

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Monday, March 16, 2026 7:00 PM

Town Hall Main Meeting Room

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.

2025/26 Goals

Student Growth and Success – To promote and foster high expectations for student growth, active learning and academic excellence for all learners.

Community – To foster a strong sense of community through collaboration and communication.

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 26 Regular Meeting
- B. Budget Narrative Report
- C. Budget Summary Report
- D. Budget Detail Report
- E. Combining Financial Statements
- F. Accept Policies for 30-Day Review
 - 1. 1000 - Concept and Roles in Community Relations
 - 2. 1100 - School/Community Relations
 - 3. 1110 - Communications among the WBOE, Administration, Parents and Staff at BRS
 - 4. 1110.1 - Parent Involvement
 - 5. 1111 - Use of Education Television Channel
 - 6. 1112 - News Media Relationships (Public Press, Radio & TV)

7. 1120 - Public Participation at WBOE Meetings
8. 1210 - School/Community Associations
9. 1212 - School Volunteers and Student Interns
10. 1220 - Citizens' Advisory Committees
11. 1250 - Visits to Schools
12. 1251 - Loitering or Causing Disturbances
13. 1311.1 - Political Activities of School Employees

IV. Reports

- A. Board Member Appreciation
- B. Superintendent's Report
 1. BRS Update
- C. Facilities Committee Report
- D. BRS Infrastructure Building Committee
 1. Approved Revised Ed-Specs
 2. Appoint Communications Consultant
- E. Finance Committee
- F. Policy Committee
- G. CABA Liaison Report
- H. Upcoming Meeting Presentation(s): IT / PBL

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 REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Thursday, February 26, 2026

BRS South Assembly Room

CALL TO ORDER: Chair Lawrence, called the meeting to order (5:38 PM).

BOARD MEMBERS PRESENT: Steven Lawrence, Chair; Lynn Piascyk, Vice Chair; Sarah Beth Del Prete, Secretary (5:56 PM); Jackie Cappiello (5:41 PM remote); Megan Conaster; Jeff Hughes (6:15 PM); Saurabh Vilekar (5:41 PM); and Erin Williamson.

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

CORRESPONDENCE – an email was received regarding inclusion of Three Kings Day in the student calendar.

PUBLIC COMMENT – None

MOTION #1 – CONSENT AGENDA Move that we approve the consent agenda as presented. (Piascyk/Conaster Unanimous)

Ms. Cappiello (remote) and Mr. Sabuar (in person) arrived (5:41 PM).

Superintendent Report – Superintendent Montini provided an update on the budget process as the BOS have made a recommendation to reduce the WBOE 2026/27 budget to a 3.76% increase. It is anticipated that based on this recommendation, the purchase/lease of laptops for staff will be delayed for one year. Also, based on review of recent data, medical insurance rates continue to be favorable and it is hoped the rate increase will be in the range of 10% instead of the 15% currently budgeted. Enrollment remains steady with one additional student from last month and the same number of students as in February 2025. Currently, we have had four snow days, which places the last day of school as June 17. Jeanne Ciarleglio has been appointed as the Director of the 2026 SEP program. The brochure will be published on February 27 with registration commencing on either March 1st or 2nd.

STEAM Presentation – Ms. Bucko provided an overview of the STEAM program which incorporates Science (understanding the natural world), Technology (using tools, materials, digital resources), Engineering (design process), Arts (design principles, aesthetics, creative thinking) and Math (applying measurement, logic, data analysis). This combination fosters curiosity and innovation in preparing students for academic success and development of real life problem solving skills. STEAM is not a cookie-cutter approach. It is integrated learning by combining two or more disciplines together to complete an activity. It is also standards based through the connection of Science NGSS (*Next Generation of Science Standards*) and Engineering. Through project-based learning activities, with limited material and time constraints, students learn to solve real life problems through creative, resourceful thinking and authentic assessment to attain innovative solutions. STEAM empowers students to analyze information, evaluate options and make informed decisions. Students are stimulated to explore and develop collaboration, experimentation skills that are essential for applying their practical knowledge to navigate today's complex challenges and provide a foundation for their future opportunities.

Sarah Beth Del Prete arrived (5:56 PM). *It is noted for the record Ms. Del Prete was remote and in attendance from the beginning of the meeting prior to her in-person arrival.*

Jeff Hughes arrived (6:15 PM)

BRS Update – Ms. Sherman noted several in-house field trips including Mad Science (sponsored by the PTO), Energy Conservation with Brian Dwyer with Grade 2 students, and Meteorologist Steve Glazier with Grade 3 students who built a forecast for the evening news. Kindergarten students celebrated the 100th day with string beans, fruit loop necklaces and decorated ice cream cones with 100 sprinkles. February also included the celebration of Black History. The top classes from the PTO Read-a-Thon were Robbins (Grade 5), Ramia (Grade 2) and Thompson (Grade 3).

BIUBC Committee – Mr. Hughes noted this committee met on January 21 and February 12 and will be meeting following this meeting to make a recommendation on space utilization and planning.

Curriculum Committee – No Report

Finance Committee – Mr. Lawrence noted with seven months expended there is a current projected surplus of \$85,000 with minimal changes occurring from last month.

CABE Liaison Report – Ms. Del Prete noted she is unable to attend *CABE Day on the Hill* on March 11 and extended an invitation for other Board members to attend. Also noted was an upcoming webinar on March 19 *Best Practices for Financial Oversight*.

Upcoming Meeting Presentations – Policy, March 2 at 4:00 PM, Facilities, March 5 at 7:30 AM and Finance, March 9 at 4:30 PM all in the Superintendent's Conference Room. The regular WBOE meeting is March 16 at Town Hall at 7:00 PM.

NEW BUSINESS – None

PUBLIC COMMENT – None

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

MOTION #2 – EXECUTIVE SESSION Move that we enter Executive Session to discuss the Superintendent mid-year evaluation process and invite the Superintendent to join the Executive Session (6:30 PM). (Piascyk/Del Prete **Unanimous**)

BOARD MEMBERS PRESENT: Steven Lawrence, Chair; Lynn Piascyk, Vice Chair; Sarah Beth Del Prete, Secretary; Megan Conaster; Jeff Hughes; Saurabh Vilekar; and Erin Williamson.

STAFF: Christopher Montini, Superintendent.

The Board reviewed the mid-year evaluation process with the Superintendent.

RETURN TO PUBLIC SESSION (7:02 PM)

MOTION TO ADJOURN: 7:03 PM (Piascyk/Williamson **Unanimous**)

Recorded by Marsha DeGennaro, Clerk of the Board.

Woodbridge Public School's 2025-2026 Budget Narrative

February 28, 2026

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

100 Series Salaries - Salaries represent 61% of the budget. There were no material changes in the assumptions surrounding our salaries this month and our estimated surplus in this category remains at \$273K.

200 Series Benefits – Benefits are 21% of our budget is based on the elections of last year's staff. The estimated deficit in this category increased by approximately \$10K. This is because January's FICA expense was not posted timely causing last month to look a little better than it actually was. As we have not had any unemployment claims yet this year we have begun to show \$5K of surplus in the Other Employee Benefits line.

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. The overall deficit in this category decreased about \$4K to \$16K as we found that there were two purchase orders created for the same month of legal expenses and we were able to take one down.

400 Series Purchased Property Services - Utility budgets are 4% of the total budget. We've had another very cold month and more snow removal. Both our electric and heating lines are ahead of where they were last year at this time. We have therefore estimated additional utility expense for the year and now anticipate this category being \$69K over budget.

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. The overall estimated deficit of \$85K increased by about \$7K this month due to an increase in our estimated telephone expense and liability insurance.

600 Series Materials and Supplies – These supplies account for 2% of our budget. With the exception of custodial/maintenance supplies, this category is direct support for classroom instruction. We anticipate utilizing all of these funds.

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 2-28-2026

OBJECT	DESCRIPTION	ADOPTED BUDGET	EXPENDED TO DATE	ENCUMBERED TO DATE	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	11,288,309	5,904,893	5,066,695	316,721	43,468	273,253
200	TOTAL BENEFITS	3,707,798	2,689,606	-	1,018,192	1,059,309	(41,117)
300	TOTAL PROFESS. SERVICES	533,224	227,890	23,851	281,483	297,243	(15,760)
400	TOTAL PROPERTY SERVICES	671,312	470,241	48,858	152,213	221,347	(69,134)
500	OTHER SERVICES	1,797,314	1,210,688	613,036	(26,409)	58,736	(85,145)
600	SUPPLIES & MATERIALS	386,993	211,996	19,623	155,374	155,374	-
700	TOTAL PROPERTY SERVICES	108,800	81,484	905	26,411	26,411	-
800	TOTAL DUES, FEES, MISC.	32,105	23,028	3,389	5,688	6,278	(590)
TOTAL ADOPTED BUDGET		18,525,855	10,819,825	5,776,356	1,929,674	1,868,166	61,508

OBJECT	DESCRIPTION	ADOPTED BUDGET	EXPENDED TO DATE	ENCUMBERED TO DATE	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	SPED SERVICES/CONSULTING	216,380	81,795	18,704	115,882	92,382	23,500
510	TRANSPORTATION	329,662	214,838	157,381	(42,558)	-	(42,558)
560	TUITION SPECIAL ED	373,480	254,036	220,545	(101,101)	-	(101,101)
SPECIAL EDUCATION CARVEOUT		919,522	550,669	396,630	(27,777)	92,382	(120,158)

SUMMARY	
Special Ed Surplus / (Deficit)	(120,158)
Under / (Over) Spending in OTHER programs	181,666
Total Surplus / (Deficit) Projected	61,508

WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED February 28, 2026

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	1,029,488	670,818	357,155	1,515		1,515
120	Teachers - Regular	6,117,471	3,005,616	2,859,441	252,415	75,675	176,740
120	Teachers - Special Education	1,181,574	636,209	580,160	(34,795)	(40,788)	5,993
1201	Psychologist	212,415	87,909	87,909	36,597		36,597
1203	Counselor	127,308	82,777	91,018	(46,487)		(46,487)
	Sub-Total Certified Salaries	8,668,256	4,483,328	3,975,682	209,246	34,888	174,358
1303	Custodians	480,915	310,139	178,528	(7,751)	(7,751)	-
140	Nurses	191,188	100,659	84,472	6,057	6,057	-
150	Secretaries, Clerical	450,466	269,176	166,046	15,244	4,500	10,744
160	Paraprofessionals	364,785	119,642	103,020	142,123		142,123
1601	Special Education Paraprofess.	857,412	454,158	428,276	(25,023)	(10,725)	(14,298)
170/10	Salaries OT / PT	93,940	72,803	79,463	(58,325)		(58,325)
190	IT Manager and Asst.	83,596	55,406	31,830	(3,641)		(3,641)
190	Salaries, Miscellaneous	97,751	39,581	19,378	38,792	16,500	22,292
	Sub-Total Non-Certified Salaries	2,620,053	1,421,565	1,091,013	107,476	8,581	98,895
	TOTAL SALARIES	11,288,309	5,904,893	5,066,695	316,721	43,468	273,253
220	FICA	337,719	175,242	-	162,477	145,232	17,245
230	CMERS	457,843	217,334		240,509	224,478	16,031
270	Medical Insurance	2,866,923	2,273,093		593,830	676,605	(82,775)
280	Life Insurance	34,463	23,179		11,284	7,902	3,382
2902	Other Employee Benefits	10,850	758		10,092	5,092	5,000
	TOTAL BENEFITS	3,707,798	2,689,606	0	1,018,192	1,059,309	(41,117)
320	Professional Development	37,325	6,467	1,170	29,688	29,688	-
330	Legal Fees	55,000	45,283	3,978	5,740	15,000	(9,260)
340	Software Support	30,250	18,377		11,873	11,873	-
350	Substitutes	149,435	73,517		75,918	75,918	-
390/01	Consultant Services	216,380	81,795	18,704	115,882	92,382	23,500
3902	Financial Audit	29,400			29,400	29,400	-
390	Other Prof/Tech. Services	15,434	2,451		12,983	42,983	(30,000)
	TOTAL PROFESSIONAL SERVICES	533,224	227,890	23,851	281,483	297,243	(15,760)
410/01	Utilities - Electric and Water	165,500	121,979		43,521	60,000	(16,479)
420	Heating	105,000	93,655		11,345	44,000	(32,655)
430	Repairs and Maintenance	84,000	27,347	19,240	37,413	37,413	-
450	Leases and Rentals	110,123	81,687		28,436	28,436	-
4501	Building Improvements	10,500			10,500	10,500	-
490	Other Purchased Services	27,620	14,366	5,116	8,138	8,138	-
4901	Service Contracts	168,569	131,207	24,501	12,860	32,860	(20,000)
	TOTAL PROPERTY SERVICES	671,312	470,241	48,858	152,213	221,347	(69,134)
510	Pupil Transportation-Regular	524,118	329,397	148,705	46,016	8,000	38,016
510	Pupil Transportation-Spec. Educ.	329,662	214,838	157,381	(42,558)		(42,558)
520	Insurance-General Liability	155,209	149,962	18,180	(12,933)	2,813	(15,746)
5201	Worker's Compensation	284,804	204,673	68,224	11,907		11,907
530	Telephone Services	18,531	17,294		1,237	12,000	(10,763)
535	Internet	25,120	20,750		4,370	3,708	662

WOODBIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED February 28, 2026

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
537	Postage	6,840	903		5,937	2,500	3,437
540	Advertising	1,000			1,000		1,000
550	Interns	57,000	16,500		40,500	16,500	24,000
560	Tuition - Wintergreen	6,000			6,000		6,000
560	Tuition - Out of District	373,480	254,036	220,545	(101,101)		(101,101)
590	Other Purchased Services	15,550	2,335		13,215	13,215	-
	TOTAL OTHER PURCH SERVICES	1,797,314	1,210,688	613,036	(26,409)	58,736	(85,145)
610	Instructional Supplies	151,925	82,501	5,992	63,432	63,432	-
620	Computer Software	85,288	49,782		35,506	35,506	-
625	Supplies Nurses	5,370	4,047		1,323	1,323	-
630	Supplies Custodial	56,050	36,440	6,480	13,129	13,129	-
635	Supplies Office	13,000	4,481	363	8,156	8,156	-
640	Books and Audio Visual	18,000	11,903	2,374	3,723	3,723	-
645	Subscriptions	30,960	5,728	4,275	20,957	20,957	-
650	Testing	22,700	16,495	139	6,066	6,066	-
690	Misc. Supplies - DW Security	3,700	618	-	3,082	3,082	-
	TOTAL SUPPLIES & MATERIALS	386,993	211,996	19,623	155,374	155,374	0
732	Computer Hardware	89,800	78,342	905	10,553	10,553	-
735	Equipment - Teaching	8,000	-	-	8,000	8,000	-
740	Equipment - Building	5,000	1,415	-	3,585	3,585	-
745	Furniture	6,000	1,728	-	4,272	4,272	-
	TOTAL PROPERTY	108,800	81,484	905	26,411	26,411	-
810	Dues and Fees	22,605	19,806	3,389	(590)		(590)
900	Other Fees	9,500	3,222		6,278	6,278	-
	TOTAL DUES AND FEES	32,105	23,028	3,389	5,688	6,278	(590)
	TOTAL ADOPTED BUDGET	18,525,855	10,819,825	5,776,356	1,929,674	1,868,166	61,508

**WOODBRIIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 2-28-2026**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	\$168,338	\$223,737	\$13,777	\$100,190	
Intergovernmental	\$46,766				
Donations				\$90	
Other income				\$375	
Additions					\$704
Total Revenues:	\$215,104	\$223,737	\$13,777	\$100,655	\$704
Expenditures:					
Wages, FICA, MERF	\$115,833	\$165,468		\$76,100	
Medical Insurance					
Cost of food sold	\$113,482				
Equipment					
Repairs	\$6,901				
Other Expenses	\$5,138	\$25,791	\$18,751	\$3,820	\$1,882
Total Expenditures:	\$241,354	\$191,259	\$18,751	\$79,921	\$1,882
Year to Date Net Income / (Loss):	-\$26,250	\$32,478	-\$4,974	\$20,734	-\$1,178
BOE Year to Date Cost of Health Insurance	\$24,429				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	\$159,433	\$60,318	\$364	\$77,607	\$12,721
Prepaid Expenses					
Accounts Receivable	\$4,911	\$250	\$67	\$3,329	
Intergovernment Receivable	\$25,804	\$5,076			
Inventory	\$7,885				
Due From Other Funds				\$126	
Total Assets:	\$198,032	\$65,644	\$431	\$81,063	\$12,721
Liabilities:					
Amounts Held As Agent					
Accounts Payable	\$3,459				\$500
Deferred Revenue	\$31,934	\$5,484			
Wages Payable	\$9,392	\$16,651			
Due to Other Funds		\$126			
Total Liabilities:	\$44,785	\$22,261	\$0	\$0	\$500
Fund Balance:					
Prior Year Ending Fund Balance	179,498	10,905	5,405	60,329	13,399
Year to Date Income / (Loss)	(\$26,250)	\$32,478	(\$4,974)	\$20,734	(\$1,178)
Current Fund Balance	\$153,248	\$43,383	\$431	\$81,063	\$12,221
	\$0	\$0	\$0	\$0	\$0
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Current Fund Balance	\$153,248	\$43,383	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	211	34	N/A	N/A	N/A
Fund Balance Excess	\$87,883	-\$69,811	N/A	N/A	N/A

Community Relations

Concept and Roles in Community Relations

~~The Board of Education recognizes that high performing elementary schools encourage and promote parent and community engagement activities to improve student performance.~~

~~Community, is defined broadly as the State of Connecticut and specifically, the Town of Woodbridge and the businesses and individuals affected directly or indirectly that have reason to care about local education. We believe that our community includes students, parents, faculty, staff, town officials, media, senior citizens, and taxpayers, law enforcement and other community agencies, churches and synagogues, all of whom help to determine the quantity of educational resources available and the quality of the educational output.~~

~~The goal of establishing and maintaining good community relations is a reflection of our understanding that schools depend on community good will and public financing devoted to providing the best learning environment possible for our children. It is imperative that members of the community, particularly those who serve on other Town boards and school personnel participate in planning, policy development, implementing programs and evaluating results. Hence, a principle goal of the Board is the promotion of open communication and good relations with the community.~~

~~School community relations, then, are not merely reporting and interpreting activities; but involve members of the community and school personnel fulfilling their respective roles in view of the best interests of the school, its vision and mission.~~

~~Policy adopted: March 19, 2012—~~

**WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut**



Adopt this policy

Community Relations

Concept, Goals and Roles in Community Relations

The Woodbridge Board of Education recognizes that the community, defined broadly as the state and specifically as the area served by the school system, determines the quality of local education. It is imperative that members of the community and the school personnel cooperate in planning, developing policy, implementing programs and evaluating results.

School-community relations are not merely reporting and interpreting. Rather, they are part of a public enterprise in which community members and school personnel play their respective roles in the best interests of the school district.

The Board of Education establishes the following goals for the community relations program:

1. To increase public understanding of the school system.
2. To increase community confidence and interest in the school system.
3. To promote effective dissemination of information concerning school activities.
4. To solicit community opinions about the school system.
5. To encourage the sharing of resources among civic and community organizations for the benefit of the school system.

Policy adopted:

Community Relations

School-Community Relations

Purpose

The Woodbridge Board of Education recognizes its responsibility in developing a comprehensive two-way program of school community relations to:

- ~~1. Stimulate productive relationships among teachers, parents and community members to benefit students and to foster the highest possible levels of student achievement.~~
- ~~2. Make maximum use of learning resources within the community.~~
- ~~3. Provide information and activities to build understanding of the purposes and content of the programs in the district.~~
- ~~4. Promote open communication and good relations with other Town Boards and the taxpayers of Woodbridge.~~

~~Legal Reference: Connecticut General Statutes
1-13 Making of reproductions
1-14 "Certified copy" defined. Evidence.
1-16 Reproductions
1-17 Reproductions to serve purposes of originals
1-2-12 Copies of public record, fees.
1-225 Meetings of agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive Sessions.
10-220 Duties of Boards of Education.~~

Policy adopted: **March 19, 2012** _____

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Adopt this policy



Community Relations

Communications with the Public

Within the bounds of its legal and ethical responsibilities, the Board of Education (Board) will endeavor to inform the community about the operations of the school system by establishing two-way communication with the community and involving citizens in the work of the schools.

To facilitate productive communication:

- Individual Board members who receive significant written communications from students, parents and other citizens, staff members, and organizations will give the communication to the Superintendent for dissemination to the entire Board.
- The Superintendent will send copies of any communication to the Board as a whole to each Board member.
- The Board will not recognize anonymous written communications to any individual Board member or to the Board as a whole.
- Individual Board members may acknowledge written or oral communications requesting Board action or stating a point of view. However, no individual Board member can commit the Board to any course of action or position.
- Individual Board members can express a personal opinion to a citizen but must clearly identify the opinion as their own and not necessarily that of the entire Board.

Legal Reference: Connecticut General Statutes
 1-13 Making of reproductions
 1-14 "Certified copy" defined. Evidence
 1-16 Reproductions
 1-17 Reproductions to serve purposes of originals
 1-212 Copies of public records, fees.
 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.
 10-220 Duties of boards of education.

Policy adopted:

An administrative regulation to consider pertaining to the use of a blanket telephone call notification system.



Community Relations

Communications with the Public

Guidelines for Use of the School Notification System

Messages are to be recorded by the school Principal, whenever possible

- ▶ A goal will be to bring the school parents closer to the administrator of each school
- ▶ If parents call for clarification, calls will be handled at the school level whenever possible.
- ▶ Calls for clarification will be reviewed to determine if future messages need a different format, content or tone.

Messages are to be reviewed by the school Superintendent or designee

- ▶ Messages are to be reviewed for clarity, inclusion of all necessary information, content (complete but not unduly alarming or inflammatory), and tone of voice (to be consistent with message, and to give the public confidence)
- ▶ Messages are to be sent between 5 pm and 9 pm, or as close as possible to those normal family activity hours.
- ▶ When schools are to be closed such as for a snow emergency, messages may be sent the evening before (if known) or as early as 6:00 a.m. to alert parents. Calls shall not be made at odd hours, during early morning sleeping hours, etc.
- ▶ Telephone messages will be coordinated with email messages to ensure consistency of message. If possible, the same wording will be used in both messages, to avoid the impression of inconsistency or confusion.
- ▶ Two or three lesser notices may be combined into a single message if that can be done without creating confusion. For example, if a school closing will affect the scheduling of athletic events, the rescheduling of events may be covered in the telephone call announcing the school closing.

Examples of appropriate use of phone messages:

- ▶ Snow day or emergency that causes cancellation of school or early dismissal
- ▶ Explanation of an emergency, such as a school closure due to a bomb threat
- ▶ Timing of academic progress reports and issuance of student report cards
- ▶ Important one-time school activities, such as school play or graduation ceremony
- ▶ Notice of important district-wide or state-wide test dates, such as CAPT, CMT or SBAC testing

Examples of inappropriate use:

- ▶ Less important notices that many members of the public may regard as inconsequential, such as notice of a bake sale, hiring or retirement of a staff member, or change in parking regulations
- ▶ Less important notices may be grouped together in a newsletter or news email.

Regulation approved:

cps 3/14

Community Relations

Communications among the Board of Education, the Administration, the Parents and the Staff at Beecher Road School

In the best interest of promoting and encouraging effective and efficient communications with the Woodbridge Board of Education, a Woodbridge community parent/guardian representative and a WEA representative could be invited, as advisory, non-voting members to standing committees of the Woodbridge Board of Education. Special and advisory committees are formed by the Woodbridge Board of Education according to Policy 9133. Public notification informing staff and the parent/guardian community of opportunities to contribute will be made in accordance with Policy 1120. Additional members may be added at the discretion of the Board.

The Board welcomes public attendance and participation at meetings. Communications inviting meeting participation will be publicly noticed in accordance with FOIA.

Special and advisory committee input will inform the Board.

The final decision for all policies and practices within the school remains with the Board of Education.

(cf. 1220 - Citizens' Ad Hoc Committees)

(cf. 1312 - Public Complaints)

(cf. 3541.5 - Transportation Complaints)

(cf. 5142 - Safe Schools)

(cf. 7551 - Naming of Major Facilities)

(cf. 9131 - Committee of the Whole)

(cf. 9132 - Standing Committees)

(cf. 9132.2 - Policy Committee)

(cf. 9132.3 - Curriculum Committee)

(cf. 9132.4 - Finance Committee)

(cf. 9132.5 - Facilities Committee)

(cf. 9133 - Special Committees/Advisory Committees)

(cf. 9325 - Meeting Conduct)

Legal Reference: Connecticut General Statutes

1-200 - 1-241 Public records and meeting

10-220 Duties of boards of education

Community Relations

Parent/Family Involvement

~~Parent, family and community are important educators of children. The Woodbridge Board of Education recognizes that parent involvement is vital to student achievement. A child's education is a responsibility shared by the school and family during the entire period the child spends in school. A comprehensive parent involvement plan for Beecher Road School may include:~~

- ~~1. Promotion and support for responsible parenting.~~
- ~~2. A school setting that welcomes parents and seeks their support and assistance.~~
- ~~3. Recognition that parents play an integral role in assisting student learning.~~
- ~~4. Regular communications between home and school that are reciprocal and meaningful.~~
- ~~5. Inclusion of parents in the decision making process as it affects children and families.~~
- ~~6. Provision of community resources to enhance school programs, family practices and student learning.~~

~~It is the policy of the Board that Beecher Road School, in its mission of education, will involve parents, families, advocates for children, and the community in the education of children and shall have an active organization for fostering parent and community involvement. The words "parent" or "family", as used in this policy, denote any form of extended family or acceptable adult who is advocating for a student.~~

~~Parents and families are assured access to their school, their child's classroom and/or school sponsored activities for the purposes of observing class procedures, teaching materials and class conduct so long as this observation is not disruptive to the normal classroom procedures or learning activity. Procedures for visiting schools shall be provided in parent handbooks or other communications from the schools.~~

~~School personnel will be available to students, parents and others at mutually convenient times.~~

~~Legal Reference: Connecticut General Statutes~~

~~[10-221\(f\)](#) Boards of Education to prescribe rule(s), policies, and procedures as amended by PA 97-290 and by P.A. 10-111, An Act Concerning Education Reform in Connecticut.~~

Policy adopted: March 19, 2012

Sample to consider. (State statute requires boards of education to adopt and implement policies and procedures to encourage parent-teacher communication.)



Community Relations

Communications with the Public

Parent Involvement

Considerable experience and related evidence indicates that meaningful involvement of parents, guardians, and other care-givers in the schooling of children improves the quality of education significantly. The Board of Education believes that closer connections of parents and others responsible for the home care of the children with our schools can result in **strong academic performance, behavior and attendance enhanced academic performance, improved behavior, and reduced absenteeism.**

Therefore, all parents, guardians, and care-givers of students enrolled in our school district are encouraged to take an active role in the education of their children.

Further, the Board of Education believes that the professional staff must take whatever steps are necessary to facilitate a broad variety of opportunities for parents to connect frequently with the schools in which their children are enrolled, and with the overall system. These steps should include the following:

- ~~• Parenting skills should be promoted and supported.~~
- Communication between home and school should be regular, two-way and meaningful. ~~(Such communication may include monthly newsletters, electronic communications, required regular contact with all parents, two required flexible parent-teacher conferences for each school year and drop in hours for parents, home visits and use of technology, including but not limited to, homework hotlines.~~
- Parents should play an integral role in assisting student learning.
- Parents should be welcome in every school and their support and assistance sought.
- Parent input should be sought regarding decisions that affect children and families.
- Community resources should be made available to strengthen school programs, family practices and student learning.
- The Two **required** parent-teacher conferences **will be offered** per school year. ~~beginning July 1, 2021 and each school year thereafter, can be fulfilled by the District offering parents the option of attending any parent-teacher conference by the use of telephonic, video, or other conferencing platforms.~~
- ~~An additional parent-teacher conference, in addition to the two required conferences shall be conducted during periods when the District provides remote learning for more than three consecutive weeks and one additional parent-teacher conference every six months thereafter for the duration of such period of remote learning.~~
- School personnel will be available to students, parents and others at mutually convenient times.

~~The District will request from the parent/guardian of each student the name and contact information of an emergency contact person who may be contacted if the student's parent/guardian cannot be reached to schedule a parent-teacher conference required when the District is providing remote learning for a period of three consecutive weeks or more.~~

Community Relations

Communications with the Public

Parent Involvement (continued)

~~In situations in which the teacher is unable to contact a student's parent/guardian after three attempts to schedule the required parent teacher conference during a period of remote learning provided by the District for three consecutive weeks or more, such teacher is directed to report such inability to the principal, school counselor, or other school administrator designated by the Board of Education. Such principal, counselor, or administrator is to contact the student's emergency contact to determine the student and family's health and safety.~~

~~The Board shall utilize the document developed by the State Department of Education (by 12/1/21) that provides information concerning educational, safety, mental health and food insecurity resources and programs available to students and their families.~~

~~The Superintendent will report annually to the Board of Education on parent involvement activities.~~

Legal Reference: Connecticut General Statutes
 10-221(g)(1)-(3) Boards of Education to prescribe rule(s), policies, and procedures

Policy adopted:

Community Relations

Use of Education Television Channel

Authority

All matters regarding the use and implementation of programming for the Education Channel for educational programming will rest with the Superintendent of Schools or ~~their his/her~~ designee(s).

Policy adopted: ~~March 19, 2012~~

Community Relations

News Media Relationships

~~The Board of Education shall cooperate with the news media in providing the public with pertinent facts concerning the schools. The Superintendent shall serve as the basic source of information regarding the school system.~~

~~The Board of Education encourages the attendance of the news media at all open Board meetings.~~

~~The Woodbridge Board of Education supports the recognition efforts of local and regional publications and media in reporting the accomplishments, achievements, awards and honors of students. Local cable access, TV, newspaper and school newsletters from time to time seek opportunities to take pictures or write of school activities and student accomplishments. It is the policy of the Woodbridge School District to make this information routinely available, under most conditions, unless parents have requested in writing, in advance, that they do not wish to have information concerning the school activities of their child published.~~

~~The Board permits the interviewing, videotaping or photographing of students during the school day only when such activities, in the judgment of the Principal or Superintendent, do not disrupt the educational program, tend to cause undue confusion, or involve a controversial issue of a political nature. Publicity efforts as noted would take place under the guidance of school staff and with the restriction that the names or other identifying information of the involved students will not be provided without the prior written approval of the parent(s) or legal guardian of the student.~~

~~Individual interviews of students on camera or for publications will not be permitted without the prior written approval of the student's parent or guardian.~~

~~The Woodbridge School District will comply with parents' written requests in support of the interests and wishes of parents.~~

~~Legal Reference: Connecticut General Statutes~~

~~[§ 226](#) Recording, broadcasting or photographing meetings~~

Policy adopted: March 19, 2012

Adopt this policy

Community Relations

News Media Relationships

Schools are public institutions serving the educational needs of the community. Therefore, it is important that information be disseminated concerning programs, activities, and significant school events. The Board recognizes the important role the media serves in reporting information about the District's program, services and activities. Therefore, the District will make reasonable efforts to provide media access to students.

The Superintendent shall serve as the basic source of information regarding the school system.

To ensure that publicity is coordinated with a common effort and purpose, the following shall be followed with news media:

1. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.
2. School administrators are authorized to grant permission and set parameters for media access to students in their respective schools.
3. The media may interview and photograph students involved in instructional programs and school activities including athletic events if authorized by the Principal provided that their presence will not be unduly disruptive.
4. If, in the judgment of the administration, the presence of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the activity becomes unfeasible, access by these individuals may be limited to the extent necessary to remove disruption.
5. News media personnel who intend to photograph, broadcast, or record for broadcast student activities shall provide appropriate identification to the school administrator, if requested, prior to access.
6. Only news media personnel employed by a newspaper, radio or television broadcasting company, or personnel of a recognized student news medium assigned to cover the activity shall be permitted to photograph, broadcast, or record for broadcast, such activity.
7. **Individual interviews of students, photographs, videography or articles referring to students will not be permitted without the prior written approval of the student's parent or guardian.**
8. ~~Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well as school administrator permission.~~
9. ~~In the case of photographs, videotapes, and/or articles referring to students involved in athletic events parental or guardian permission may be provided on an annual basis.~~
10. ~~Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly. Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly. Parents who do not want their student interviewed or photographed by the media should direct their child accordingly.~~

Legal Reference: Connecticut General Statutes
1-225 Recording, broadcasting or photographing meetings

Policy adopted:

Existing policy number 1120 adopted 3/19/12, appropriate as written.

Community Relations

Public Participation at Board of Education Meetings

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law.

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular, and all special meetings of the Board of Education is made through the posting of the agenda through district website.

Legal Reference: Connecticut General Statutes

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

[1-226](#) Broadcasting or photographing meetings.

[19a-342](#) Smoking in public meetings in rooms of public building prohibited.

[1-227](#) Mailing of notice of meetings to persons filing written request. Fees.

[1-230](#) Regular meetings to be held pursuant to regulation, ordinance or resolution.

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

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

[10-238](#) Petition for hearing by board of education.

Policy adopted: ~~March 19, 2012~~

Community Relations

School-Community Associations

The Board of Education looks upon school-community organizations such as the Parent-Teacher Organization as integral parts of the school community which can aid substantially in promoting a quality educational program.

The Board of Education encourages active support with school-community organizations by teachers and other employees.

Policy adopted: ~~March 19, 2012~~

Community Relations

School Volunteers and Student Interns

The Woodbridge Board of Education (the "Board") recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments, which ~~experiences~~ are not part of the teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Woodbridge School District ("District") staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board policies, including applicable policies on the confidentiality of student information.

Volunteers, depending upon their level of involvement, may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

~~Employees of the District may serve as a volunteer during the school day, approved by the Superintendent or his/her designee based on the specific situation.~~

Persons interested in volunteering their services should contact the school Principal ~~or designee~~.

Legal Reference: Connecticut General Statutes

[10-4g](#) Parental and community involvement in schools; model program; school-based teams.

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

[10-235](#) Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

[54-250 et seq.](#) Registration of sexual offenders.

Policy adopted: ~~October 16, 2023~~

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing regulation, number 1212 adopted 10/16/23, appropriate as written

Community Relations

School Volunteers and Student Interns

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment, and ultimately enrich learners' experiences. In recognition of these important aspects of learning, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards developed by the Administration.

It is important to delineate between a visitor to the school and a volunteer. Visitors and volunteers both contribute in valuable ways to the community feel of a school building. A visitor is defined as an individual who will be spending a short period of time within the building and is under the direct supervision of a Woodbridge employee at all times, often for the purpose of attending a meeting, conference, or special event.

Volunteers for the Woodbridge District will be classified into two groups.

Group I

Volunteers will be classified in Group I when they assist staff members with school activities in the direct presence of a Woodbridge School District employee. Volunteers in Group 1 may assist with activities including, but is not limited to: reading to a classroom, participating and assisting in a special class event, assisting in a school-wide event, or serving as a room parent. Group I volunteers remain under the direct supervision of a Woodbridge employee at all times. At this time, Group I volunteers do not need to complete the volunteer background checks outlined below.

Group II

The following procedure has been established for screening Group II volunteers and interns ("volunteers") within the Woodbridge School District (the "District"). For the purpose of this regulation, a Group II volunteer is an individual who will remain working directly with students at Beecher Road School for a longer period of time or over a duration of more than a day, and may not always be under the direct supervision of a Woodbridge District employee. Examples might include, but are not limited to, volunteers in the Library Media Center, volunteers in the cafeteria to support ongoing initiatives, volunteers in specific classrooms or departments that volunteer throughout the year for many shorter periods of time, volunteers who are chaperoning a field trip when students will be divided into small groups supervised solely by the volunteer chaperone, chaperoning an overnight field trip, or working directly with students on-site without the direct presence of a Woodbridge Public School employee.

Student interns are classified as volunteers and are individuals currently enrolled in post-secondary programs for which an authorized internship is required or for which the student maybe granted credit as part of an approved course of study, including student volunteers for specific program credit from Amity High School. As with all volunteers, all student interns must be approved in advance by the building administrator and must be under the direction and direct supervision of a Board employee.

Prior Approval Required

All school volunteers, Group I and Group II, including student interns working in the schools, must be approved in advance by the building Principal or other administrative designee. The school district, acting

through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.

Sign-in Procedure. All individuals seeking to volunteer in the Woodbridge School District must regularly sign-in with the Main Office and will be provided with identification badges, which shall be displayed during each visit.

Group II volunteers must fill out and sign the Volunteer Registration form prior to beginning volunteering and complete federal and state criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry background check. All results of background checks must be completed prior to any volunteer service occurring. The form and process must be completed annually.

Persons Not Allowed to Serve as Volunteers. No person who is a "registered sex offender," or is on the Department of Children and Families (DCF) Child Abuse and Neglect Registry may serve as a volunteer. No person whose name is listed on the Department of Children and Families (DCF) Child Abuse and Neglect Registry or who is registered as a sex offender under state or federal law may volunteer in any District school. Failure to provide complete or accurate information on this "School Volunteer Security Check" form will disqualify an individual from volunteering in any District school.

Employees of the Woodbridge School District may serve as a volunteer in any capacity during the day, approved by the Superintendent or his/her designee based on the specific situation.

Role. Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records and volunteers may not make any curricular or disciplinary actions.

Volunteers are held to the same standards of conduct as school staff and must adhere to all Board of Education policies. The following protocols are in place for all volunteers: (For specific guidelines for visitors to the school, refer to the BOE Policy #[1250](#) and the Beecher Road School handbook available on the District website.) Volunteers shall:

- Be interviewed and approved by a member of the administration.
- Complete fingerprints and background check prior to volunteering in the building. (Group II)
- Adhere to all safety protocols including signing in and out at the Main Office.
- Adhere to all established guidelines as set forth by the Woodbridge Public School District.
- Uphold the rights of all students and staff and adhere to confidentiality while in the building and in public.
- Report to the building administration.

All volunteers must adhere to the above guidelines or there will be cause for immediate removal from the school property as well as a limitation to future visits to the school.

Any questions of the above protocols must be directed to the building administration.

Selection, Placement, and Supervision. Volunteer selection and placement shall be decided on by administration and made on the basis of the volunteer's qualifications and availability and the school's needs.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the District. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

Dismissal. A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

(cf. - [1250](#) Visitors to Schools)

Legal Reference: Connecticut General Statutes

[10-4g](#) Parental and community involvement in schools; model program; school-based teams.

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

[10-235](#) Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

[54-250](#) et seq. Registration of sexual offenders.

Regulation approved: October 16, 2023

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Community Relations

Citizens' Ad Hoc Committees

In order to maximize community input, the Board recognizes the need for appropriate ad hoc citizens advisory committees. The Board will consider the recommendations of these committees when making decisions.

~~The Board of Education supports the concept of ad hoc committees, both for the Board of Education directly and for the staff.~~

When the Board of Education establishes a committee, the Board shall provide guidelines for membership and delineate its responsibilities and authority.

~~The involvement of the members of the public in assisting the Board of Education and the staff in reaching for the best possible decisions is a well-established principle in public school education except in those situations where insufficient time will prevent the committee from functioning properly.~~

(cf. [1312](#) -Public Complaints)

(cf. 6144 -Controversial Issues)

(cf. 6161 -Equipment, Books, Materials: Provision/Selections)

Legal Reference: Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Policy adopted: ~~March 19, 2012~~

**WOODBRIIDGE SCHOOL DISTRICT
Woodbridge, Connecticut**

Community Relations

Visits to the Schools

The Board of Education welcomes and strongly encourages members of the community and other interested persons to visit the schools.

The Superintendent is authorized to establish such regulations to:

1. Encourage visitors to observe our schools;
2. Provide for appropriate hospitality for visitors;
3. Channel expressions of approval as well as constructive criticism to the Board of Education;
4. Ensure that such visits will enhance the effect of the educational program rather than hinder it; and
5. Require all visitors to register in the office of the Principal upon their arrival at the school; and
6. Ensure student safety.

Board of Education members who visit schools of their own volition have no more authority than any other citizen.

Legal Reference: Connecticut General Statutes

[53a](#)-185 Loitering in or about school grounds: Class C misdemeanor

Policy adopted: ~~March 19, 2012~~

Community Relations

Loitering or Causing Disturbance

Any person is guilty of loitering on school grounds, when ~~he/she~~ **they loiter** or remains in or about a school building or grounds, **including but not limited to playgrounds, fields and walking paths when closed to the public and/or when in use by the school or on school days from 7:30 AM – 6:00 PM, and/or when** not having any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there. For this reason it is required that all visitors register in the office of the Principal. Staff members should be alert to the presence of unauthorized visitors and report their presence to the Principal promptly.

Legal Reference: Connecticut General Statutes

[53a](#)-185 Loitering in or about school grounds; Class C misdemeanor.

Policy adopted: ~~March 19, 2012~~

Community Relations

Staff Participation in Community Activities

The Board of Education encourages staff members to become active participants in the activities of the community in which they live so long as these activities do not interfere with their responsibilities as school district employees. This involvement provides a community with better understanding of educational programs and gains support of better education for every student. Such activity, however, is not required for initial or continued employment or advancement.

Political Activities of School Employees

School employees are encouraged to assume full responsibilities as citizens of a democracy.

Performance of Civic Duties by Employees

Employees should be expected to perform their civic duties commensurate with democratic ideals. These duties may include:

1. Voting and taking an interest in the social, political, and economic issues of the day.
2. Exercising democratic rights and responsibilities, which are shared in common with other citizens. These rights and privileges may include:
 - a. Electioneering for candidates.
 - b. Accepting positions in political campaigns.
 - c. Holding an office in a political party organization.
 - d. Serving as a delegate to political party conventions.

Individual Responsibility in Participating in Political Functions

Employees engaging in political activities shall:

1. Realize their obligation is to their work as educators;
2. Help others understand that employee opinions and actions are expressed as individuals and not as representatives of the educational institution.
3. Engage in no political activities on school premises during school hours.

Legal Reference: Connecticut General Statutes

[7-421](#) Political activities of classified municipal employees

[7-421b](#) Limitation on restriction of political rights of municipal employees

[10-156e](#) Employees of boards of education permitted to serve as elected officials; exception

Policy adopted: ~~March 19, 2012~~



March 16, 2026

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

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

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

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 16, 2026 as School Board Member Day.


Mica Cardozo, First Selectman


Christopher Montini, Superintendent

MINUTES OF THE WBOE POLICY COMMITTEE
Superintendent's Conference Room
March 2, 2026

CALL TO ORDER: Ms. Williamson called the meeting to order at 4:10 PM.

IN ATTENDANCE: Erin Williamson, Chair (in person); Lynn Piascyk (in person), Megan Conaster (in person), Board of Education Members; Mary Vincitorio, WEA and Christopher Montini, Superintendent.

PUBLIC COMMENT: None

The Committee reviewed the following policies:

- ♦ 1000 - Concept and Roles in Community Relations – delete our policy entirely and use CABE sample policy. Submit for 30-day review.
- ♦ 1100 - School/Community Relations – delete our policy entirely and use CABE sample policy. Submit for 30-day review.
- ♦ 1110 - Communications among the WBOE, Administration, Parents and Staff at BRS. Strike last paragraph as it is a duplication. Submit for 30-day review.
- ♦ 1110.1 - Parent Involvement delete our policy entirely and use CABE sample policy with modifications. In 1st paragraph, last sentence strike “*enhanced...*” and replace with *strong academic performance, behavior and attendance*. Delete 1st bullet. In 2nd bullet, strike “(*Such...*)”. In 7th bullet 1st sentence, delete “*the*”, add “*will be offered*” after “*conferences*” and delete everything following “*beginning*”. Delete 8th bullet. Add bullet *School personnel will be available to students, parents and others at mutually convenient times*. Delete all remaining language up to Legal References. Submit for 30-day review.
- ♦ 1111 - Use of Education Television Channel – change *his/her* to *their* and submit for 30-day review.
- ♦ 1112 - News Media Relationships (Public Press, Radio & TV) – delete our policy entirely and use CABE sample policy with modifications. Add 2nd paragraph “*The Superintendent shall serve as the basic source of information regarding the school system*”. Delete paragraphs 7, 8 and 9. Add 7 paragraph “*Individual interviews of students, photographs, videography or articles referring to students will not be permitted without the prior written approval of the student’s parent or guardian.*” Submit for 30-day review.
- ♦ 1120 - Public Participation at WBOE Meetings – no changes and submit for 30-day review.
- ♦ 1210 - School/Community Associations – no changes and submit for 30-day review.
- ♦ 1212 - School Volunteers and Student Interns – delete paragraph 5, add “*or designee*” after *Principal* in paragraph 6. Submit for 30-day review.
- ♦ 1220 - Citizens' Advisory Committees – replace first paragraph with *In order to maximize community input, the Board recognizes the need for appropriate ad hoc citizens advisory committees. The Board will consider the recommendations of these committees when making decisions*. Delete last paragraph. Submit for 30-day review.
- ♦ 1250 - Visits to Schools – replace (.) in #5 with (;) and add #6 *Ensure student safety*. Submit for 30-day review.
- ♦ 1251 - Loitering or Causing Disturbances – 1st sentence change “*he/she*” to “*they*” delete “*s*” from *loiters* and *remains*. After “*grounds*” in 2nd sentence add “*including but not limited to playgrounds, fields and walking paths when closed to the public and/or when in use by the school or on school days from 7:30 AM – 6:00 PM, and/or when*”. Submit for 30-day review.
- ♦ 1311.1 - Political Activities of School Employees - no changes. Submit for 30-day review.

PUBLIC COMMENT: None

Meeting Adjourned: 5:20 PM



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: January 30, 2026

SUBJECT: Operational Memorandum No. 03-26
Requirements for Submitting the Healthy Food Certification (HFC) Statement
for School Year 2026-27

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) 2026-27. 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 2026-27 (July 1, 2026, through June 30, 2027), the BOE must conduct the HFC votes by **July 1, 2026**. 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 2026-27

All public school sponsors of the NSLP must complete the steps below to meet the HFC application deadline of **July 1, 2026**, for school year 2026-27.

1. Schedule the required HFC votes at a BOE meeting **well before** July 1, 2026, 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 2026:** 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 or Teri Dandeneau at 860-807-2079 or 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 2026-27

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 03-26: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2026-27* 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, 2026.

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.

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, 2026, through June 30, 2027. 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.

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.