
540	Advertising	1,000			1,000		1,000
550	Interns	57,000	16,000		41,000	24,000	17,000
560	Tuition - Wintergreen	6,000			6,000		6,000
560	Tuition - Out of District	288,928	117,893	71,999	99,036	56,000	43,036
590	Other Purchased Services	13,950	3,752	1,400	8,798	9,500	(702)
TOTAL OTHER PURCH SERVICES		1,565,229	840,599	516,565	208,065	136,792	71,273
610	Instructional Supplies	127,345	64,940	7,076	55,330	55,330	-
620	Computer Software	88,928	46,052	355	42,521	42,521	-
625	Supplies Nurses	5,370	1,951		3,419	3,419	-
630	Supplies Custodial	56,050	29,991	4,274	21,785	21,785	-
635	Supplies Office	13,000	3,307		9,693	9,693	-
640	Books and Audio Visual	25,000	6,111	7,192	11,697	11,697	-
645	Subscriptions	27,500	12,952	4,409	10,139	10,139	-
650	Testing	24,650	14,300	208	10,142	10,142	-
690	Misc. Supplies - DW Security	3,700	310		3,390	3,390	-
TOTAL SUPPLIES & MATERIALS		371,543	179,915	23,514	168,115	168,115	0
732	Computer Hardware	114,500	95,674	2,586	16,240	16,240	-
735	Equipment - Teaching	11,000	383	5,151	5,466	5,466	-
740	Equipment - Building	5,000			5,000	5,000	-
745	Furniture	17,800	4,126		13,674	13,674	-
TOTAL PROPERTY		148,300	100,183	7,737	40,380	40,380	-
810	Dues and Fees	24,345	15,728	1,520	7,097	7,097	-
900	Other Fees	13,200	3,286		9,914	7,500	2,414
TOTAL DUES AND FEES		37,545	19,013	1,520	17,012	14,597	2,414
TOTAL ADOPTED BUDGET		17,615,025	7,667,892	7,059,089	2,888,045	2,824,840	66,205

**WOODBRIIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 12-31-2024**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	\$110,439	\$140,997	\$6,529	\$53,295	
Intergovernmental	\$30,994				
Donations				\$71	\$2,200
Other income					
Additions	\$0	\$0	\$0	\$0	\$0
Total Revenues:	\$141,433	\$140,997	\$6,529	\$53,366	\$2,200
Expenditures:					
Wages, FICA, MERF	\$76,039	\$87,593		\$47,646	
Medical Insurance					
Cost of food sold	\$67,959				
Equipment	\$0				
Repairs	\$1,965				
Other Expenses	\$6,933	\$24,378	\$6,748	\$15,569	
Total Expenditures:	\$152,895	\$111,971	\$6,748	\$63,215	\$0
Year to Date Net Income / (Loss):	(\$11,462)	\$29,025	(\$219)	(\$9,849)	\$2,200
BOE Year to Date Cost of Health Insurance	\$17,550				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	\$188,071	\$74,544	\$1,442	\$82,184	\$16,865
Prepaid Expenses					
Accounts Receivable	\$6,384	\$250	\$11	\$3,329	
Intergovernment Receivable	\$28,981				
Inventory	\$6,839				
Due From Other Funds					\$380
Total Assets:	\$230,276	\$74,794	\$1,453	\$85,514	\$17,246
Liabilities:					
Amounts Held As Agent					
Accounts Payable	\$3,459				
Deferred Revenue	\$33,724				
Wages Payable					
Due To Other Funds	\$7,670	\$9,092			
Total Liabilities:	\$44,852	\$9,092	\$0	\$0	\$0
Fund Balance:					
Prior Year Ending Fund Balance	\$196,886	\$36,677	\$1,672	\$95,362	\$15,046
Year to Date Income / (Loss)	(\$11,462)	\$29,025	(\$219)	(\$9,849)	\$2,200
Current Fund Balance	\$185,424	\$65,702	\$1,453	\$85,514	\$17,246
	-	-	-	-	-

January 2025

Beecher Road School

Facilities Department Monthly Report

CLEAN
SAFE
HEALTHY
SCHOOLS

Vito Esparo

Facilities Manager

Beecher Road School

40 Beecher Road

Woodbridge, CT 06525

Phone: 203-389-2195

Fax: 203-389-2196

Beecher Road School



Completed Projects:

- During December our North & South FD connections were excavated & had their underground "ball drips" replaced after hydrostatic test failures. After repair both connections passed their 5-year hydrostatic tests.
- A small roof leak was reported above the business office during a period of snow melt. After investigation, several possible entry points were identified & temporarily patched. It has stopped leaking.
- Our grounds improvement project has paused for the winter. The majority of North school work has been completed. The project is scheduled to reopen in the spring.
- In early December it was reported that 1/2 of the lights in classroom S-4 stopped working. Upon investigation a faulty relay for the motion sensor was pinpointed as the source of the issue. The relay has been replaced and 3 spare relays are in stock to expedite any future issues elsewhere.
- During November AHU3 servicing the North Gym was experiencing repeated fan-failure alarms. Dust accumulating in the drive was noted a possible culprit. After multiple dust-off treatments to the VFD on the unit has stopped going into alarm.
- On 12/19 our annual roofing inspection was completed. During the inspection an issue with the roofing in our boiler room was investigated. No significant damage to the roof membrane or decking was observed. No repair is currently need. The issue will continue to be monitored.
- Over November and December several HVAC units had parts replaced including but not limited to; D4 and Copy Center OA damper actuators. Plus, S4, S13, S16 and Computer Lab valve actuators.
- The cleaning of our HVAC water loops has been completed. PH levels in both the HW and Dual temperature loop are much closer to normal. The water itself has visually and aromatically improved. The conductivity of the water has been greatly reduced.
- During the months of November and December over 100 "fix-it" tickets were closed. This number is not inclusive of time-sensitive maintenance issues reported outside of fix-it. This number is also non-inclusive of the majority of HVAC repairs.

Projects in process

- During our December PM visit failing shaft bearings on the return fan for AHU4 servicing the South Assembly room were identified. Replacement of the failed bearing will be completed ASAP.
- The supply motor on AHU6 servicing the Rotunda has been noted to have failing bearing. Multiple quotes for replacement are being obtained.
- During winter break Boiler I had several "ignition" faults. Upon investigation a failing SSOV valve, regulator, and our final original IGST board were quoted for replacement.
- On November 19th we completed our first building walkthrough with our 2025 Tools For Schools committee. Our next walkthrough will be scheduled for early 2025 and focus on the South School.
- ADA accessibility upgrades to the North entrance doors are scheduled to be completed over February break.
- Earlier this year an issue with domestic hot water back feeding into the domestic cold water was identified. After investigation a large back-check valve in the North heat exchanger room will be quoted for replacement along with several other minor piping repairs in the space.
- The LED lighting on the pool roof is scheduled for replacement. The current LED lights have passed their warranty period and replacement of all 4 lights has been recommended.
- Our upgrade to a NFS2-640 Intelligent Fire Control Panel is in process. Once parts arrive the replacement will be scheduled.

Outstanding issues to be addressed:

- Our current classroom thermostats are no longer being produced. A plan to upgrade the thermostats wing by wing over summer break is being considered.
- Deteriorating fencing behind the Tennis Courts on the North School playground has been identified. Due the type of damage a complete replacement of the fencing has been recommended.
- Over Yom Kippur a water balancing company was onsite to investigate several HVAC anomalies. Evidence pointed to flow issues in all of the most troubled spaces. A balancing of the HVAC water system was recommended.

MINUTES OF THE WBOE POLICY COMMITTEE
Superintendent's Conference Room
December 2, 2024

CALL TO ORDER: Ms. Williamson called the meeting to order at 4:34 PM.

IN ATTENDANCE: Erin Williamson, Chair (in person), Lynn Piascyk (in person), Steven Lawrence (remote), Board of Education Members; Vonda J. Tencza, Superintendent; and Mary Vincitorio, WEA.

PUBLIC COMMENT: None

The Committee reviewed the following policies:

- ❖ 9322-Public and Executive Sessions
- ❖ 9323-Construction of Agenda
- ❖ 9324-Advance Delivery of Meeting Materials
- ❖ 9325-Meeting Conduct
- ❖ 9325.1-Quorum and Voting
- ❖ 9325.2-Order of Business
- ❖ 9325.21-Consent Agenda
- ❖ 9325.3-Rules of Order
- ❖ 9325.4-Vote Recording
- ❖ 9325.43-Attendance at Meetings via Electronic Communications
- ❖ 9327-Electronic Mail Communication
- ❖ 9330-Board/School District Records
- ❖ 9340-School Board Memberships
- ❖ 9360-Legislative Program
- ❖ 9400-Monitoring Products and Processes
- ❖ 9420-Recognition for Accomplishment
- ❖ 5131.81-Electronic Devices
- ❖ 5131.911-School Climate

No additional changes were made to 9325, 9325.2, 9325.3 9327 and 9420. There was general consensus that it was not necessary to add Policy 9325.1 as this process is covered by Town Charter and other policies. It is noted for the record that when reviewing policies, CABE utilizes an “a”, “b” etc. format designation on individual pages in a multiple page policy in a PDF document. This formatting is generally omitted in the actual printing of hard copy packets as each policy, including multiple page docs, is downloaded in a “word” format from the website, revised and printed as one document with the policy language being exactly the same in both the PDF and word formats.

In addition to the language modifications submitted for review, additional changes were made as follows:

- Policy 9222 was revised to delete “require” in #1 and replace it with “request”.
- Policy 9323 was revised to add “on-line” in the 1st sentence under *Posting of Agenda*.
- Policy 9324 was revised to add “on-line” after public in the 2nd paragraph.
- Policy 9325.4 was revised to include “two (2) working days” after 48 hours in the 2nd sentence, delete “for votes or minutes of special and emergency special meetings” in the 3rd sentence and “votes” was added in the 4th sentence before “shall”. Under “Minutes” in the 1st sentence, “Secretary” was replaced with “Clerk”. In the 4th sentence “working” was added after “seven”. In the 6th sentence “working” was added after “seven”, and “excluding any Saturday, Sunday or legal holiday” was deleted. In the last sentence “three working days” was added after “72 hours”.
- Policy 9325.21 was modified striking “routine” in 5th bullet along with removal of all words contained within the ().
- Policy 9325.43 was changed to remove the last sentence in the 2nd paragraph and in the last line “himself/herself” changed to “themselves”.

- Policy 9330 was modified to remove “photostated” in the 3rd sentence of the 1st paragraph, #4 “trade secrets” was deleted, and in the 6th sentence deleted the wording in the () and adjusted the numbering sequence under *Designation of Records Access Officer*.
- Policy 9340 was deleted in its entirety.
- Policy 9360, #1 was deleted in its entirety, in #2 “these’ was replaced with “relevant” and in #3 “both direct and indirect” was deleted.
- Policy 9400 in the 2nd paragraph, “program of” was deleted. In #1 the 2nd sentence was deleted. In #2 “at a study or executive session” was deleted and “to the extent possible” was added after “and”. In. #4 “and areas for improvement” was added after “strengths”. In #5 “fairly frequent” was deleted. Under *Performance Objective*, 4th sentence “an individual” was replaced with “the Board” and the last sentence was deleted. Under *Policy Review and Evaluation* the entire paragraph was stricken.
- Policy 5131.81 Page 2, 2nd paragraph 1st sentence “shall” was replaced with “may” in both places as well as in the 2nd sentence.

It was noted that we are still awaiting additional information and documentation from the CSDE in support of Policy 5131.911. Administration is still compiling various documents and forms and comparing our current practices to what is being mandated by the CSDE. It is anticipated this policy will not be adopted until the spring.

All policies reviewed and/or revised were submitted for 30-day review for the December 16 meeting with the exception of 5131.911 – School Climate.

PUBLIC COMMENT: None

Meeting Adjourned: 5:39 PM

Bylaws of the Board

Public and Executive Sessions

All meetings, as defined in the Freedom of Information statutes, of the Woodbridge Board of Education shall be open to the public with the exception of executive sessions which shall be held as consistent with law. A chance or social meeting, a caucus or a discussion of strategy or negotiations with respect to collective bargaining are not defined as “meetings” under the Freedom of Information Act.

Executive Sessions

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting for one or more of the following reasons, consistent with law:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may **require request** that discussion be held at an open (public) meeting.
2. Strategy and negotiations with respect to pending claims or pending litigation, as defined by law.
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such subjects would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
5. Discussion of any matter which would result in the disclosure of public records or the information therein described in Connecticut General Statutes section 1-19(b).

At an executive session of the Board of Education, attendance shall be limited to members of the Board and persons invited by the Board to present testimony or opinion pertinent to matters before the Board, provided that such persons’ attendance shall be limited to the period for which their presence is necessary to present such testimony or opinion; minutes of executive sessions shall disclose all persons in attendance with the exception of job applicants who attend the executive session to be interviewed by the Board.

- (cf. 1330 Use of School Facilities)
- (cf. [9314](#) Suspension of Policies, Bylaws, Regulations)
- (cf. [9321](#) Time, Place, and Notification for Meetings)
- (cf. [9323](#) Agenda Construction/Advance Delivery of Meeting Materials)
- (cf. [9324](#) Meeting Conduct & Parliamentary Procedure)
- (cf. 9325.1 Quorum)
- (cf. [9325.2](#) Order of Business)

(cf. 9326 Minutes)

Legal Reference: Connecticut General Statutes

- [1-206](#) Denial of access to public records or meetings.
- [1-210](#) Access to public records.
- [1-225](#) Meetings of government agencies to be public.
- [1-226](#) Recording, broadcasting or photographing meetings.
- [1-231](#) Executive sessions.
- [19a-342](#) Smoking prohibited in certain places.

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

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Construction of Agenda

The Superintendent shall prepare all agendas and supportive materials for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairperson **and/or Leadership Team** and appropriate members of the administrative staff. Any Board member who wishes to have an item included on the agenda should notify the Superintendent in sufficient time for the Superintendent to review the request with the Board Chairperson for **his/her their** decision on agenda placement.

The agenda shall provide time for members of the public who wish to speak briefly on an item before the Board. The agenda and supporting materials will contain matters to be considered and shall be distributed to Board members prior to the Board meeting in sufficient time to allow the members to consider the issues carefully. A notation of “provided for informational purposes only” will be included on all agendas. Agendas shall also be made available to others upon request to the Board clerk.

Posting of Agenda

Agendas for regular Board of Education meetings shall be made available to the public **on-line** and in the Superintendent’s Office and shall be filed with the Town Clerk, not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the Board unless called in an emergency with less than 24 hour notice.

- (cf. [1120](#) Public Participation at Board Meetings)
- (cf. 1331 Smoke Free Environment)
- (cf. [9121](#) Board Officers)
- (cf. [9321](#) Time, Place, Notification for Meetings)
- (cf. [9324](#) Meeting Conduct & Parliamentary Procedures)
- (cf. 9325.1 Quorum)
- (cf. [9325.2](#) Order of Business)
- (cf. 9326 Minutes)

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of Government Agencies to be Public. Recording of Votes. Schedule and Agenda of Meetings to be Fixed. Notice of Special Meetings. Executive Sessions.
(subsection (a) re Agenda)

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

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Advance Delivery of Meeting Materials

The Board meeting materials shall be disseminated as follows:

1. The complete Board of Education agenda and the appropriate materials pertaining thereto shall be sent **electronically** to each Board member **and** Board clerk, ~~and student representatives.~~

The agenda will be available to the public **on-line and** at the administration building after ~~3:00~~ **4:00** PM on Fridays preceding each regular Board of Education meeting. ~~An agenda will also be available to each member of the press on Friday afternoons.~~

2. ~~Two~~ Copies of the agenda shall be **sent forwarded through school electronic email** to each building / assistant principal, ~~one copy of which is to be posted upon the bulletin board in each school office.~~
3. Copies of the agenda shall be forwarded through school **electronic email** to presidents of each bargaining unit and president(s) of **PTA/PTO** organizations.

(cf. [9323](#) - Construction/Posting of Agenda)

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

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Meeting Conduct

Meetings of the Woodbridge Board of Education shall be conducted by the chairperson in a manner consistent with the bylaws of the Board.

All Board meetings shall commence at the stated time, or as soon thereafter as a quorum is present, and shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.

The meetings shall, to the fullest possible extent, enable members to conduct the business of the Board in an orderly, expeditious manner.

Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. A 3-minute time limit may be allowed to each speaker with a maximum of 20 minutes per meeting being allocated for any one item of the agenda. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by their comments. While it is not the Board's intent to stifle public comment, speakers should be aware that if their statements violate the rights of others under the law of defamation or invasion of privacy, the speaker may be held legally responsible. Speakers unsure of the legal ramification of what they are about to say are urged to consult first with their legal advisor.
2. The chairperson shall not permit actions which disrupt or interrupt the orderly conduct of the Board meeting. A willful participant in such conduct will be asked to leave the meeting of the Board. In case of a general disturbance the meeting room may be cleared except for non-participating representatives of the press.
3. The Board may, by a majority vote, decide to extend the 20 minutes allotted per item of the agenda.
4. The Board will not respond to any comments made during the Public Comment except to clarify issues. The Board of Education will take into consideration comments made by the public at meetings and hearings. Questions, concerns and requests directed to the Board will usually be deferred pending administrative and Board consideration.
5. Speakers may offer objective criticism of district operations and programs but the Board encourages members of the public to address complaints concerning individual district personnel through the proper chain of command. The Chairperson may direct the member of the public to the appropriate means to address concerns brought before the Board; however, the Board will not respond with action but will take comments under advisement and direct the comments to the appropriate staff member to address outside of the Board meeting.
6. The following language shall be read by the Chairperson at the beginning of the public comment portion of the meeting: (The reading is waived if there are no participants for 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.

Legal Reference: Connecticut General Statutes

[1-200](#) Definitions.

[1-206](#) Denial of access of public records or meetings. Notice. Appeal

[1-210](#) Access to public records. Exempt records.

[1-225](#) Meetings of government agencies to be public.

[1-226](#) Recording, broadcasting or photographing meetings.

[19a-342](#) Smoking prohibited in certain places. Signs required. Penalties.

[1-231](#) Executive sessions.

[1-232](#) Conduct of meetings (re disturbances).

[10-234](#) Duties of the Secretary

Bylaw adopted by the Board: ~~November 14, 2016~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Order of Business/Agenda

The order of business shall be at the discretion of the Chairperson may include the following items:

1. Call to Order
2. Pledge of Allegiance
- ~~3. Requests from Citizens Correspondence~~
4. Public Comment
5. Approval of the Minutes Consent Agenda
6. Report of the Superintendent
- ~~5. Disbursement Journal~~
- ~~6. Budget Update~~
7. Committee Reports
- ~~8. Communication/Correspondence~~
- ~~10. Information Items~~
8. Action Items
9. New Business
- ~~12. Discussion Items~~
10. Public Comment
11. Adjournment

Access to Agenda by Disabled Persons

The District will ensure equally effective communications are provided to qualified persons with disabilities upon request as required by the Americans with Disabilities Act.

~~Appropriate auxiliary aids and services may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.~~

~~Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternate, equally effective communications will be used.~~

~~Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.~~

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

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Order of Business

Consent Agenda

To make more efficient use of meeting time, the **Woodbridge** Board of Education authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board (e.g., approving Board minutes, reviewing monthly expenses) into either a single motion or several categorical motions.

The consent agenda will be prepared by the Superintendent of Schools in consultation with the Chairperson of the Board.

Items on a consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, that Board member may remove the item from the consent agenda merely by requesting same. The exempted item then moves to the regular agenda, and the Board may take action as it deems appropriate. All non-exempted items will be moved, seconded, and voted upon either in one motion or in several categorical motions without discussion.

Routine, standard, non-controversial, and self-explanatory items are those that will be placed on the consent agenda. Examples include:

- ~~Committee and~~ Previous Board meeting minutes
- Office reports
- ~~Routine correspondence~~
- ~~Minor changes in a procedure (i.e., e-mail added as method of communication to announce a change in a meeting schedule)~~
- ~~Routine~~ Revisions of a policy for 30-day review ~~(changes in dates, dollar amounts due to changes in law or regulation, changes to legal references)~~
- ~~Standard contracts used regularly (i.e., confirmation of using the traditional in-house contract with a new vendor)~~
- ~~Confirmation of conventional actions required in the bylaws (Signatory authority for a bank account, acceptance of gifts)~~

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

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9325.3 adopted 10/17/11, appropriate as written

9325.3

Bylaws of the Board

Parliamentary Procedures

Rules of Order

The current edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Board of Education except when in conflict with Board policy.

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

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Vote Recording

The votes of each member of the Board upon any issue before any regular, special or emergency session meeting of the Board shall be reduced to writing and made available for public inspection within 48 hours/ **two working days** (excluding any Saturday, Sunday or legal holiday ~~for votes or minutes of special and emergency special meetings~~) and **votes** shall also be recorded in the minutes of the session at which taken, ~~which minutes shall be available for public inspection as noted below.~~

Minutes

The ~~Secretary~~ **Clerk** of the Board of Education shall keep minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in the central office. Minutes shall be made available to the public for inspection within seven **working** days after each meeting. The votes or minutes of a special meeting shall be made available to the public for inspection within seven **working** days after each such meeting, ~~excluding any Saturday, Sunday or legal holiday~~. The minutes of any emergency special meeting shall specify the nature of the emergency and shall be available within 72 hours / **three working days** of the meeting.

Legal Reference: Connecticut General Statutes

1-225 (formerly 1-21) Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (as amended by P.A. 99-71: An Act Clarifying Certain Time Periods in the Freedom of Information Act Eliminating Outdated and Unnecessary Freedom of Information Provisions.)

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

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Attendance at Meetings via Electronic Communications

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

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

Minutes of all meetings shall specify if a member was physically present or present electronically.

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

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

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

(cf. 9325.1 - Quorum)

(cf. [9325.4](#) - Voting Method)

(cf. 9326 - Minutes)

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

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of government agencies, as amended by June 11 Special Session, PA 08-3

Connecticut Public Act 22-3 "An Act Concerning Remote Meetings under the Freedom of Information Act"

Bylaw adopted by the Board: June 20, 2022

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Electronic Mail Communication

Email, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.

Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

[1-200](#) Definitions.

[1-210](#) Access to public records. Exempt records.

[1-211](#) Disclosure of computer-stored public records.

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

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Board/School District Records

Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by the Board of Education or the school district, whether handwritten, typed, tape recorded, printed, ~~photostated~~, photographed, or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. The Board recognizes the need for its records to be stored as a blend of printed, bound and electronically recorded (~~including but not limited to, audiotapes, videotapes, micro-fiche, computer-disk~~) material. All such records shall be maintained at the office of the Superintendent of Schools, who shall be the custodian of all public records of the district.

Not included in the category of public records to which the privilege of access is given are the following:

1. Preliminary drafts or notes provided the custodian or the Board of Education has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
- ~~4. Trade secrets.~~
4. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
5. The contents of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated (except that the law of public domain is not affected by this provision).
6. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
7. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney client relationship.
8. Names or addresses of students enrolled in the public schools without the consent of each student whose name or address is to be disclosed who is eighteen or older and a parent or guardian of such minor student.
9. Records including engineering and architectural drawings; security systems' operational specifications (except a general description, cost and quality of the system); training manuals that describe security procedures, emergency plans or security equipment; internal security audits; and logs and other documents containing information on security personnel movement or assignments if reasonable grounds exist to believe their release would pose a safety risk, including harm to anyone, a facility or equipment.
10. Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions of them that contain or reveal security information or otherwise exempt records.

11. Educational records not subject to disclosure under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 123g; as amended.

12. Records of standards, procedures, processes, software and codes not otherwise available to the public, the disclosure of which would compromise the security or integrity of an information technology system.

Availability of Records

Any person shall receive promptly on request, a plain or certified copy of any public record except those which access is not permitted under law, at a cost not to exceed fifty cents per page. If any copy requested required a printout or transcription, or if any person applies for a printout or transcription of a public record, the fee shall not exceed the cost to the school district. The district will require prepayment of the fee if the fee is estimated to be two dollars or more. There will be no sales tax for this service. There will be no charge if the person requesting the record is an indigent, the record requested is exempt from disclosure, or if, in the judgment of the custodian of records, compliance with the request benefits the general welfare.

An additional charge of one dollar (\$1) for the first page and fifty cents (\$.50) for each additional page may be made for certification of any records or of any fact within the record.

An individual may use a "hand-held" scanner* to copy a public record. The Board establishes a fee structure of twenty dollars (\$20) for an individual to pay each time the individual copies records at the Board offices with a hand held scanner. The Board considers the use of a "smartphone" as analogous to a hand-held scanner.

The Superintendent, on behalf of the Board of Education, shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

**A hand-held scanner is defined by C.G.S. [1-212\(g\)](#) as a battery-operated electronic scanning device the use of which (1) leaves no mark or impression on the public record, and (2) does not unreasonably interfere with the operation of the public agency.*

Designation of Records Access Officer

The Superintendent of Schools is designated as Records Access Officer of the School District, who shall have the duty of coordinating the School District's response to public requests for access to records, in accordance with Connecticut Freedom of Information Commission rules and regulations.

The Records Access Officer is responsible for assuring that District personnel:

1. Assist the requester in identifying requested records, if necessary.
2. Upon locating the records, take one of the following actions:
 - a. Make records promptly available for inspection; or
 - b. Deny access to the records in whole or in part and explain the reasons therefore.
3. Upon the request for copies of records:
 - a. Make a copy available upon payment or offer to pay established fees.
 - b. Upon request, certify that a transcript is a true copy of the records.
4. Upon failure to locate records, certify that:
 - a. The District is not the legal custodian for such records.
 - b. The records of which the District is a custodian cannot be found after diligent search.

Requests for Public Access to Records

1. Requests for inspection of records shall be made at least four (4) working days in advance to the Records Access Officer.
2. The Records Access Officer shall respond promptly to a request for records. Except under extraordinary circumstances, the District shall make response no more than four (4) working days after receipt of the request.
3. A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records shall supply information regarding dates, file designations or other information that may help to describe the records sought.
4. If the District does not provide or denies access to the record sought within four (4) business days of receipt of a request, the District shall furnish a written acknowledgment of receipt of the request and statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within ten business days after the date of acknowledgment of receipt of a request, the request may be construed as a denial of access that may be appealed.

Denial of Access to Records

1. If the District fails to respond to a request within four (4) business days of receipt of a request, such failure shall be deemed a denial of access by the District.
2. Any person denied access to records may appeal to the State Freedom of Information Commission identifying:
 - a. The date and location of a request for records;
 - b. The records that were denied; and
 - c. The name and return address of the appellant.

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records.

1-200 Definitions.

1- 210 to 1-213 Access to public records. (as amended by PA 02-113)

1-212(g) Copies and scanning of public records

1-211 Access to computer stored records.

1-214 Public contracts as part of public records.

1-225 to 1-240 Meetings of public agencies.

Paulsen v. Superintendent of Schools, Bethel Public Schools, #FIC 2015-663 (June 8, 2016)

Federal Rules of Civil Procedure - 2006 Amendments

Bylaw adopted by the Board: **February 24, 2020**

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

School Board Memberships

~~The Board of Education shall maintain membership in the Connecticut Association of Boards of Education (CABE). It holds indirect membership in the National School Boards Association through its affiliation with the state group.~~

~~It shall be the practice of the Board of Education to appoint one member to represent this Board at CABE meetings. That member shall report from time to time to the full Board on the activities of the State and National groups.~~

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

Bylaws of the Board

Legislative Program

The Board of Education, as an agent of the state, must operate within the bounds of the state and federal law affecting public education. If the Board is to meet its responsibilities to the residents and students of the community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end:

~~1. The Board will develop an annual legislative program through conferences with the Connecticut Association of Boards of Education and the National School Boards Association.~~

1. When appropriate, the Board will work for the achievement of common legislative objectives through ~~these relevant~~ associations and with the other concerned groups.
2. The Board will also seek ~~both direct and indirect~~ representation of its position on pending legislation with appropriate state and federal legislators and legislative committees.

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

Bylaws of the Board

Monitoring Products and Processes

Members of the Board of Education willingly take on the difficult but crucially important task of grading themselves and the Board on which they serve.

An effective ~~program of~~ evaluation contains many essential features. The following conditions are crucial to an evaluation that has as its primary purpose the improvement of Board leadership:

1. Board members should know the standards against which they will evaluate themselves. ~~Better yet, they should be involved in the development of the standards.~~
2. Evaluation should be at a time and place, with no other items on the agenda, ~~at a study or executive session~~ and ~~to the extent possible~~ with all Board members present.
3. The evaluation should be a composite of the individual Board member's opinion, but the Board as a whole should meet to discuss the results.
4. The evaluation should include a discussion of strengths ~~and areas for improvement.~~
5. The evaluation should be ~~fairly frequent~~ at least once a year.
6. The Board should not limit itself to those items which appear on an evaluation form. No form or set of guidelines could encompass the totality of a Board's responsibilities.
7. Each judgment should be supported by as much rational and objective evidence as possible.

Performance Objective

When the Board has received the composite profiles from the self-evaluation, the members should then discuss the results in detail and formulate a series of objectives for the ensuing year. These objectives will be stated in the form of performance change or productivity gains. Implied in this approach is an assumption that ~~an individual the Board~~ is capable of improvement. ~~The chances that he or she will improve are enhanced if evaluation is carried out systematically in accordance with good planning, conscientious follow through and careful assessment of results.~~

~~Policy Review and Evaluation~~

~~The Board shall follow through the policies it has formulated. It shall evaluate how the policies have been executed by the school staff, and shall weigh the results. The Board shall rely on the school staff, students, and the community to provide evidence of the effect of the policies which it has adopted.~~

Legal Reference: Connecticut General Statutes

[10-14m](#) - [10-14r](#) Education evaluation and remedial assistance.

[10-220](#) Duties of boards of education.

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

Existing bylaw, number 9420 adopted 10/17/11, appropriate as written

9420

Bylaws of the Board

Recognition of Accomplishments by Citizens, Students, Staff Members or Members of the Board

Recognition for Accomplishment

The Board is committed to recognizing and reinforcing the positive efforts and performance of individuals involved in the school system. The Superintendent shall develop procedures to honor the distinguished or exceptional achievements of citizens, students, and staff. This should also include retiring staff who have contributed to the school system over an extended period of time. This may be done by recognition at Board meetings, letters of recognition, or other appropriate methods.

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

Students

Electronic Devices

The Board adopts this policy in order to maintain/promote an educational environment that is safe and secure for district students and employees. The Board establishes that the acceptable use of electronic devices is to support instruction and as a means of communication under approved circumstances.

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, filtered or unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, ~~walkmans, CD players, iPods, MP3 players, DVD players~~, handheld game consoles, ~~Personal Digital Assistants (PDAs)~~, cellular or mobile telephones, ~~smartwatches, smartphones, iglasses, BlackBerries~~, and laptop computers, as well as any new technology developed with similar capabilities.

The Board prohibits/~~limits~~ the use of these and other electronic devices by students during the school day in District buildings; on District property; on District buses and vehicles; during the time students are under the supervision of the District (and in locker rooms, bathrooms, health suites and other changing areas at any time ~~if choose to prohibit, rather than limit.~~)

~~Elementary school students may possess cellular telephones and other wireless communication devices on school property and school-sponsored transportation, provided such devices are not visible, used, or activated, and are kept in the "off" position throughout the school day. Students must keep their cellular phones and other wireless communication devices stored in a non-visible secure location during the school day.~~

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in District buildings; on District property; on District buses and vehicles; and at school-sponsored activities. The Board may limit other electronic devices as appropriate. The District shall not be liable for the loss, damage or misuse of any electronic device.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Such violations may constitute a crime under state and/or federal law. Therefore, the district may report such conduct to state and/or federal law enforcement agencies.

Such prohibited activity shall also apply to student conduct that occurs off school property if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. The conduct has a direct nexus to attendance at school or a school sponsored-activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct.

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy. The Superintendent or designee shall develop administrative regulations to implement this policy.

Violations of this policy by a student ~~shall~~ may result in disciplinary action and may ~~shall~~ result in confiscation of the electronic device. The confiscated item ~~shall~~ may not be returned until a conference has been held with a parent/guardian.

Exceptions

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building Principal.

~~The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:~~

- ~~1. Student is a member of a volunteer fire company, ambulance or rescue squad.~~
- ~~2. Student has a need due to the medical condition of an immediate family member.~~
- ~~3. Other reasons determined appropriate by the building Principal.~~

(cf. 5114 - Suspension and Expulsion/Due Process)

(cf. 5131 - Conduct)

(cf. 5131.8 - Off School Grounds Misconduct)

(cf. 5131.911 - Bullying)

(cf. 5144 - Discipline/Punishment)

(cf. 5145.5 - Sexual Harassment)

Legal Reference: Connecticut General Statutes

[10-233j](#) Student possession and use of telecommunications devices

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

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

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

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

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

Policy adopted: ~~March 17, 2014~~

WOODBRIIDGE SCHOOL DISTRICT
Woodbridge, Connecticut



WOODBRIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Vonda J. Tencza – Superintendent
vtencza@woodbridgeps.org

December 18, 2024

Kathleen Marlor
Special Education Teacher
Beecher Road School

Dear Kathy:

Thank you for your December 18, 2024 letter informing me of your retirement upon conclusion of the 2024/25 school year, effective June 30, 2025. Please accept acknowledgement and good wishes of Board members and colleagues for your seven (7) years of service to the children of Beecher. I know that administrators, as well as your colleagues, at Beecher join me in wishing you all the best as you forge new endeavors.

Should you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

Vonda J. Tencza
Superintendent

c: Administrative Team
J. Jimenez