

## **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 Minutes from the February 12, 2025 Special TriBoard Meeting and the February 24, 2025 Regular Meeting
  - B. Budget Narrative Report
  - C. Budget Summary Report
  - D. Budget Detail Report
  - E. Combining Financial Statements
- IV. **Reports**
  - A. Board Member Appreciation
  - B. Superintendent Search Update
  - C. Superintendent's Report
    1. BRS Update
  - D. BRS Infrastructure Building Committee
  - E. Facilities Committee Report
  - F. Finance Committee
  - G. Policy Committee Adopt Policies
    1. 6000 - Concept and Roles in Instruction
    2. 6111 - School Calendar (Revised)
    3. 6114 - Emergencies and Disaster Preparedness
    4. 6114.1 - Fire Emergency Drills / Crisis Response Drills (Revised)

- 5. 6121 - Affirmative Action: Instruction Program
- 6. 6142.10 - Physical Exercise and Discipline of Students (Revised)
- H. CAFE Liaison Report
- I. Upcoming Meeting Presentation(s): Summer Programs, Curriculum Update and May Teacher Appreciation

V. **New Business**

- A. Healthy Food Certification

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 SPECIAL WOODBRIDGE BOARD OF EDUCATION  
JOINT MEETING WITH THE TOWN BOARDS OF SELECTMENT AND FINANCE  
Wednesday, February 12, 2025  
Center Cafe**

**CALL TO ORDER:** Ms. Lynn Piascyk, Chair, called the meeting to order (5:07 PM).

**BOARD MEMBERS PRESENT:** Lynn Piascyk, Chair (in-person); Dr. Jay Dahya (in-person); 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 and Director of Business Services/ Operations.

**GUESTS:** Jim Giuliano, Fran DiFiore---Construction Solutions Group and Mike Ayles, Mike LoSasso, Patti McKeon and Lisa Yates---Antinozzi Associates.

The Boards of Selectmen, Finance and Education received a detailed BRS building renovation presentation from representatives of CSG and Antinozzi Associates.

**ADJOURN:** (7:24 PM)

Recorded by Marsha DeGennaro, Clerk of the Board.

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

**Monday, February 24, 2025  
Town Hall Main Meeting Room**

**CALL TO ORDER:** Ms. Lynn Piascyk, Chair, called the meeting to order (6:06 PM).

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

**STAFF:** Vonda Tencza, Superintendent.

Executive Session

The Board entered Executive Session in accordance with State statute to discuss the Superintendent mid-year evaluation process.

**MOTION #1 – EXECUTIVE SESSION (6:07 PM)**

Move that we enter Executive Session to discuss the Superintendent mid-year evaluation process and invite the Superintendent to join the Executive Session.

Dr. Dahya  
Second by Dr. Francese  
**UNANIMOUS**

**BOARD MEMBERS PRESENT:** Lynn Piascyk, Chair; Dr. Jay Dahya; Sarah Beth Del Prete, Secretary; Dr. Laura Francese; Jeff Hughes (6:20 PM); Steven Lawrence, Vice Chair; Dr. Michael Strambler, and Erin Williamson.

**STAFF:** Vonda Tencza, Superintendent.

The Board reviewed the mid-year evaluation process that would be followed.

**MOTION #2 – RETURN TO PUBLIC SESSION**

Move that we return to Public Session (6:48 PM).

Ms. Williamson  
Second by Ms. Del Prete  
**UNANIMOUS**

**CALL TO ORDER:** Ms. Lynn Piascyk, Chair, called the Public Session back to order (7:03 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; Donna Coonan, Director of Business Services/ Operations and Marsha DeGennaro, Clerk of the Board.

**CORRESPONDENCE** – None

**PUBLIC COMMENT** – None

**CONSENT AGENDA**

**MOTION #3 – CONSENT AGENDA**

Move that we approve the consent agenda as presented.

Mr. Lawrence  
Second by Ms. Williamson  
**UNANIMOUS**

*Superintendent Report* – Superintendent Tencza reviewed current enrollment numbers, provided an update on adoption of the mandated School Climate Plan in the spring and the Town budget process. Superintendent Tencza announced her

retirement upon completion of the 2024/25 school year. Questions were raised regarding the Town “pause” on the current year Capital Budget projects, inclusive of HVAC retro commissioning, flooring replacement, playground resurfacing, art sink asbestos removal, casework / ventilator replacements and elevator refurbishment. Concern existed for deferment and the potential increases in subsequent years.

Technology Presentation – Ms. Ciarleglio and Ms. Robinson outlined the various website enhancements and navigation tools. The website is a work in progress with updates occurring daily. Main pages include curriculum standards / pacing guides / unit of study info, links to Town agencies, Board of Education, budgets, student testing, district info, activity photos, parent portal, building project resources, summer programs / EDay and special services. Links are easily reached from the search bar and mobile links are within the 3 lines on the left of the main menu. It was suggested that the parent link for Powerschool be prominently displayed similar to the Region 5 layout.

BRS Update – Ms. Sherman noted completion of mid-year evaluations with certified staff and paraeducators, the 100<sup>th</sup> day on February 3, the annual PTO Book Swap, International Night, CARES Assemblies and fully stocked faculty rooms from the PTO upon return from the winter break.

BRS Infrastructure Upgrade Building Committee Update – Mr. Hughes noted the debriefing of the Community Engagement Workshop on the 13<sup>th</sup>. The anticipated target date for referendum continues to be slated for June. The committee meets via WebEx at 3:30 PM on the first and third Thursdays of the month. The next meeting is February 27.

Ed Specs – It was noted the document provided was still in draft form and requires further tweaking prior to submission of the grant application process and Town guidance.

Curriculum Committee – Dr. Strambler noted this committee did not meet due to the cancellation of school and would be rescheduled for March with a presentation on Literacy.

Finance Committee – Mr. Lawrence noted this committee met on January 14 to review the standard monthly financial reports. We are half-way through the 2024/25 budget year with a projected surplus of \$47,000. Discussion ensued regarding federal grant funding. Based on current projections, the district should receive approximately \$400,000 from the Title I-IV grants and IDEA.

457(B) Deferred Comp Plan – This plan is a tax-deferred retirement savings plan. Similar to the 403B currently offered, this has modern technology options versus paper and would be an additional offering to employees. There is no cost to the district and the company has different plan options the district may pursue in the future. Suggestions were made for acquiring the fiduciary rating and providing staff presentations from the financial planners on the various options.

#### **MOTION # 4 – 457(b) DEFERRED COMP PLAN**

Move that we authorize the Director of Business Services to enter into a contract Agreement between the Woodbridge Board of Education and Education and the Education Service Center Region 10 which sponsors the Retirement Asset Management Services program (“RAMS”) authorizing the establishment of a 457(b) Plan for the exclusive benefit of the eligible employees of the Woodbridge School District and appoint the Director of Business Services and/or their successor / designee as the Woodbridge School District Plan Administrator and authorize them to implement and manage the Woodbridge School District participation in the applicable plans under the direction of the Woodbridge Board of Education.

The Woodbridge School District plan administrator is authorized to execute the applicable ESC Region 10 RAMS CT agreements, contracts and other legal documents on behalf of the Woodbridge School District and to take whatever additional actions that are necessary to set up and maintain the participation of the Woodbridge School District in the applicable ESC Region 10 RAMS programs and to maintain compliance with relevant regulations issued or as may be issued effective February 24, 2025.

Mr. Lawrence  
Second by Dr. Francese  
**UNANIMOUS**

Policy Committee – Ms. Williamson reviewed the changes made to the policies accepted for 30-day review under the Consent Agenda.

CABE Liaison Report – Board members were urged to attend the Legislative Breakfast on March 4 and CABE Day on the Hill on March 12.

Upcoming Meeting Presentations – The regular March meeting will be held on March 17 at 7:00 PM in the Main Meeting Room at Town Hall and will include Board Appreciation. Committee meetings will be held as follows: Facilities, March 6 at 7:30 AM; Finance March 11 at 4:30 PM; BIUBC Thursday, February 27, March 13 and March 27; and the Special Meeting for the WEA Meet and Discuss March 3 at 5:00 PM.

**NEW BUSINESS**

CT Paid Sick Leave Law – Chair Piascyk outlined the draft Position Statement which was crafted after speaking with various legislators at the recent CABE Legislative Breakfast. It is likely other school districts across the state will submit similar documents.

Ms. Piascyk

Second by Mr. Hughes

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

**ABSTAIN:** Dr. Francese

***MOTION PASSES 7-0-1***

The Board added the retirement of Superintendent Tencza upon conclusion of the 2024/25 school year.

**MOTION #5 – MODIFY AGENDA**

Move that we modify tonight’s agenda and add the retirement of Superintendent Tencza for action under New Business.

Ms. Piascyk

Second by Mr. Lawrence

**UNANIMOUS**

Chair Piascyk thanked the Superintendent for her leadership over the last 2+ years and while they were happy for her it would be a loss for Woodbridge.

**MOTION #6 – SUPERINTENDENT RETIREMENT (TENCZA)**

Move that we accept the retirement of Superintendent Vonda Tencza, effective June 30, 2025, with regret.

Ms. Piascyk

Second by Mr. Lawrence

**UNANIMOUS**

**PUBLIC COMMENT** – None

**MOTION TO ADJOURN:** (8:16 PM)

Dr. Dahya

Second by Ms. Del Prete

**UNANIMOUS**

Recorded by Marsha DeGennaro, Clerk of the Board.

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

March 6, 2025

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

**100 Series Salaries** - Salaries represent 61% of the budget. Our projected deficit in salaries remains very similar to the prior month at approximately \$4K.

**200 Series Benefits** – Benefits are 21% of our budget is based on the elections of last year's staff. The projected surplus in the category increased by \$9K. CMERS is projected a bit worse and medical insurance is projected moderately better. The net effect is a projected surplus of \$24K for the year.

**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 increased our projected expenses in this category due to the impending Superintendent search. We also decreased our projected expenses in the Substitute line. The net of these adjustments increases the projected deficit in this category by \$12K over last month. The total projected deficit for professional services is \$72K.

**400 Series Purchased Property Services** - Utility budgets are 4% of the total budget. Now that we have gotten through the February utility bills, we can reasonably decrease what we anticipate to pay in utilities for the rest of the year. This category projects a \$40K surplus for the year which is \$14K better than last month.

**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. During February staff noticed that we had not encumbered enough funds for one of our special education bus runs. The increased encumbrance leaves us with a \$53K surplus on the year which is \$26K less than the prior month.

**600 Series Materials and Supplies** – These supplies account for 2% of our budget. With the exception of custodial/maintenance supplies, this category is direct support for classroom instruction. This category remains unchanged from last month with a projected \$13K deficit 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 2-28-2025**

<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	64,814	69,275	(4,462)
200	TOTAL BENEFITS	3,606,867	1,332,238	1,311,315	23,923
300	TOTAL PROFESS. SERVICES	534,168	187,876	260,479	(72,603)
400	TOTAL PROPERTY SERVICES	688,276	265,293	224,379	40,914
500	OTHER SERVICES	1,565,229	111,432	57,940	53,492
600	SUPPLIES & MATERIALS	371,543	138,654	151,654	(13,000)
700	TOTAL PROPERTY SERVICES	148,300	31,635	31,635	-
800	TOTAL DUES, FEES, MISC.	37,545	16,338	13,924	2,414
<b>TOTAL ADOPTED BUDGET</b>		<b>17,615,025</b>	<b>2,148,281</b>	<b>2,120,602</b>	<b>30,678</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	(35,799)	-	(35,799)
510	TRANSPORTATION	258,091	(37,461)	7,500	(44,961)
560	TUITION SPECIAL ED	288,928	92,806	43,168	49,638
<b>SPECIAL EDUCATION CARVEOUT</b>		<b>737,419</b>	<b>19,546</b>	<b>50,668</b>	<b>(31,122)</b>

<b>SUMMARY</b>	
<b>Special Ed Surplus / (Deficit)</b>	<b>(31,122)</b>
<b>Under / (Over) Spending in OTHER programs</b>	<b>61,801</b>
<b>Total Surplus / (Deficit) Projected</b>	<b>30,678</b>

**WOODBRIAGE BOARD OF EDUCATION**  
**MONTHLY DETAIL BY OBJECT**  
**FOR THE MONTH ENDED February 28, 2025**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	999,860	647,282	351,928	650		650
120	Teachers - Regular	5,853,312	3,187,727	2,617,343	48,242	37,375	10,867
120	Teachers - Special Education	1,128,525	657,850	488,617	(17,942)	16,330	(34,272)
1201	Psychologist	197,202	94,757	90,636	11,809		11,809
1203	Counselor	53,690	29,799	24,780	(889)		(889)
<b>Sub-Total Certified Salaries</b>		<b>8,232,589</b>	<b>4,617,416</b>	<b>3,573,303</b>	<b>41,870</b>	<b>53,705</b>	<b>(11,835)</b>
1303	Custodians	473,399	284,673	156,978	31,748	20,000	11,748
140	Nurses	184,192	101,756	77,197	5,239	5,239	-
150	Secretaries, Clerical	431,376	265,772	156,790	8,815	4,815	4,000
160	Paraprofessionals	291,244	135,756	109,806	45,682		45,682
1601	Special Education Paraprofess.	797,954	464,813	387,910	(54,769)	15,000	(69,769)
170/10	Salaries OT / PT	114,668	61,529	50,734	2,405		2,405
190	IT Manager and Asst.	81,161	54,562	30,279	(3,681)		(3,681)
190	Salaries, Miscellaneous	56,514	39,617	29,392	(12,496)	(29,483)	16,987
<b>Sub-Total Non-Certified Salaries</b>		<b>2,430,508</b>	<b>1,408,479</b>	<b>999,085</b>	<b>22,944</b>	<b>15,570</b>	<b>7,373</b>
<b>TOTAL SALARIES</b>		<b>10,663,097</b>	<b>6,025,895</b>	<b>4,572,388</b>	<b>64,814</b>	<b>69,275</b>	<b>(4,462)</b>
220	FICA	317,410	173,728		143,682	131,819	14,863
230	CMERS	430,145	212,684		217,461	234,480	(17,019)
270	Medical Insurance	2,808,916	1,865,208		943,708	923,000	20,708
280	Life Insurance	33,346	22,130		11,216	11,016	200
2902	Other Employee Benefits	17,050	878		16,172	11,000	5,172
<b>TOTAL BENEFITS</b>		<b>3,606,867</b>	<b>2,274,629</b>	<b>0</b>	<b>1,332,238</b>	<b>1,311,315</b>	<b>23,923</b>
320	Professional Development	45,220	6,866	7,391	30,963	30,963	-
330	Legal Fees	65,000	6,493	3,178	55,330	48,000	7,330
340	Software Support	29,750	11,870		17,880	17,880	-
350	Substitutes	143,000	75,134		67,866	95,000	(27,134)
390/01	Consultant Services	190,400	95,507	130,691	(35,799)		(35,799)
3902	Financial Audit	46,400			46,400	46,400	-
390	Other Prof/Tech. Services	14,398	9,162		5,236	22,236	(17,000)
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>534,168</b>	<b>205,033</b>	<b>141,260</b>	<b>187,876</b>	<b>260,479</b>	<b>(72,603)</b>
410/01	Utilities - Electric and Water	190,500	94,404		96,096	66,096	30,000
420	Heating	114,000	36,520	-	77,480	45,000	32,480
430	Repairs and Maintenance	75,000	68,415	8,701	(2,116)	10,000	(12,116)
450	Leases and Rentals	110,123	86,910		23,213	32,213	(9,000)
4501	Building Improvements	10,500		600	9,900	9,900	-
490	Other Purchased Services	27,620	23,529	4,541	(450)		(450)
4901	Service Contracts	160,533	59,113	40,250	61,170	61,170	-
<b>TOTAL PROPERTY SERVICES</b>		<b>688,276</b>	<b>368,891</b>	<b>54,092</b>	<b>265,293</b>	<b>224,379</b>	<b>40,914</b>
510	Pupil Transportation-Regular	479,802	310,777	185,563	(16,538)	(16,538)	-
510	Pupil Transportation-Spec. Educ.	258,091	164,981	130,572	(37,461)	7,500	(44,961)
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	13,062		5,469	8,000	(2,531)
535	Internet	27,000	10,531		16,469	4,212	12,257

**WOODBRIAGE BOARD OF EDUCATION**  
**MONTHLY DETAIL BY OBJECT**  
**FOR THE MONTH ENDED February 28, 2025**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
537	Postage	6,840	2,162		4,678	4,678	-
540	Advertising	1,000			1,000		1,000
550	Interns	57,000	16,000	16,000	25,000		25,000
560	Tuition - Wintergreen	6,000			6,000		6,000
560	Tuition - Out of District	288,928	148,880	47,242	92,806	43,168	49,638
590	Other Purchased Services	13,950	7,029		6,921	6,921	-
<b>TOTAL OTHER PURCH SERVICES</b>		<b>1,565,229</b>	<b>992,093</b>	<b>461,704</b>	<b>111,432</b>	<b>57,940</b>	<b>53,492</b>
610	Instructional Supplies	127,345	84,024	3,213	40,108	53,108	(13,000)
620	Computer Software	88,928	46,407		42,521	42,521	-
625	Supplies Nurses	5,370	2,092	947	2,331	2,331	-
630	Supplies Custodial	56,050	37,427	7,261	11,362	11,362	-
635	Supplies Office	13,000	4,054		8,946	8,946	-
640	Books and Audio Visual	25,000	7,459	5,844	11,697	11,697	-
645	Subscriptions	27,500	17,361		10,139	10,139	-
650	Testing	24,650	15,450	1,041	8,159	8,159	-
690	Misc. Supplies - DW Security	3,700	310		3,390	3,390	-
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>371,543</b>	<b>214,583</b>	<b>18,306</b>	<b>138,654</b>	<b>151,654</b>	<b>(13,000)</b>
732	Computer Hardware	114,500	98,604	5,307	10,588	10,588	-
735	Equipment - Teaching	11,000	5,878	15	5,107	5,107	-
740	Equipment - Building	5,000	1,756	453	2,791	2,791	-
745	Furniture	17,800	4,126	525	13,149	13,149	-
<b>TOTAL PROPERTY</b>		<b>148,300</b>	<b>110,365</b>	<b>6,301</b>	<b>31,635</b>	<b>31,635</b>	<b>-</b>
810	Dues and Fees	24,345	17,921		6,424	6,424	-
900	Other Fees	13,200	3,286		9,914	7,500	2,414
<b>TOTAL DUES AND FEES</b>		<b>37,545</b>	<b>21,207</b>	<b>0</b>	<b>16,338</b>	<b>13,924</b>	<b>2,414</b>
<b>TOTAL ADOPTED BUDGET</b>		<b>17,615,025</b>	<b>10,212,694</b>	<b>5,254,050</b>	<b>2,148,281</b>	<b>2,120,602</b>	<b>30,678</b>

**WOODBRIIDGE BOARD OF EDUCATION  
SPECIAL REVENUE PROGRAMS  
FINANCIAL REPORT FOR THE MONTH ENDED 2-28-2025**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
<b>Revenues:</b>					
Charges for services	\$157,119	\$202,372	\$0	\$53,526	\$693
Intergovernmental	\$44,939	\$0	\$0		\$0
Donations		\$0	\$0		
Other income		\$0	\$0		\$0
Additions		\$0	\$11,443		\$0
<b>Total Revenues:</b>	<b>\$202,058</b>	<b>\$202,372</b>	<b>\$11,443</b>	<b>\$53,526</b>	<b>\$693</b>
<b>Expenditures:</b>					
Wages, FICA, MERF	\$108,975	\$138,056	\$0	\$47,646	\$0
Medical Insurance		\$0	\$0		\$0
Cost of food sold	\$93,742	\$0	\$0		\$0
Equipment		\$0	\$0		\$0
Repairs	\$2,338	\$0	\$0		\$0
Other Expenses	\$9,393	\$37,676	\$10,449	\$17,914	\$0
<b>Total Expenditures:</b>	<b>\$214,448</b>	<b>\$175,732</b>	<b>\$10,449</b>	<b>\$65,560</b>	<b>\$0</b>
<b>Year to Date Net Income / (Loss):</b>	<b>-\$12,390</b>	<b>\$26,640</b>	<b>\$994</b>	<b>-\$12,034</b>	<b>\$693</b>
BOE Year to Date Cost of Health Insurance	\$24,429				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
<b>Assets:</b>					
Cash	\$192,450	\$79,522	\$1,934	\$79,839	\$16,898
Prepaid Expenses			\$0		\$0
Accounts Receivable	\$8,754	\$250	\$11	\$3,329	\$0
Intergovernment Receivable	\$18,273		\$720		\$0
Inventory	\$6,839		\$0		\$0
Due From Other Funds				\$160	
<b>Total Assets:</b>	<b>\$226,317</b>	<b>\$79,772</b>	<b>\$2,665</b>	<b>\$83,328</b>	<b>\$16,898</b>
<b>Liabilities:</b>					
Amounts Held As Agent			\$0		\$0
Accounts Payable	\$3,459				\$0
Deferred Revenue	\$33,787	\$11,780	\$0		\$0
Wages Payable	\$4,575		\$0		\$1,159
Due to Other Funds		\$4,675			
<b>Total Liabilities:</b>	<b>\$41,821</b>	<b>\$16,455</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,159</b>
<b>Fund Balance:</b>					
Prior Year Ending Fund Balance	196,886	36,677	1,672	95,362	15,046
Year to Date Income / (Loss)	-\$12,390	\$26,640	\$994	-\$12,034	\$693
<b>Current Fund Balance</b>	<b>\$184,496</b>	<b>\$63,317</b>	<b>\$2,665</b>	<b>\$83,328</b>	<b>\$15,739</b>
	\$0	\$0	\$0	\$0	\$0
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Current Fund Balance	\$184,496	\$63,317	N/A	N/A	N/A
Baseline - Minimum Fund Balance (30 days)	\$21,788	\$37,731	N/A	N/A	N/A
Operating Reserve Fund Balance (90 days)	\$65,364	\$113,194	N/A	N/A	N/A
# of Days Expenses in Fund Balance	254	50	N/A	N/A	N/A
Fund Balance Excess	\$119,131	-\$49,877	N/A	N/A	N/A



*March 17, 2025*

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

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

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

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

**NOW THEREFORE**, the Woodbridge Board of Selectmen and the Woodbridge School District thank all Members of the Woodbridge Board of Education for their tireless and devoted service to our children, our schools and our community and urge all residents of our community to join us in expressing appreciation to these exemplary public servants and hereby designate March 17, 2025 as School Board Member Day.

*Mica Cardoza, First Selectman*

*Vonda J. Tencza, Superintendent*

*Existing policy, adopted 5/20/14, appropriate as updated.*

## **Instruction**

### **Concept and Roles in Instruction**

The Board of Education believes the instructional program of the public schools to be among its highest priorities, and it is, therefore, important for the Board and the professional staff to work cooperatively in determining educational goals and objectives which meet the needs of students.

Within limitations of budgets made available to it by the Town, the Board of Education will provide personnel, equipment, instructional supplies and materials, and other support required to meet professional staff needs and community goals. The Board, understanding that education requires continuing change, also supports continuing in-service education for certified and non-certified staff.

The Superintendent of Schools shall present regular evidence of student progress and of program modifications based on evaluations which are consistent with district goals and objectives. Evidence of educational productivity is important in order to evaluate the educational system, to guide improvement efforts and to develop public support for the schools.

~~Legal Reference: No Child Left Behind Act, §1116, 20 U.S.C. §6316.~~

~~105 ILCS 5/2-3.63, 5/2-3.64, 5/10-21.3a, and §5/27-1.~~

*Existing policy, adopted 5/20/14 not reflective of PA 19-195, PA 22-47 and PA 22-145.  
Recommended replacement follows for comparison.*

## **Instruction**

### **School Calendar**

The school calendar shall show the beginning and ending of school dates, legal and local holidays, orientation meeting days, number of teaching days, vacation periods, and other pertinent dates providing for at least 182 school days for students.

The Superintendent shall recommend to the Board of Education a school calendar that meets all statutory requirements.

The calendar recommended to the Board may include the operation of schools on state holidays providing a suitable nonsectarian educational program is held to observe the holiday, except for those holidays that occur in December and January.

The Board of Education may declare a holiday in the schools under its jurisdiction when good reason exists.

~~To benefit children, families, and school staff in their planning, multiple year school calendars are preferable to single year school calendars.~~

Legal Reference:       Connecticut General Statutes  
                               1-4 Days designated as legal holidays  
                               10-15 Towns to maintain schools  
                               10-16 Length of school day  
                               10-29a Certain days to be proclaimed by Governor.  
                               Distribution and number of proclamations.  
                               10-261 Definitions.  
                               10-161 Establishment of graduation date.  
                               10-233j Student possession and use of telecommunication devices.

Policy adopted:       May 20, 2014

WOODBIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

*Existing policy, adopted 5/20/14 while appropriate as written, a CABE sample follows for comparison and review.*

## **Instruction**

### **Emergencies and Disaster Preparedness**

The Board of Education recognizes its obligation to students, staff and the community to be prepared to deal with various emergencies as they arise, ensuring to the greatest extent possible the safety of District students, staff and visitors.

All employees of the school system are responsible for doing everything in their power to promote the safety of all of the students at all times.

District staff shall be prepared to respond immediately and responsibly to any combination of events which threaten to result in a disaster when it occurs.

The Superintendent shall develop and maintain an emergency preparedness plan. The emergency plan shall be kept current. Governmental agencies and bodies vested with the responsibility for directing and coordinating emergency services on local and state levels shall be included in the preparation and implementation of the plan.

The plan shall specify procedures to be taken in the District in the event of an emergency. As appropriate, the Board shall enter into cooperative agreements with other governmental entities to assure proper coordination and support during emergencies.

The administration shall require the Building Principal to maintain procedures for fire, civil defense, and other emergencies, in accordance with the District's plan and to insure the maintenance of the fire alarm system and regular and emergency exits of all buildings.

(cf. 5141.6 – Crisis Prevention/Response)

(cf. 5142 – Student Safety)

(cf. 6114.1 – Fire Emergency/Drills)

(cf. 6114.3 – Bomb Threats)

(cf. 6114.6 – Emergency Closings)

Legal Reference: Connecticut General Statutes  
10-221 Boards of education to prescribe rules  
10-231 Fire drills  
52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Policy adopted: May 20, 2014

WOODBRIAGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing policy, adopted 5/26/20, appropriate as written.*

## **Instruction**

### **Fire Emergency (~~Drills~~)/Crisis Response Drills**

A fire drill shall be held at least once a month in each school building. The initial fire drill must be held not later than ~~thirty~~ 15 days after the first day of each school year. A crisis response drill shall be substituted for one of the required monthly school fire drills every three months. Each Building Principal shall prepare a definite fire emergency plan, and furnish to all teachers and students information as to route and manner of exit. Fire drills shall be planned in such a way as to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills. Such drills shall incorporate the basic protocols of lockdown, evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of the crisis response drills.

Principals shall keep a record of all fire and crisis response drills held in their schools, stating the date the drill was held and the time required for the response protocols utilized in the drill. They shall furnish such reports to the Superintendent or his designate as may from time to time be required.

Local law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills conducted pursuant to Connecticut General Statutes 10-231. "Public Safety Officials" include the local emergency management director, fire marshal, building inspector and emergency medical services representative. Each of the named officials should evaluate and provide feedback on a representative sampling of fire/crisis response drills each year. The Administration shall annually submit reports to the Department of Emergency Services and Public Protection regarding such fire drills and crisis response drills.

(cf. 5141.6 – Crisis Management Plan)

(cf. 5142 – Student Safety)

(cf. 6114 – Emergencies and Disaster Preparedness)

Legal Reference: Connecticut General Statutes

10-231 Fire drills. (as amended by PA 00-220 and PA 09-131)

Policy adopted: May 26, 2020

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing policy adopted 5/20/14, appropriate as written.*

## **Instruction**

### **Affirmative Action: Instruction Program**

The school district pledges itself to avoid any discriminatory actions, and instead seeks to foster good human and educational relations which will help to attain:

1. Equal rights and opportunities for students and staff members in the school community.
2. Equal opportunity for all students to participate in the total program of the school.
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. Training opportunities for improving staff ability and responsiveness to educational and social needs.
5. Opportunities in educational programs which are broadly available to all students.
6. An appropriate learning environment for students which includes (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology; (2) equitable allocation of resources; and (3) a safe school setting.

Each student, at the time s/he becomes eligible for participation, will be advised of his/her right to an equal opportunity to participate in school programs without discrimination of any kind.

Legal Reference: Connecticut General Statutes  
10-15 Towns to Maintain Schools.  
10-15c Discrimination in Public School Prohibited.  
10-18a Contents of Textbooks and other General Instructional Materials.  
10-226a Pupils of Racial Minorities.  
10-145a(b) Certificates of Qualification for Teachers; Intergroup Relations Programs.  
10-220 Duties of Boards of Education, As Amended by PA 97-290,  
An Act Enhancing Educational Choices and Opportunities.  
Title IX of the Education Amendments of 1972  
Section 504, U.S. Rehabilitation Act. 1973, 29 U.S.C. 791

Policy adopted: May 20, 2014

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing policy, presently numbered 5144.4 adopted 4/29/19, appropriate as renumbered.*

## **Students**

### **Discipline**

#### **Physical Exercise and Discipline of Students**

The Board of Education (Board) recognizes that a positive approach toward exercise and physical activity is important to the health and well-being of students. ~~All aspects of the school experience should encourage students to have a healthy attitude toward exercise and promote the life-long enjoyment of physical activity.~~ Therefore, when school employees impose disciplinary consequences for student misconduct during the regular day, the following restrictions shall apply:

##### **1. Loss of Recess as Disciplinary Consequence**

Except as provided below, school employees may NOT prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline. Recess and other physically active learning opportunities may include movement-oriented learning activities in the academic environment, physical activity breaks, and regularly scheduled school wide routines and events that engage students in physical activity that is the time devoted each day (at least 20 minutes) to physical exercise in the District's elementary schools.

Loss of recess or other physically active learning opportunities as a form of discipline may be permitted on a case-by-case basis if approved in writing by the building administration prior to the imposition of the discipline. Such approval may be granted for safety reasons, as a last resort before in-school suspension, or in extraordinary situations when alternative strategies to address student misconduct have been ineffective.

This restriction shall not apply to students who are receiving in-school suspension.

##### **2. Physical Activity as Punishment**

School employees may NOT require students enrolled in grades K-12, inclusive, to engage in physical activity as a form of discipline during the school day.

##### **3. Wellness Instruction**

School employees shall not prevent students from participating in physical exercise during wellness instruction as a form of discipline.

This restriction does not apply to brief periods of respite/time-outs, referrals to the building administrator, or for safety reasons.

At no time shall an entire class be prevented from participating in wellness instruction or physical exercise activity as a disciplinary consequence.

## **Students**

### **Discipline**

#### **Physical Exercise and Discipline of Students (continued)**

Nothing in this policy shall prevent a school employee from acting in accordance with an Individualized Education Plan (IEP) developed by the student's Planning and Placement Team (PPT).

For the purpose of this policy, "school employee" means a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or any other individual who, in the performance of ~~his or her~~ **their** duties, has regular contact with students and who provides services to, or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.

Any employee who fails to comply with this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of District students and who fails to comply with the requirements of this policy may be subject to having ~~their his/her~~ contract for services suspended by the District.

(cf. 6142.10 — Health Education Program)

(cf. 6142.101 — Wellness)

(cf. 6142.61 — Physical Activity)

(cf. 6142.6 — Physical Education)

Legal Reference:      Connecticut General Statutes  
                                 10-221o Lunch periods. Recess (as amended by P.A. 12-116, An Act Concerning Educational Reform, and P.A. 13-173, An Act Concerning Childhood Obesity and Physical Exercise in Schools)  
                                 10-221u Boards to adopt policies addressing the use of physical activity as discipline. (as amended by PA 18-15)

Policy adopted:

WOODBRTDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch Program

**FROM:** Shannon K. Yearwood, Bureau Chief *Shannon K. Yearwood*  
Bureau of Child Nutrition Programs

**DATE:** February 24, 2025

**SUBJECT:** Operational Memorandum No. 03-25  
Requirements for Submitting the Healthy Food Certification (HFC) Statement  
for School Year 2025-26

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that every year, local boards of education or governing authorities (BOE) for public schools participating in the National School Lunch Program (NSLP) must determine and certify whether all food items sold to students separately from reimbursable meals will or will not meet the [Connecticut Nutrition Standards](#) (CNS). These standards also apply to all foods offered in reimbursable snacks for the Afterschool Snack Program (ASP).

“Public schools” include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.

This memo provides the required BOE motion language and step-by-step instructions for submitting the HFC application for school year (SY) 2025-26. Please review this Operational Memorandum carefully to ensure accurate and timely submission of the HFC Statement.

### **HFC Eligibility Requirements for BOEs opting to implement HFC**

To be eligible for HFC during SY 2025-26 (July 1, 2025, through June 30, 2026), the BOE must conduct the HFC votes by **July 1, 2025**. All votes must use the **exact motion language** provided in attachment 1.

All BOEs **must** vote on whether to participate in the healthy food option of HFC.

- If the BOE votes “yes” to the healthy food option, a vote on whether to allow food exemptions is **required**. The BOE may choose to vote on whether to allow beverage exemptions.
- If the BOE votes “no” to the healthy food option, a vote on whether to allow food exemptions is **not** required. The BOE may choose to vote on whether to allow beverage exemptions.

Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. If the BOE does not vote to allow beverage exemptions, only [allowable beverages](#) can be sold to students on school premises at all times.

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

### **HFC Application Process for SY 2025-26**

All public school sponsors of the NSLP must complete the steps below to meet the HFC application deadline of **July 1, 2025**, for school year 2025-26.

1. Schedule the required HFC votes at a BOE meeting **well before** July 1, 2025, to allow sufficient time for the BOE to approve the **draft** minutes before they are submitted to the CSDE. The HFC Statement must include the **final** BOE-approved minutes. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conducts the vote on beverage exemptions at the same time as the HFC votes.
2. Conduct the BOE votes and prepare the BOE minutes. The final BOE-approved minutes must: 1) include the required language in attachment 1; and 2) indicate the results of each vote. Do not submit the final BOE-approved minutes until requested by the CSDE (refer to step 3).
3. **May 2025:** Complete the online HFC application module in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the final BOE-approved minutes indicating the results of the HFC votes. The CSDE will notify sponsors when the HFC application module and instructions are available.

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

For HFC compliance resources, visit the "[Guidance and Resources](#)" section of the CSDE's HFC webpage. Training on the HFC requirements is available in the CSDE's training program, [Complying with Healthy Food Certification](#).

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

SKY:sff

Attachments: (1)

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

## Attachment 1

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

## School Year 2025-26

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 03-25: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2025-26* and provides the required motion language for:

- the board of education or governing authority's (BOE) votes; and
- the final BOE-approved minutes.

The HFC Statement and final BOE minutes are due to the CSDE by July 1, 2025.

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

### Summary of BOE Votes

#### Step 1: HFC Participation

All BOEs of public schools that participate in the National School Lunch Program (NSLP) must use the language in this attachment to conduct the required vote on participation in the healthy food option of HFC.

#### Step 2: Food and Beverage Exemptions

Conduct the votes on food and beverage exemptions using the required language in this attachment.

- If BOE votes **“yes”** to HFC, complete either one of the two requirements below.
  1. Conduct the required vote for food exemptions and the optional vote for beverage exemptions using the required language in this attachment.
  2. Conduct one vote for combined food and beverage exemptions using the required language in this attachment.
- If BOE votes **“no”** to HFC, conduct the optional vote for beverage exemptions using the required language in this attachment.

# Attachment 1: Required Motion Language for the Healthy Food Certification (HFC) Statement

## Required Language for BOE Votes and Minutes for HFC

The required motion language for each BOE vote is below. All BOEs must use this **exact language** for each vote to be eligible for participation in HFC.

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

Pursuant to C.G.S. Section 10-215f, the (*insert name of board of education or governing authority*) certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2025, through June 30, 2026. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

### Vote 2: Required vote for food exemptions for BOEs voting “yes” to the healthy food option of HFC

The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food exemptions.

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

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

# Attachment 1: Required Motion Language for the Healthy Food Certification (HFC) Statement

## Required Language for BOE Vote and Minutes on Beverages

The state beverage requirements (C.G.S. Section 10-221q) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC.

### Vote 3: Optional vote for beverage exemptions for all BOEs

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

## Required Language for Option to Combine Food and Beverage Exemptions

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

### Required motion language for combined food and beverage exemptions:

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