

Woodbridge Board of Education Regular Meeting
Monday, March 19, 2012 7:00 PM Eastern

Woodbridge Board of Education Regular Meeting Executive Session 6:30 PM Public Session 7:00 PM Library Media Center Beecher Road School
40 Beecher Road South
Woodbridge, CT 06525

- I. Preliminary Business
 - I.A. Call to Order
 - I.B. Executive Session - 6:30 PM
 - I.B.1. Discuss CILU Early Retirement Incentive
 - I.B.2. Update on Personnel Staffing Changes 2012/13
 - I.C. Public Session - 7:00 PM
 - I.D. Salute to the Flag
 - I.E. Correspondence
 - I.F. Public Comment
- II. Consent Agenda
 - II.A. Approval of February 27, 2012 Regular Meeting Minutes
 - II.B. Monthly Summary Financial Report Ending February 29, 2012
 - II.C. Monthly Detail Financial Report Ending February 29, 2012
 - II.D. Combining Financial Statements through February 29, 2012
- III. Reports
 - III.A. Superintendent's Report
 - III.A.1. Board Member Appreciation
 - III.A.2. BRS Update
 - III.A.2.a. BRS Monthly Enrollment Report
 - III.A.3. Language Arts/Mathematics Data Analysis
 - III.A.4. STEAP Grant Presentation - Ron Dagan
 - III.A.5. Playground Update
 - III.A.6. Principal Search Update
 - III.B. PTO Update
 - III.C. Facilities Committee Report
 - III.D. BRS Building Committee
 - III.E. Policy Committee
 - III.E.1. Adopt 1000 and 2000 Policy Series
 - III.F. Finance Committee
 - III.G. CABA Liaison Report
 - III.H. ACES Liaison Report
- IV. New Business
 - IV.A. Act on CILU Early Retirement Incentive
 - IV.B. Act on Leave of Absence Request
- V. Other
 - V.A. Public Comment
 - V.B. Executive Session, in accordance with State Statute
- VI. Adjournment

MINUTES OF THE REGULAR BOARD OF EDUCATION MEETING

Monday, February 27, 2012

BRS Library Media Center

CALL TO ORDER: Ms. Hamilton, Chair called the meeting to order at 6:30 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Mr. David Barkin, Dr. Clotilde Dudley-Smith, Mr. Matthew Gilbride, Secretary; Mr. Carl Lindskog, Ms. Sheila McCreven, and Dr. YanYun Wu.

STAFF: Dr. Guy Stella, Superintendent.

MOTION #1 – EXECUTIVE SESSION

Move that we enter Executive Session (6:31 PM)

Ms. McCreven

Second by Mr. Lindskog

UNANIMOUS

The Board discussed the mid-year progress report as part of the evaluation of the Superintendent.

Mr. Barkin left the meeting (7:21 PM).

MOTION #2 – PUBLIC SESSION

Move that we return to Public Session (7:42 PM)

Mr. Lindskog

Second by Dr. Dudley-Smith

UNANIMOUS

CALL TO ORDER: Ms. Hamilton, Chair called the Public Session back to order at 7:45 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Dr. Clotilde Dudley-Smith, Mr. Matthew Gilbride, Secretary; Mr. Carl Lindskog, Ms. Sheila McCreven, and Dr. YanYun Wu.

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Carol Bequary, Primary Grades Principal; Donna Pagé, Intermediate Grades Interim Principal; Sheila Haverkamp, Special Services Director; and Marsha DeGennaro, Clerk of the Board.

MEMBERS OF THE PUBLIC: Laurence Grotheer, BOS Liaison; Joanne Giaquinto, Monique MacDonald, Teresa Nakouzi, Mary Sell, Teachers; Pua Ford, community.

CORRESPONDENCE – None

PUBLIC COMMENT – None

CONSENT AGENDA

MOTION #3 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Ms. McCreven

Second by Mr. Gilbride

Ms. McCreven requested extraction of Item 2.3 (Monthly Detail Financial Report) for further discussion.

IN FAVOR: Mr. Gilbride, Dr. Dudley-Smith, Ms. Hamilton, Ms. McCreven and Dr. Wu.

AGAINST: Mr. Lindskog

MOTION PASSES 5-1

REPORTS

Superintendent's Report

- Beecher Road School Update – Superintendent Stella highlighted *Read Across America* on Thursday, March 1, commencement of CMT's, Extended Day and custodial activities during the vacation week.
- Reading/Language Arts Update – The Language Arts Specialists presented an overview of the alignment of our K-6 curriculum with the Common Core Standards adopted by approximately 46 states. These standards allow for consistency and uniformity in curriculum and instruction for student learning, not only within BOWA, but from state-to-state. As our balanced literacy approach is entrenched within our programs, it is not anticipated that we will experience significant changes. Curriculum revisions should be complete by the end of June 2012. As required, implementation of this curriculum will be directly linked to the teacher evaluation process and plan.
- Strategic School Plan (SSP) 2010/11 – Superintendent Stella and Mr. Pullo provided an Executive Summary of the SSP. This comprehensive education report reflects a “snapshot in time”, and generates trending data as well as helpful information to inform student instruction and guide the district forward. Questions were raised relative to staff absenteeism, calculation of instructional hours, integrated curriculum structure, open choice transportation funding/charter school proposals, behavior of costs over time and per pupil expenditure calculation differences among districts.

Dr. Wu left the meeting (8:46 PM).

PTO Update – No report

Facilities Committee – No report

- Playground Update – Dr. Stella informed the Board of plans for a community party at the end of March/ beginning of April to build the new North Playground.

Town Building Committee Charge – Ms. McCreven apprised the Board the committee anticipates forwarding their recommendations shortly to the Town Board of Finance for inclusion in the 2012/13 budget development process. In the meantime, information will be shared with the Board of Education once data compilation is completed.

Policy Committee

The 2000 policy series, reviewed by the Policy Committee at their February 9 meeting, were presented for 30-day review.

MOTION #4 – 2000 POLICY SERIES (30-DAY REVIEW)

Move that we accept the 2000 policy series for 30-day review, with the exception of Policy 2400, which is referred back to Committee for further review.

Ms. McCreven
Second by Mr. Linskog
UNANIMOUS

Finance Committee

Ms. McCreven requested clarification on the timing of line-item transfers both within the context of policy and statute. Is Board action necessary immediately upon over-expenditure of a line item or are one-time transfers in June sufficient. Statute is specific to the total funded appropriation not being overspent. Past practice has been to present transfers in May/June as part of the budget reconciliation process. This allows for minimal transfers, complies with statute and BOE policy and achieves total transparency within the budget.

MOTION #5 – 2011/12 BOARD OF EDUCATION MONTHLY DETAIL FINANCIAL REPORT

Move that we accept the 2011/12 BOE Monthly Detail Financial Report ending January 31, 2012, as submitted by the Director of Business/Operations.

Ms. McCreven
Second by Mr. Lindskog
UNANIMOUS

CABE Liaison – Ms. McCreven invited Board members to participate in the “Day on the Hill” in March. She will attend the CABE Board of Directors Retreat which will focus on development of CABE’s Strategic Plan, assess CABE’s functionality and budget spending.

ACES Liaison – No report

NEW BUSINESS

2012/13 Calendar – Superintendent Stella presented the 2012/13 calendar developed in collaboration with the BOWA districts. It was noted that Veteran’s Day will be eliminated as a school holiday. School will be in session on that day as well as Election Day.

MOTION #6 – 2012/13 CALENDAR

Move that we adopt the 2012/13 calendar as presented.

Mr. Lindskog
Second by Dr. Dudley-Smith
UNANIMOUS

Mr. Pullo outlined the requirements for participation in the National School Lunch program. Participation, reimburses the Cafeteria approximately 5-10 cents per lunch. Nutrition standard compliance is for only those items sold by the Cafeteria during the school day and does not affect after-school or PTO sponsored events. Approximately, 70% of school districts state-wide participate in this initiative.

MOTION #7 – HEALTHY FOOD CERTIFICATION

Move that the Woodbridge School District participate in the National School Lunch Program for the 2011/12 school year.

Mr. Lindskog
Second by Dr. Dudley-Smith
UNANIMOUS

PUBLIC COMMENT – None

MOTION TO ADJOURN: (9:10 PM)
Mr. Lindskog
Second by Dr. Dudley-Smith
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

**WOODBIDGE BOARD OF EDUCATION
MONTHLY SUMMARY FINANCIAL REPORT
For 8 Months Ended February 29, 2012**

OBJ #	DESCRIPTION	Adopted Annual Budget w/Transfers	Monthly Budget	Monthly Actual	\$ Variance (Over) Under
100	TOTAL SALARIES	7,221,944	603,568	564,297	39,271
200	TOTAL BENEFITS	2,579,599	209,395	174,648	34,747
300	TOTAL PROFESSIONAL SERVICES	347,946	25,381	26,952	(1,571)
400	TOTAL PROPERTY SERVICES	595,552	67,505	51,585	15,920
500	TOTAL OTHER PURCHASED SERVICES	1,200,250	131,253	142,667	(11,414)
600	TOTAL SUPPLIES & MATERIALS	303,567	40,936	13,888	27,048
700	TOTAL PROPERTY	33,000	7,276	1,751	5,524
800	TOTAL DUES AND FEES	62,082	2,264	3,830	(1,566)
	TOTAL ADOPTED BUDGET	12,343,940	1,087,577	979,618	107,959

Year To Date Budget	Year To Date Actual	Year To Date \$ Variance (Over)Under
4,177,093	4,100,068	77,025
1,506,865	1,494,163	12,702
231,733	230,516	1,217
334,170	312,393	21,777
792,236	759,698	32,538
177,089	159,301	17,788
19,298	12,643	6,655
53,026	27,373	25,654
7,291,509	7,096,154	195,355

COMMENTS

1. Savings realized from staffing changes and retirements \$77,025.
2. FICA Payroll Tax Savings \$11,213; Life Ins. Savings \$8,116; Retirement Sick Pay Out (\$2,013); Health Insurance Timing (\$4,614).
3. Legal Fees Timing \$1,217.
4. Service contracts incl. custodial service (\$22,106); Building Improvement Timing \$13,610; Repairs Timing \$12,260
Utilities Electric & Water Timing \$18,013
5. Liability Ins. Savings \$4,085; Work Comp Ins Timing \$5,634; Interns Savings \$9,210; Tution Savings (Wintergreen) \$11,092
Other Purchased Services Timing \$2,517.
6. Custodial & Maintenance Supplies timing \$9,116; Books & AV timing \$8,672.
7. Computer Hardware Timing (\$1,213); Equipment Timing \$6,650; Furniture Timing \$1,218.
8. Unemployment (\$4,890); Non-Public timing \$30,544

SPECIAL EDUCATION BREAKOUT

OBJ #	DESCRIPTION	Adopted Annual Budget	Monthly Budget	Monthly Actual	\$ Variance (Over) Under
390	OT/PT SERVICES	37,500	3,750	5,857	(2,107)
3901	CONSULTANTS	18,000	1,800	2,100	(300)
510	TRANSPORTATION	128,300	12,830	19,762	(6,932)
560	TUITION	142,000	14,200	40,478	(26,278)
	TOTALS	325,800	32,580	68,197	(35,617)

Year To Date Budget	Year To Date Actual	Year To Date Variance (Over)Under
30,000	33,623	(3,623)
14,400	7,600	6,800
102,640	79,463	23,177
113,600	131,636	(18,036)
260,640	252,322	8,318

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 8 Months Ended: February 29, 2012

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year End Balance
110	Administrators	613,200		404,627	196,960	98%	11,612	-	11,612
120	Teachers - Regular	4,252,008		2,402,339	1,868,899	100%	(19,230)	-	(19,230)
120	Teachers - Special Education	773,051		405,532	322,198	94%	45,321	-	45,321
1201	Psychologist	156,537		93,074	63,463	100%	0	-	0
1203	Counselor	37,643		20,358	17,286	100%	(0)	-	(0)
	Sub-Total Certified Salaries	5,832,439	-	3,325,930	2,468,806	99%	37,703	-	37,703
1303	Custodians	355,650		146,482	96,570	68%	112,599	25,149	87,449
140	Nurses	124,801		68,419	43,759	90%	12,622	8,766	3,856
150	Secretaries, Clerical	292,729		204,865	87,864	100%	-	-	-
160	Paraprofessionals	385,172		200,440	184,290	100%	442	-	442
1601	Special Education Paraprofess.	201,945		141,174	74,506	107%	(13,735)	-	(13,735)
190	Salaries, Miscellaneous	29,208		12,757	6,184	65%	10,267	10,267	-
	Sub-Total Non-Certified Salaries	1,389,505	-	774,138	493,173	91%	122,194	44,182	78,012
	TOTAL SALARIES	7,221,944	-	4,100,068	2,961,979	98%	159,897	44,182	115,715
1906	Retirement - Sick Pay-Out	25,000		27,013	-	108%	(2,013)	-	(2,013)
220	FICA	216,262		110,611	-	51%	105,651	90,733	14,918
230	Merf	130,281		108,447		83%	21,834	47,198	(25,364)
270	Medical Insurance	2,157,896		1,232,925	780,788	93%	144,183	111,021	33,162
280	Life Insurance	34,960		12,709	6,717	56%	15,534	4,039	11,495
2902	Other Employee Benefits	15,200		2,457	6,021	56%	6,721	6,721	-
	TOTAL BENEFITS	2,579,599	-	1,494,163	793,526	89%	291,909	259,711	32,198

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 8 Months Ended: February 29, 2012

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
320	Professional Development	67,625		20,371	47,254	100%	-	-	-
330	Legal Fees	35,000		20,401	14,599	100%	-	-	-
340	Software Support	12,828		5,843	797	52%	6,188	6,188	-
350	Substitutes	28,000		28,091	-	100%	(91)	-	(91)
390/01	OT/PT/Consultant Services	55,500		33,623	13,377	85%	8,500	8,500	-
3902	Financial Audit	14,691		675	14,016	100%	-	-	-
390	Other Prof/Tech. Services	134,302		121,512	753	91%	12,037	12,037	-
	TOTAL PROFESSIONAL SERVICES	347,946	-	230,516	90,796	92%	26,634	26,725	(91)
410/01	Utilities - Electric and Water	253,511		114,299	131,657	97%	7,555	-	7,555
420	Heating Oil	151,673		59,403	90,813	99%	1,457	-	1,457
430	Repairs and Maintenance	39,898		15,126	6,404	54%	18,368	18,368	-
450	Leases and Rentals	49,430		25,141	24,289	100%	-	-	-
4501	Building Improvements	28,500		14,147	48,754	221%	(34,401)	15,599	(50,000)
490	Other Purchased Services	22,000		11,630	10,206	99%	164	-	164
4901	Service Contracts	50,540		72,646	9,157	162%	(31,263)	6,390	(37,653)
	TOTAL PROPERTY SERVICES	595,552	-	312,393	321,280	106%	(38,122)	40,357	(78,478)
510	Pupil Transportation-Regular	434,349		274,133	139,497	95%	20,719	-	20,719
510	Pupil Transportation-Spec. Educ.	115,000		79,463	49,645	112%	(14,109)	-	(14,109)
520	Insurance-General Liability	89,926		85,841	-	95%	4,085	-	4,085
5201	Worker's Compensation	95,784		88,658	-	93%	7,126	6,003	1,122
530	Telephone Services	18,554		9,829	8,127	97%	597	-	597
535	Internet	12,100		1,210	47	10%	10,843	9,905	938
537	Postage	5,500		3,019	1,500	82%	981	981	-
540	Advertising	2,800		4,665	3,555	294%	(5,420)	3,000	(8,420)
550	Interns	127,710		72,411	40,589	88%	14,710	4,909	9,801
560	Tuition	282,102		139,126	127,557	95%	15,419	4,000	11,419
590	Other Purchased Services	16,425		1,341	-	8%	15,084	15,084	-
	TOTAL OTHER PURCH SERVICES	1,200,250	-	759,698	370,517	94%	70,035	43,883	26,153

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 8 Months Ended: February 29, 2012

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
610	Instructional Supplies	146,700		87,146	11,132	67%	48,423	48,423	-
620	Computer Software	53,580		23,289	522	44%	29,769	29,769	-
625	Supplies Nurses	1,800		105	182	16%	1,514	1,514	-
630	Supplies Custodial	45,792		25,048	13,834	85%	6,909	6,909	-
635	Supplies Office	12,000		7,386	572	66%	4,042	4,042	-
640	Books and Audio Visual	16,000		3,719	11,967	98%	314	314	-
645	Subscriptions	13,995		6,327	50	46%	7,618	7,618	-
650	Testing	10,000		5,874	564	64%	3,562	3,562	-
690	Misc. Supplies	3,700		407	79	13%	3,215	3,215	-
	TOTAL SUPPLIES & MATERIALS	303,567	-	159,301	38,901	65%	105,365	105,365	-
730	Equipment - Office	-				0%	-		-
732	Computer Hardware	10,600		5,750	2,836	0%	2,014	2,014	-
735	Equipment - Teaching	15,550		2,680	4,378	45%	8,491	8,491	-
740	Equipment - Building	4,600		4,001	-	87%	599	599	-
745	Furniture	2,250		211	-	9%	2,039	2,039	-
	TOTAL PROPERTY	33,000	-	12,643	7,214	60%	13,143	13,143	-
810	Dues and Fees	20,151	-	16,304	40	81%	3,807	3,807	-
825	Unemployment	5,835	-	7,572	4,263	203%	(6,000)	-	(6,000)
900	Other Fees	36,096		3,496	549	11%	32,051	32,051	-
	TOTAL DUES AND FEES	62,082	-	27,373	4,852	52%	29,857	35,857	(6,000)
	TOTAL ADOPTED BUDGET	12,343,940	-	7,096,154	4,589,066	95%	658,720	569,223	89,496

Woodbridge Board of Education
Expenditures by Object
Financial Analysis
For Fiscal Year 2011 - 2012

February 2012

OBJECTS 110-120 – CERTIFIED STAFF

The projected surplus reflects savings realized from staff retirements and the interim principal vacancy savings.

OBJECT 1303 – CUSTODIANS

We are projecting a surplus as a result of staffing changes and the use of a service contractor to aide in the building cleaning. Projections reflect the remedies mandated by the decision rendered by the Connecticut Labor Board.

OBJECTS 140 – NURSES SALARIES

The surplus reflects projected savings realized from vacancy savings.

OBJECT 1601 – TEACHER ASSISTANTS

We are currently projecting a deficit in this account due to increased level of services, which occurred after the budget submission, obligated under the special needs students' IEP

OBJECT 1906 Retirement-Sick Pay-Out

We are projecting a deficit in this account due to contractual payouts connected with a retirement announcement after the budget submission.

OBJECT 220 - FICA

We are projecting a surplus in this account as a result of the use of a service contractor (non-employee) to aide in the building cleaning.

OBJECT 230 - MERF

We are projecting a deficit in this account as a result of the increased employer contribution charges passed through by the state of Connecticut as the pension plan administrator.

OBJECT 270– MEDICAL INSURANCE

The projected surplus is a result of favorable premium renewal rates which we will continue to monitor monthly.

OBJECT 280– LIFE INSURANCE

The projected surplus is a result of favorable premium renewal rates.

OBJECT 410 – UTILITIES ELECTRIC AND WATER

The projected surplus is a result of anticipated savings on consumption.

OBJECT 420 – Heating Oil

The projected surplus is a result of anticipated savings on consumption.

OBJECT 4501 – BUILDING IMPROVEMENTS

The projected deficit is a result of an encumbrance for partial costs of replacing the North Playground.

OBJECT 4901 – SERVICE CONTRACTS

The projected deficit is the result of using a service contractor for custodial services. The anticipated surplus in custodial salaries and benefits is greater than the anticipated deficit in this account.

OBJECT 510 PUPIL TRANSPORTATION

The net surplus is due to amended service for outplacement transportation arrangements.

OBJECT 520 INSURANCE GENERAL LIABILITY

The projected savings is a result of favorable premium renewal.

OBJECT 5201 INSURANCE WORKER'S COMPENSATION

The projected savings is a result of favorable premium renewal.

OBJECT 530 – TELEPHONE SERVICES

The projected savings is a result of anticipated savings based on year to date trends.

OBJECT 535 – INTERNET

The projected savings is a result of anticipated savings based on year to date trends.

OBJECT 540 – ADVERTISING

The projected deficit is a result of consultant fees and related services for the upcoming Principal search.

OBJECT 550 – INTERNS

The projected savings is the result of a vacancy during the school year.

OBJECT 560 – TUITION

The projected surplus is the result of favorable Wintergreen Magnet School tuition rates.

OBJECT 825 - UNEMPLOYMENT

The projected deficit is a result of year to date claims.

Woodbridge Board of Education
Combining Balance Sheets as of 02/29/12 (Unaudited)

	Special Revenue					Agency
	Total	Café	Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
Assets:						
Cash	\$ 169,021	\$ 55,554	\$ 80,145	\$ 2,844	\$ 28,730	\$ 1,748
Prepaid expenses	-					
Accounts receivable	4,065	1,863	735	\$ 1,195	\$ 272	
Intergovt Receivable	8,464	8,464				
Inventory	5,789	5,789				
Total Assets	187,339	71,670	80,880	4,039	29,002	1,748
Liabilities and Fund Balance						
Liabilities:						
Amounts held as agent	195	-	195			-
Accounts payable	27,799	5,088	22,137	520	54	-
Deferred revenue	5,662	-	5,662			
Wages payable	-	-	-			
Total Liabilities	33,656	5,088	27,994	520	54	-
Fund Balance	153,683	66,582	52,886	3,519	28,948	1,748
Total Liabilities and Fund Balance	\$ 187,339	\$ 71,670	\$ 80,880	\$ 4,039	\$ 29,002	\$ 1,748
				Café	Extended Day	SEP
Current Fund Balance				\$ 66,582	\$ 52,886	\$ 28,948
Baseline - Minimum Fund Bal (30 Day Expenses Average)				\$ 17,000	\$ 28,000	\$ 10,000
Operating Reserve Fund Bala (90 Day Expenses Average)				\$ 51,000	\$ 84,000	\$ 30,000
# of Days Expenses in Fund Balance				\$ 117	\$ 57	\$ 87
Fund Balance Excess				\$ 15,582	\$ -	\$ -
Activity Fund:						
Administrative Fund						\$ -
Drama						745
ODAC						459
PTO						166
Technology						\$ 378
Total						\$ 1,748

Woodbridge Board of Education
Combining Statement of Revenues & Expenditures
for the 8 Months Ended 02/29/12 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
Revenues:							
Charges for services	\$ 475,330	\$ 132,557	\$ 241,549	\$ 10,286	\$ 88,676	\$ 2,262	\$ -
Intergovernmental	23,827	23,827	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Other income	52	52	-	-	-	-	-
Additions	-	-	-	-	-	-	-
Total revenues/additions	499,209	156,436	241,549	10,286	88,676	2,262	-
Expenditures:							
Wages, FICA, MERF	323,944	61,740	188,503	-	73,701	-	-
Medical Insurance	-	-	-	-	-	-	-
Cost of food sold	62,580	62,580	-	-	-	-	-
Equipment	1,364	450	914	-	-	-	-
Other Expenses	88,079	8,096	56,389	10,458	7,794	5,341	-
Deductions	-	-	-	-	-	-	-
Total expenditures/deductions	475,967	132,866	245,806	10,458	81,495	5,341	\$ -
Excess (deficiency) of revenues over expenditures before operating transfer in	23,243	23,570	(4,257)	(172)	7,181	(3,079)	
Operating transfer in	-	-	-	-	-	-	
Excess (deficiency) of revenues over expenditures after operating transfer in	23,243	23,570	(4,257)	(172)	7,181	(3,079)	
Fund Balance, ending	\$ 151,935	\$ 66,582	\$ 52,886	\$ 3,519	\$ 14,372	\$ 14,576	
BOE Year to Date Cost of Health Insurance		\$ 15,291					



March 19, 2012

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

WHEREAS, public schools are being held to higher standards of accountability than ever before at both the state and federal levels; and

WHEREAS, the Woodbridge Board of Education represents an invaluable resource in this community as local decision-makers, responding to the challenge of assuring our school meets these higher standards; and

WHEREAS, 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

WHEREAS, these school board members are working diligently to assure 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, unpaid 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 19, 2012 as School Board Member Day.



Edward M. Sheehy, First Selectman


Dr. Gaeton F. Stella, Superintendent

K-6 Mathematics Data at Beecher Road School




BOARD OF EDUCATION PRESENTATION
MARCH 19, 2012



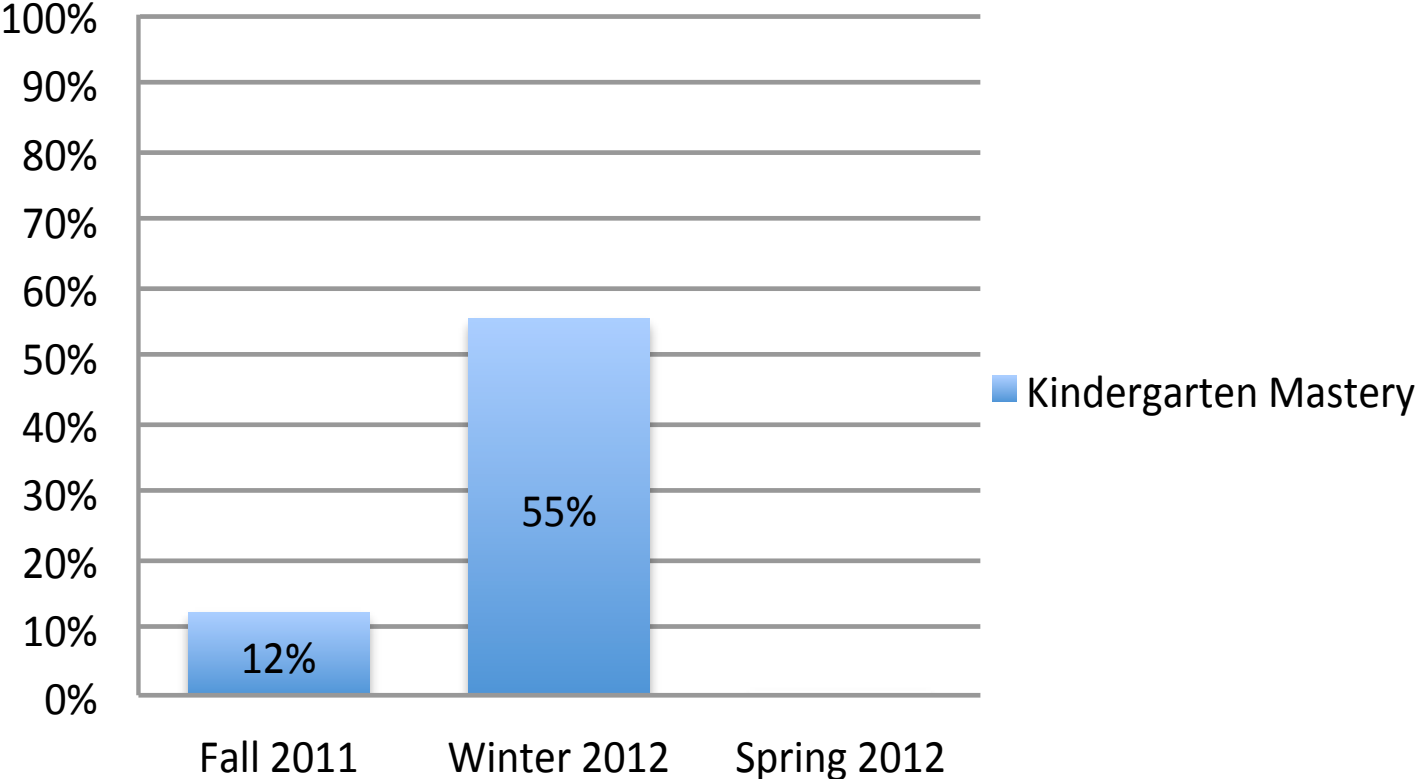
The Common Core State Standards (CCSS) for Mathematics include **critical areas for instruction** for each grade, K-6. The critical areas are designed to bring focus to the standards at each grade by describing the **big ideas** that educators can use to build their curriculum and to guide instruction.

K-6 Critical Areas of Focus

- 
- Representing and comparing **whole numbers**, initially with sets of objects
 - Describing **shapes** and space

Kindergarten – Critical Areas of Focus

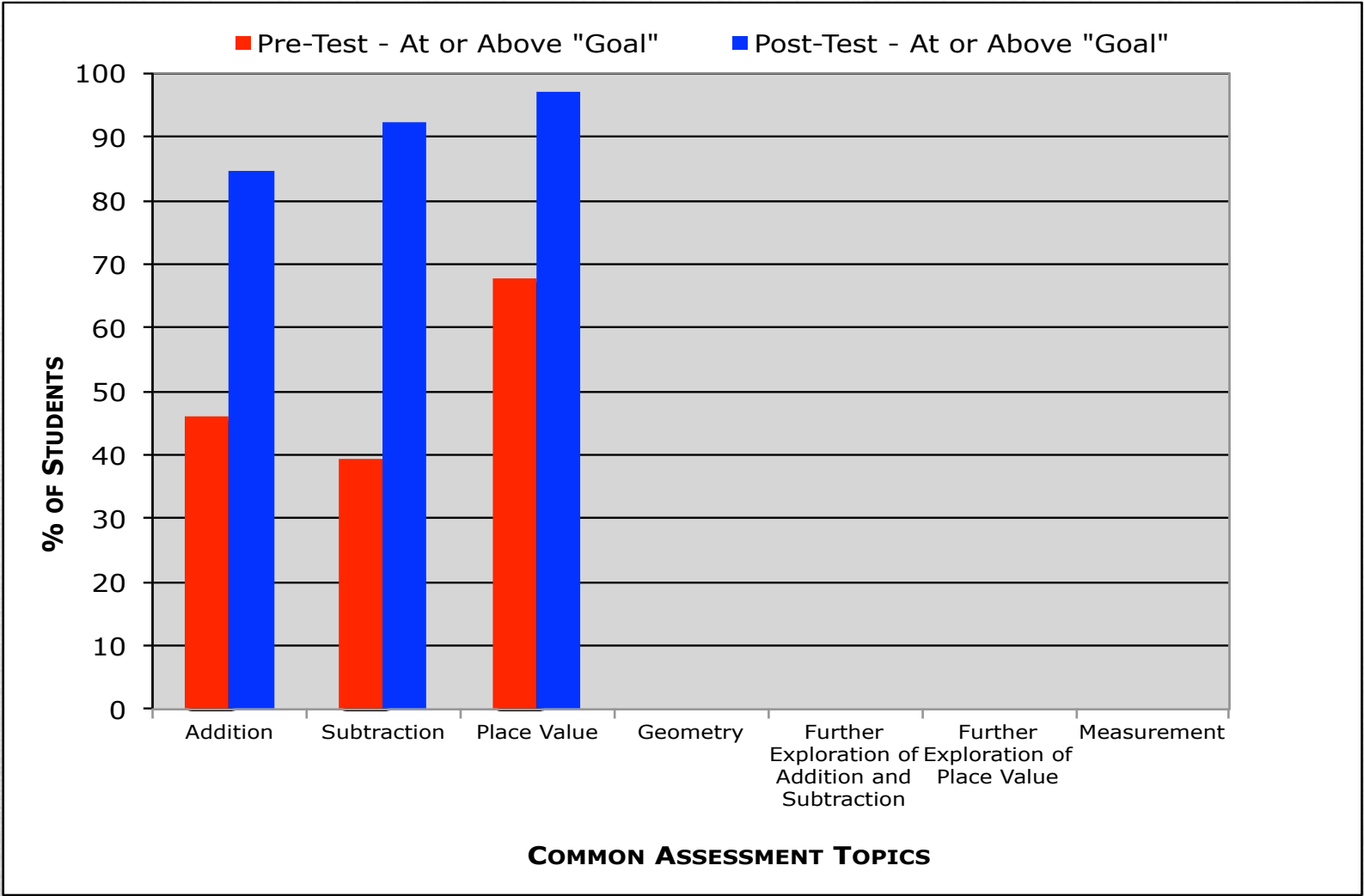
Kindergarten Mastery



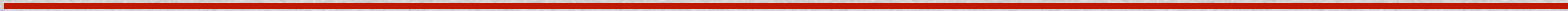
Kindergarten – Assessment Data

- Developing understanding of **addition, subtraction**, and strategies for addition and subtraction within 20
- Developing understanding of whole number relationships and **place value**, including grouping in tens and ones
- Developing understanding of **linear measurement** and measuring lengths as iterating length units
- Reasoning about **attributes** of, and composing and decomposing **geometric shapes**

1st Grade – Critical Areas of Focus

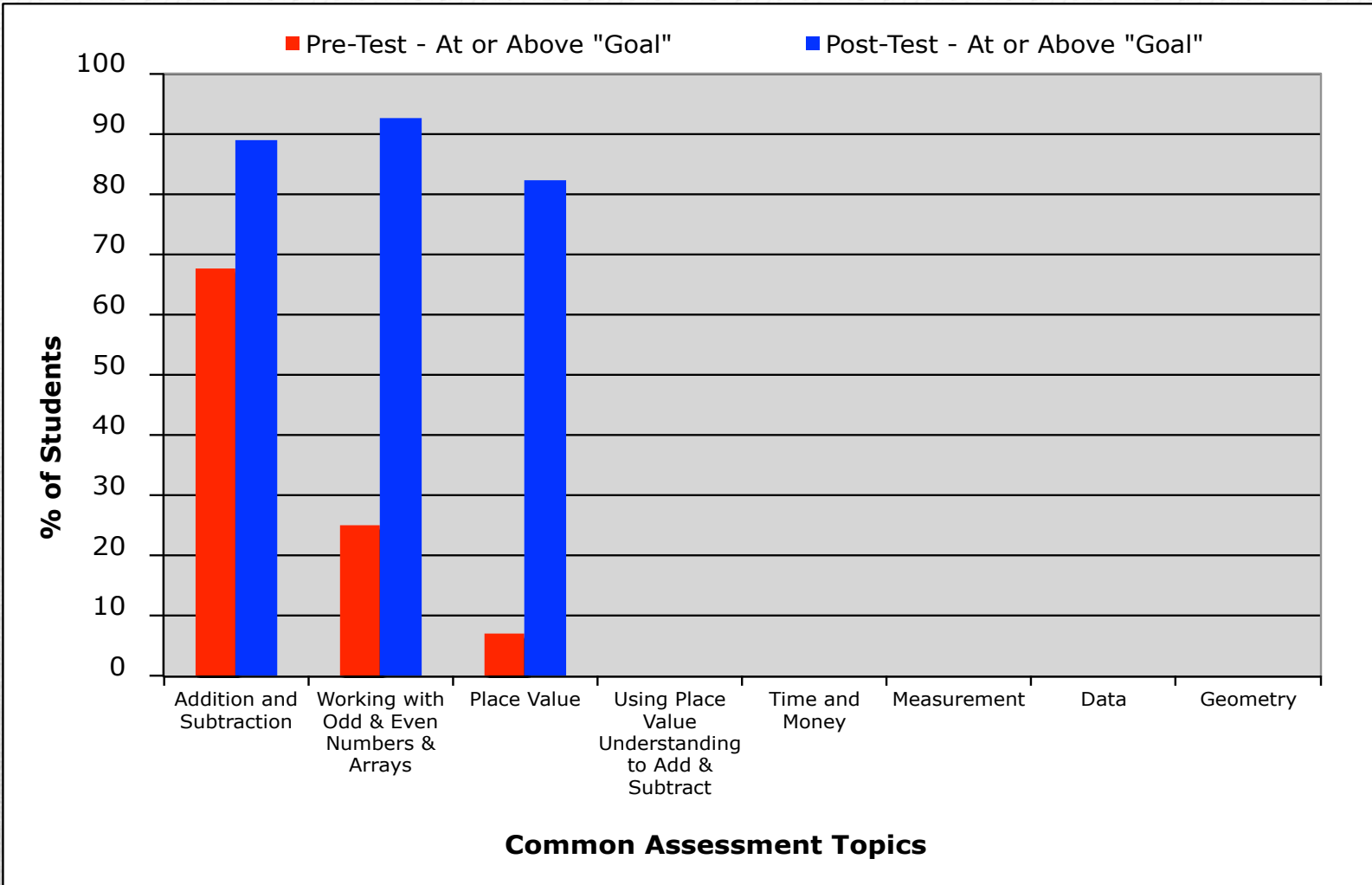


1st Grade – Assessment Data



- Extending understanding of **base-ten notation**
- Building **fluency** with addition and subtraction
- Using standard units of **measure**
- Describing and **analyzing shapes**

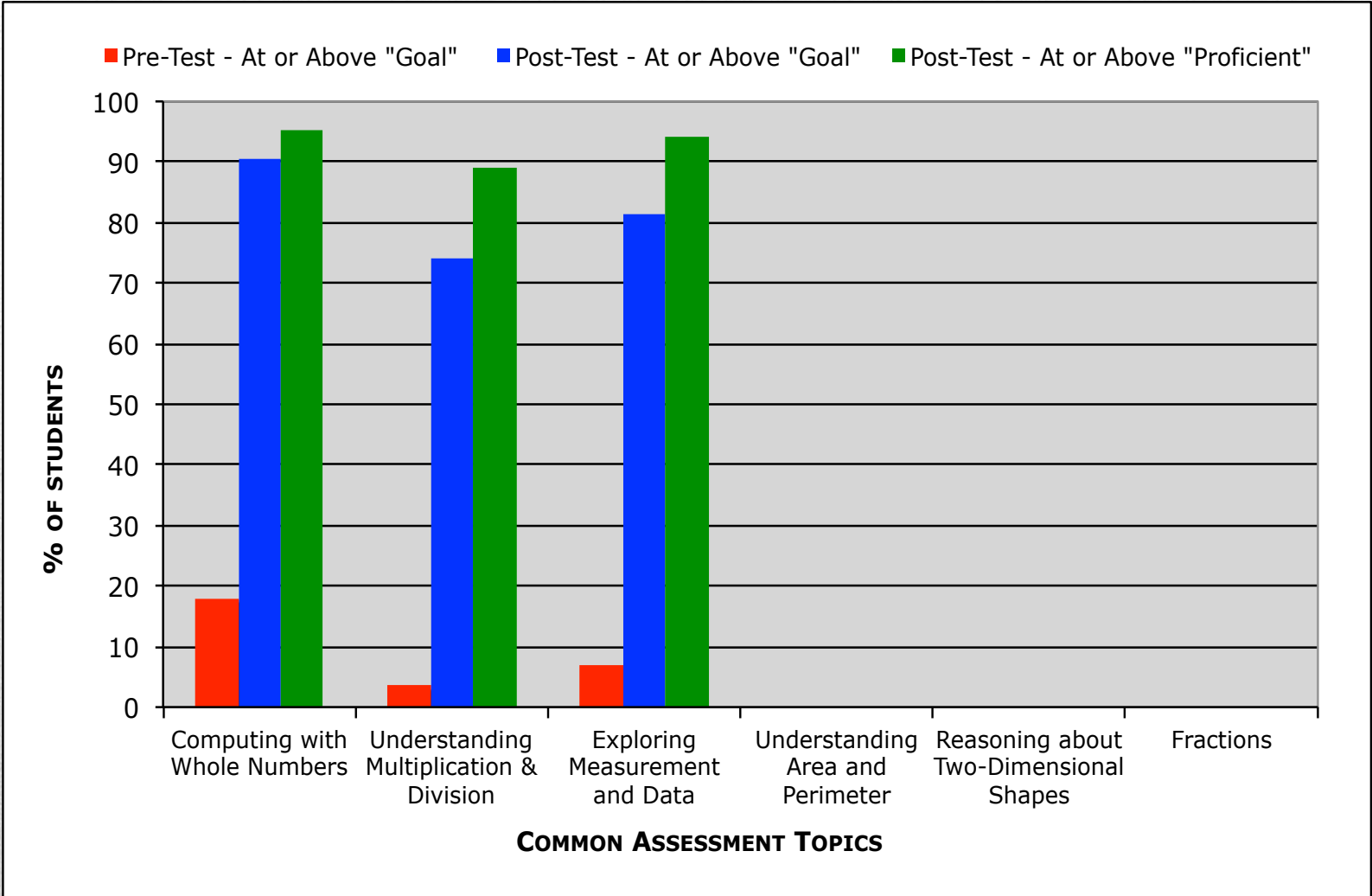
2nd Grade – Critical Areas of Focus



2nd Grade – Assessment Data

- Developing understanding of **multiplication** and **division** and strategies for multiplication and division within 100
- Developing understanding of fractions, especially **unit fractions** (fractions with numerator 1)
- Developing understanding of the structure of rectangular **arrays** and of **area**
- Describing and analyzing **two-dimensional shapes**

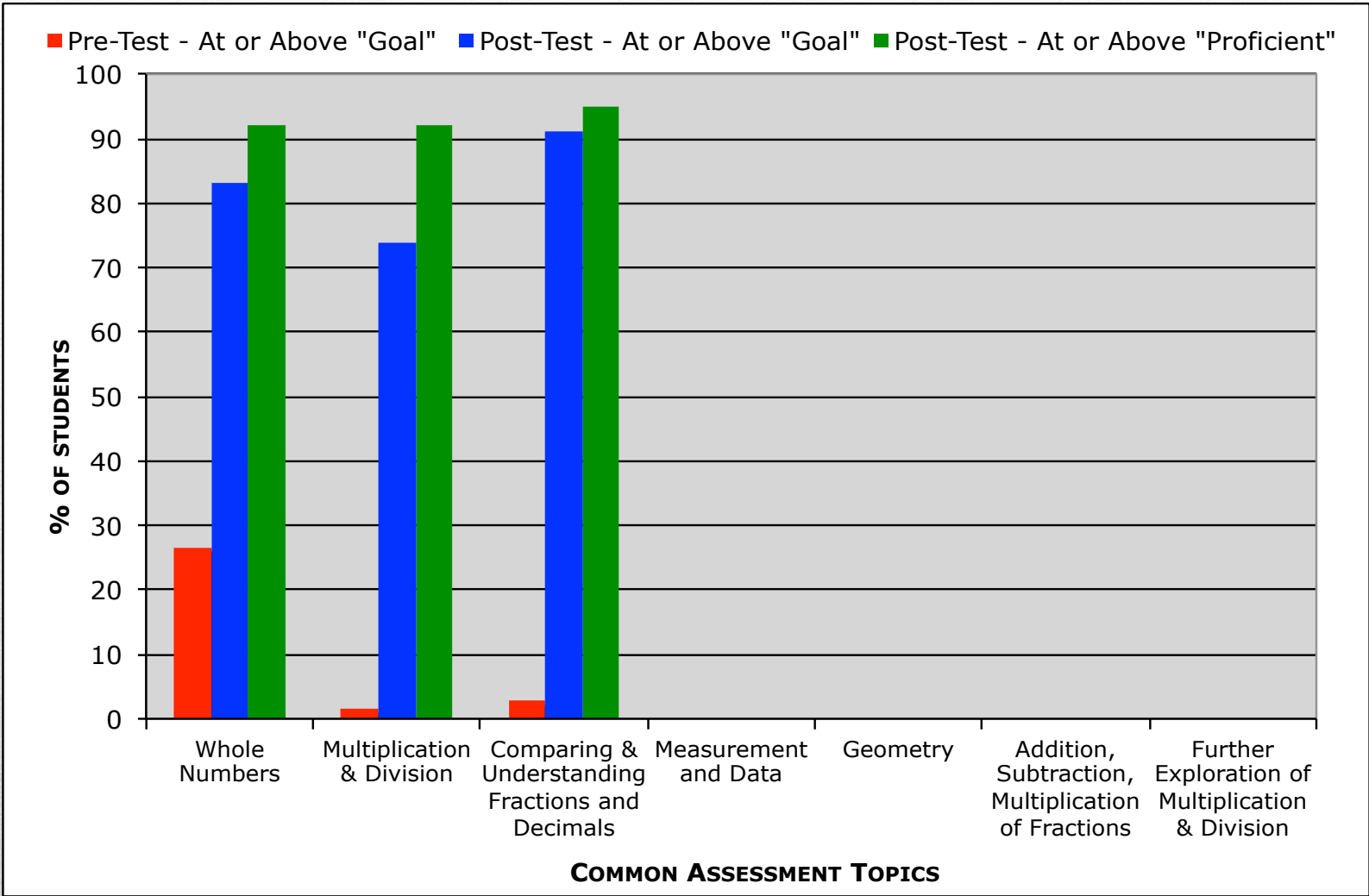
3rd Grade – Critical Areas of Focus



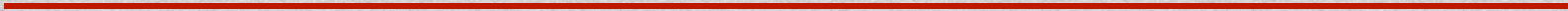
3rd Grade – Assessment Data

- Developing an understanding and fluency with **multi-digit multiplication**, and developing understanding of dividing to find quotients involving **multi-digit dividends**
- Developing an understanding of fraction equivalence, **addition and subtraction of fractions** with like denominators, and **multiplication** of fractions by whole numbers
- Understanding that **geometric figures** can be analyzed and classified based on their **properties**, such as having parallel sides, perpendicular sides, particular angle measures, and symmetry

4th Grade – Critical Areas of Focus

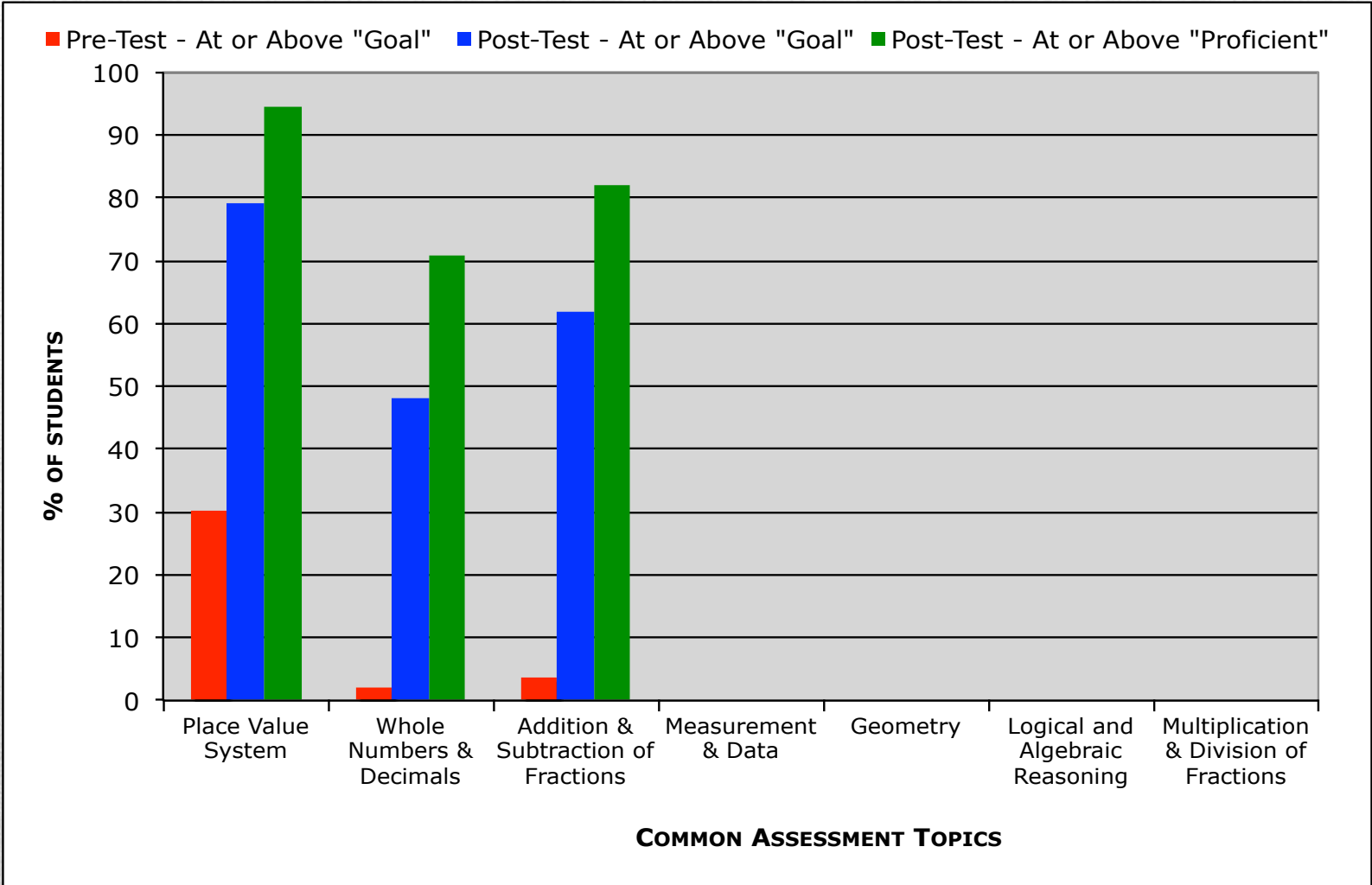


4th Grade – Assessment Data



- Developing fluency with **addition and subtraction of fractions** and developing understanding of the **multiplication** of fractions and of **division of fractions** in limited cases (unit fractions divided by whole numbers and whole numbers divided by unit fractions)
- Extending **division to 2-digit divisors**, integrating decimal fractions into the place value system and developing understanding of **operations with decimals** to hundredths, and developing fluency with whole number and decimal operations
- Developing understanding of **volume**

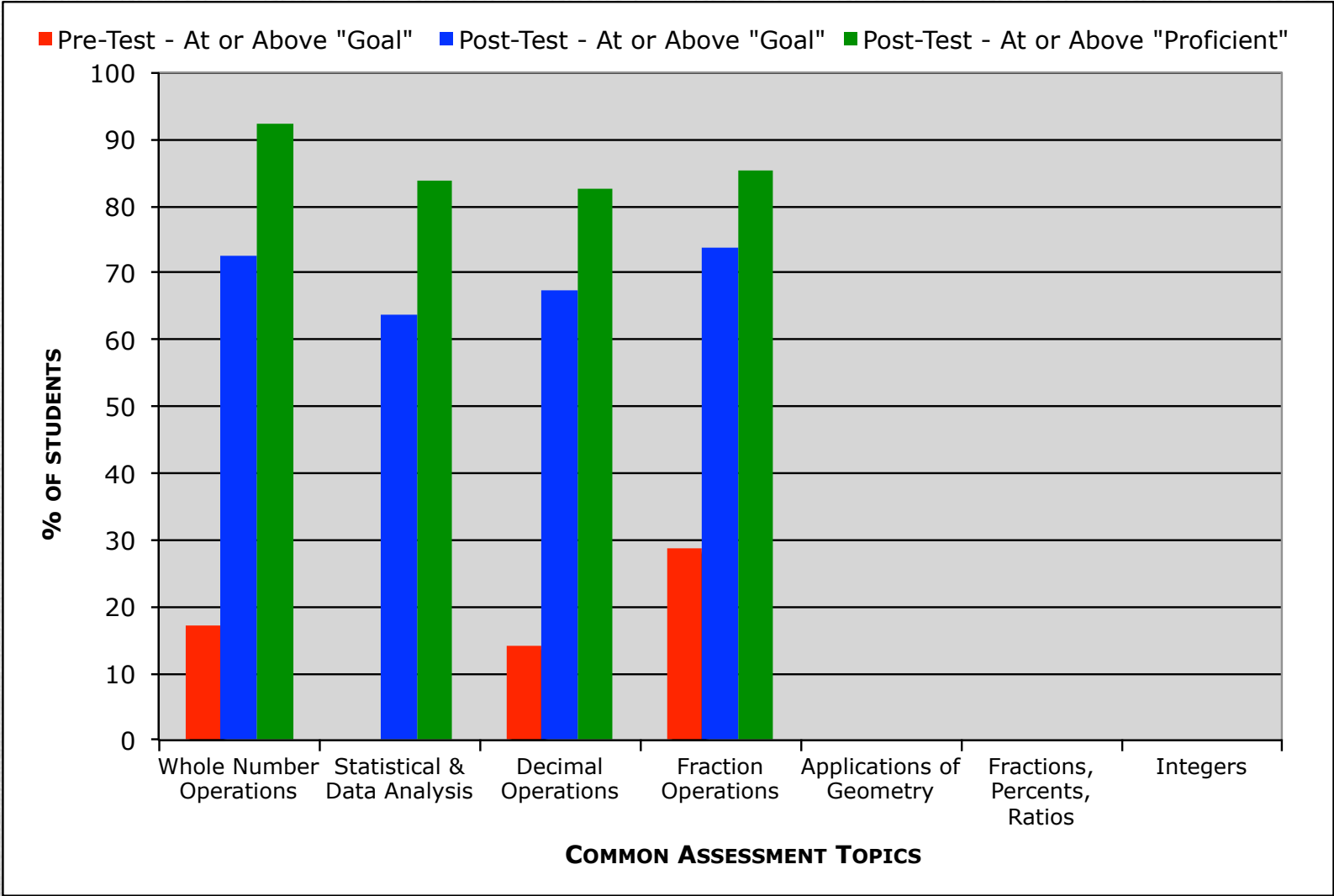
5th Grade – Critical Areas of Focus



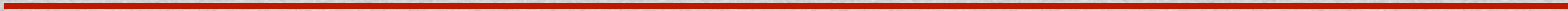
5th Grade – Assessment Data

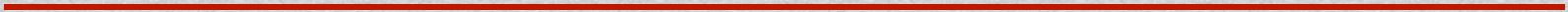
- Connecting **ratio and rate** to whole number multiplication and division and using concepts of ratio and rate to solve problems
- Completing understanding of **division of fractions** and extending the notion of number to the system of rational numbers, which includes negative numbers
- Writing, interpreting, and using **expressions and equations**
- Developing understanding of **statistical thinking**

6th Grade – Critical Areas of Focus



6th Grade – Assessment Data

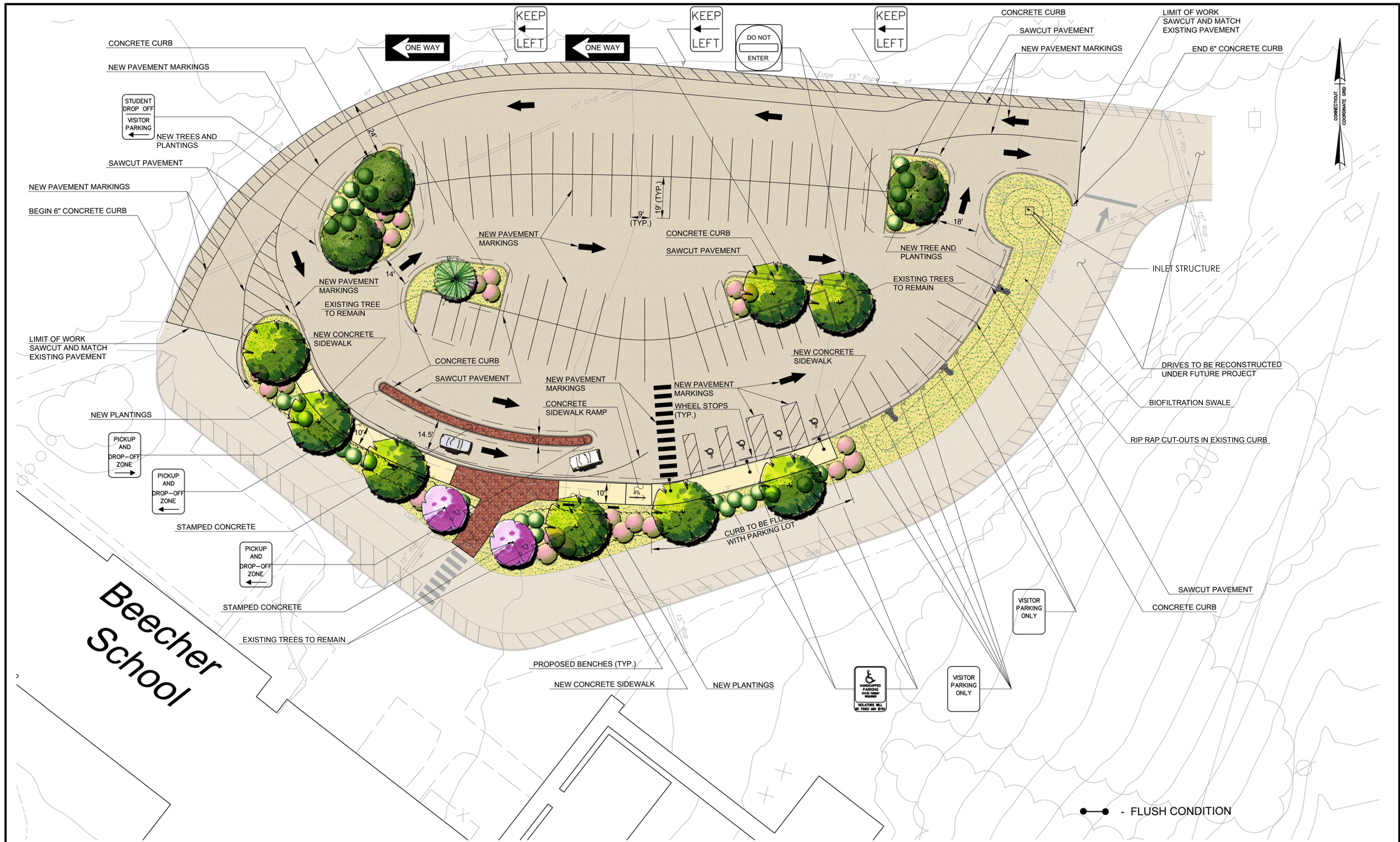




BEECHER SCHOOL PARKING LOT IMPROVEMENTS
TOWN OF WOODBRIDGE

COST ESTIMATE - BASE BID - CURBS AND WALKS
MARCH 12, 2012

ITEM No.	ITEM DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	AMOUNT
0202003	Earth Excavation	C.Y.	100	\$28.00	\$2,800
0202529	Cut Bituminous Concrete Pavement	L.F.	1,450	\$4.00	\$5,800
0207003	Borrow	C.Y.		\$15.00	\$0
0209001	Formation of Subgrade	S.Y.	425	\$3.00	\$1,275
0212004	Subbase	C.Y.		\$28.00	\$0
0219011 A	Sedimentation Control System at Catch Basin	EA.	9	\$150.00	\$1,350
0304002	Processed Aggregate Base	C.Y.	110	\$45.00	\$4,950
0406170	HMA S1.0 Inch	Ton	42	\$110.00	\$4,620
0406171	HMA S0.5 Inch	Ton	43	\$110.00	\$4,730
0406236	Material For Tack Coat	Gal.	50	\$9.00	\$450
04038XX A	Reclaiming Asphalt (8")	S.Y.	0	\$10.00	\$0
0811001	Concrete Curbing	L.F.	1,375	\$32.00	\$44,000
0921001 A	Concrete Sidewalk	S.F.	2,100	\$14.00	\$29,400
0944004 A	Furnishing and Placing Topsoil	S.Y.	650	\$5.00	\$3,250
0950005	Turf Establishment	S.Y.	650	\$3.00	\$1,950
0971001 A	Maintenance and Protection of Traffic	L.S.	1	\$2,000.00	\$2,000
0980001 A	Construction Staking	L.S.	1	\$2,000.00	\$2,000
1206023 A	Remove and Relocation of Existing Signs	L.S.	1	\$1,000.00	\$1,000
1208928	Sign Face Sheet Aluminum -Type III Reflective Sheeting	S.F.	135	\$65.00	\$8,775
1209114	Hot Applied Painted Pavement Markings - 4" Yellow	L.F.	200	\$0.25	\$50
1209118	Hot Applied Painted Pavement Markings - 8" Yellow	L.F.	0	\$0.25	\$0
1209124	Hot Applied Painted Pavement Markings - 4" White	L.F.	700	\$0.25	\$175
1209131	Hot Applied Painted Legend Arrows and Markings	S.F.	60	\$1.25	\$75
1211001	Removal of Pavement Markings	S.F.		\$2.00	\$0
Landscape and Site Furnishing Items					
	Colored/Stamped Concrete	S.F.	1,450	\$14.00	\$20,300
	Benches	EA.	4	\$1,610.00	\$6,440
	Street Trees	EA.	3	\$1,035.00	\$3,105
	Shrubs	EA.	55	\$57.50	\$3,163
	Grasses, Groundcover & Perennials	EA.	200	\$17.25	\$3,450
	SUBTOTAL CONTRACT ITEMS				\$155,108
	Incidentals To Construction (10%)	L.S.	1		\$15,511
	Contingencies (10%)	L.S.	1		\$15,511
	SUBTOTAL				\$186,129
	TOTAL COST				\$186,129



Beecher School

REV.	DATE	REVISION DESCRIPTION	SHEET NO.	DATE PLOTTED:
				3/13/2012

DESIGNER/DRAFTER:
 CHECKED BY:
 SCALE IN FEET
 0 20 40
 SCALE 1"=20'

APPROVED BY: _____ DATE: _____
 FILENAME: Q:\Projects\Luchs Projects\10051 Woodbridge Beecher Rd School parking lot\Design\BeecherSchool PLN-1.dwg



PROJECT TITLE:
**BEECHER SCHOOL
 PARKING IMPROVEMENTS**

TOWN:
TOWN OF WOODBRIDGE
 DRAWING TITLE:
**PROPOSED PARKING LOT
 LAYOUT**

PROJECT NO.:
10051
 DRAWING NO.:
PLN-2
 SHEET NO.:
2

Meeting Minutes

WBOE Facilities Committee Meeting

Meeting Date: 3/1/12

Upcoming Meetings: 4/5/12 (first Friday at 7:30 – 8:30 AM)

Attending:	Guy Stella	(GS)
	Al Pullo	(AP)
	Greg Kula	(GK)
	David Barkin	(DB)
	Margaret Hamilton	(MH)
	Cathy Wick	(CW)
	Brie Phannenbecker	(BP)
	Ron Dagan	(RD)

Old Business

STEAP Grant Update: The committee received an in-depth presentation on the STEAP Grant pertaining to reconfiguration of the North School parking lot from Ron Dagan of Luchs Consulting.

All other agenda items were deferred to the April 5, 2012 meeting.

MINUTES OF THE BOARD OF EDUCATION POLICY COMMITTEE
Thursday, March 8, 2012
District Office Conference Room
Beecher Road School South

CALL TO ORDER: David Bernard, Chair called the meeting to order at 6:10 PM.

IN ATTENDANCE: David Bernard, Sheila McCreven, Board of Education Members; Dr. Guy Stella, Superintendent; Rick Wood and Lori Patrick, Technology Staff and Marsha DeGennaro, Clerk of the Board.

The committee reviewed Policies 6141.326 (Online Social Networking) and 6141.322 (District/School Staff/Student Sites). Language modifications were made to both policies. The committee will commence review of the 4000 series at their next meeting on March 22.

MEETING ADJOURNED: 7:27 PM

Recorded by Marsha DeGennaro




WOODBRIAGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Gaeton F. Stella, Ph.D. – Superintendent

Sheila Haverkamp – Special Services Director | Alfred Pullo, Jr. – Director of Business Services/Operations

MEMORANDUM

TO: Mr. Vin Mustaro
FROM: Marsha DeGennaro, Clerk of the Board 
DATE: February 6, 2012
RE: **POLICIES REVIEWED AND COMPLETED
BY BOE POLICY COMMITTEE**

Attached please find the 1000 Series that have been reviewed and completed by the WBOE Policy Committee. Please note that only those policies deemed necessary have been included.

Should you have any questions or require additional information, please do not hesitate to contact our office.

Attachments

CABE Policy Service

Master

Connecticut Association of Boards of Education, Inc.

81 Wolcott Hill Road • Wethersfield, CT 06109-1242 • (860) 571-7446 • Fax (860) 571-7452

May 13, 2011

Dr. Guy Stella
Superintendent of Schools
Woodbridge Public Schools
40 Beecher Street South
Woodbridge, CT 06520-2006



*9/20 6:00
10/6 6:00
10/27 6:00*

Dear Dr. Stella:

Enclosed is the first draft of Series 1000 (Community Relations). It includes:

1. *"The Governance Manual: What It Should Contain - Community Relations - Series 1000"* (overview of this series)
2. *"CABE Policy Review of Existing Woodbridge Material"*, an adapted table of contents that indicates the existing Woodbridge policies used in this draft; and other action taken by me related to the policies in this Series.
3. First draft of Series 1000 policies and regulations.

Feel free to adapt or modify any of these policies for Woodbridge. This material should be copied and disseminated to the members of the Policy Committee.

Call me if you have any questions or concerns about this material.

Sincerely,

Vincent A. Mustaro
Senior Staff Associate
for Policy Service

Enclosures

mke



JUST A REMINDER TO POLICY REVIEW COMMITTEE

Please make all changes/modifications in **RED PEN and return **THIS ENTIRE WORKING PACKET** (even rejections) back to **CABE** for processing of the second draft.**

We will return a clean copy with all modifications made by the Policy Review Committee.

Packet Return Reminder

When returning this packet back to CAFE, please take a moment to be sure you've included the following:

- Is the **Table of Contents** included?
- Are the **rejections** included the packet?
- Are all the **additions** and **revisions** marked clearly in **RED** pen?
- If the Board adopted this packet, did you provide an **adoption date**?

Is the entire packet (Series) complete? Yes No

If you answered "no" to the above question, how much of the packet is included (e.g., 1/2, 1/4, etc...)? _____



**THE GOVERNANCE MANUAL: What It Should
Contain in Community Relations - Series 1000**

Policies on community relations really establish the Board's public relations program. Keeping the community involved and informed can be instrumental in generating support for the Board's plans. The school system is not something apart from the community, but rather the system should serve as one of the most vital and powerful forces linking the whole community together. Everyone within the bounds of the district has a stake in whether the educational programs are successful - not just the students and their parents, but their future employers and fellow citizens, too. Also varied ethnic, racial and religious interests can often find common ground in projects promoting the achievement of district goals and objectives.

The Board should develop policies which provide for a free flow of information and encourage the community to become involved in the educational system. Vehicles of communication will range from public press, radio and television to materials carried home by the students. Sometimes convenient or obvious communication vehicles are overlooked. For example, parent-teacher conferences at school, while providing a means of sharing information about the child, can also help acquaint parents with the staff, the facilities and the programs. Encouraging community rapport with the district may be as simple as permitting the use of school buildings by local groups. Depending upon a district's situation, this service to the community may be free or a fee may be charged to cover the costs of the district or to generate income.

Many of the policies in this section of the manual fall under a category of good practice (or common sense). In other sections of the manual we will be reviewing policies which are required by the Connecticut General Statutes (C.G.S.) or as part of the compliance review procedures.

These types of good practice policies and regulations provide the Board with guidelines to govern the school system. Just imagine the difficulty if no written policy existed which defined what organizations could use the school facilities. With no guidelines to follow the Board could begin to make arbitrary decisions about various groups which expressed interest in using the school facilities. Would the Board allow all organizations and clubs in _____ to use the facilities? What if the club's membership consisted mostly of people who resided outside of _____? Could an organization use the facilities on Sunday? Who would cover the cost of janitorial services? Would profit-making organizations be allowed to use the facilities free of charge? Would gambling be allowed by an organization using the facilities? This example shows how requests by clubs and organizations are not as simple as allowing the Girl Scouts to meet after school.

Other prudent policies for the Policy Review Committee to consider include news media relations, public participation at Board of Education meetings, distribution of materials by students, public complaints, soliciting funds, visitors to the schools, and development of cooperative relationships with local government agencies.

THE GOVERNANCE MANUAL: Definition of Policies

All local Boards of Education deal essentially with the same policy topics. Depending on such factors as physical size of the district, number and age-range of students, grade structure, and the general socio-economic climate of the community, each local Board considers these areas from a unique view point and develops its policies accordingly. Aside from the Board bylaws, the major topic divisions are:

Mission, Goals and Objectives
Community Relations
Administration
Business and Non-Instructional Operations
Personnel
Students
Instruction
New Construction

In each of these areas a Board must establish its general philosophy and goals before formulating specific policies. The Board should consult the community, students, and staff when developing these philosophies and preparing these goals because many succeeding policy decisions will be based upon them.

What Makes a Policy Critical?

Policy in a given area is critical to a district when the consequences of not having a policy in that area are likely to be damaging to the district. Consequences may include:

- A. Failure to comply with statute when required;
- B. Likelihood of litigation;
- C. Failure to pass the State Department of Education's compliance review;
- D. Damage to the district's or Board's public image;
- E. Impairment to the Board's ability to function;
- F. Impairment to the administration's ability to function;
- G. Failure to fulfill obligations to the children in the district; and
- H. Lost opportunity to improve programs and facilities in the district.

1325 -
Distribution

CABE's Policy Review of Woodbridge Existing Policy Material
Series 1000 Community Relations
 Page 1

Policy Topic Title	Number	Former Number	Action Taken					Date Adopted
			Same			Sample provided		
			Appropriate as written	Modified	Not Used	Policy	Regulation	
Concept and Roles in Community Relations	1000	1000	X				MC	12/16/07
Goals and Objectives	1010							
Communications with the Public	1100	1001	X				N/C	12/16/07
Media of Communication	1110	1002	X			X	Charge	12/16/07
*Parent Involvement	1110.1	1002.1	X			X	X	12/16/07
Parent Portal	1110.2					X	N/A	
School Governance Council	1110.3							
School-Sponsored Publications, Radio and Television	1111						Done	
School Directory	1111.1					X	N/A	
Advertising	1111.2							
Public Cable Access Channel Message Board	1111.3							
News Media Relationships (Public Press, Radio and TV)	1112	1112	X			X	N/A	2/24/03
Coverage of Board of Education Meetings	1112.1							
School News Releases	1112.2							
News Conference/Interviews	1112.3					X	X	
Sports and Special Events	1112.4							
Media Access to Students	1112.5					X		
Video Taping of Staff/Students	1112.6					X	X	
Requests for Information About the Schools	1115					X		
Public Participation at Board of Education Meetings	1120	1120	X			X	Charge	5/18/04
School Meetings	1130							
Distribution of Materials by Students	1140					X	X	
Distribution of Non-School Literature	1140.1					X		
Responsibilities of School Personnel	1150					X		
Responsibilities of the Board of Education	1160					X		

*Bolded line indicates policy which boards of education must have in place due to federal or state law

CABE's Policy Review of Woodbridge Existing Policy Material
Series 1000 Community Relations
Page 2

Policy Topic Title	Number	Former Number	Action Taken					Date Adopted
			Same			Sample provided		
			Appropriate as written	Modified	Not Used	Policy	Regulation	
Recognition of Citizens, Staff Members, Members of Board of Education, Students	1170					X		
Award System for State Championship Athletic Teams and Individual Athlete State Champions	1170.1					X	X	
Memorials for Deceased Students or Staff	1180					X	X	
Participation by the Public	1200							
Agenda Format/ Preparation and Dissemination	1205					X		
School-Community Associations	1210	1210	X					5/18/04
School Volunteers	1212					X	X	
Citizens' Advisory Committees	1220	1220	X			<i>Change</i>	X	6/21/04
For the Board of Education	1221					X	X	
For the Staff	1222					X		
Parental Involvement/Chapter 1	1223							
Other School-Connected Organizations/Booster Clubs	1230							
Citizen's Assistance to School Personnel	1240					X		
Visits to the Schools	1250	1250	X				<i>Change</i>	8/20/01
Loitering or Causing Disturbance	1251	1251	X				<i>N/A</i>	5/18/04
Motorized Vehicles on School Property	1252					X	<i>N/A</i>	
Educational Foundations	1260					X	<i>N/A</i>	
Public Activities Involving Staff, Students or School Facilities	1300					X	<i>N/A</i>	
Community Engagement	1300.1					X	<i>N/A</i>	
Relations between Public and School Personnel	1310					X	<i>N/A</i>	
Staff Participation in Community Activities	1311						<i>N/A</i>	
Political Activities of School Employees	1311.1	1311	X				<i>N/A</i>	5/18/04
Political Activities in the Schools/On School Board Property	1311.2					X	X	
Public Complaints	1312	1312	X					3/15/04
Complaints Concerning Categorically Funded Programs	1312.1						X	

CABE's Policy Review of Woodbridge Existing Policy Material
Series 1000 Community Relations
Page 3

Policy Topic Title	Number	Former Number	Action Taken					Date Adopted
			Same			Sample provided		
			Appropriate as written	Modified	Not Used	Policy	Regulation	
Public Complaints	1312	1312	X					3/15/04
Complaints Concerning Categorically Funded Programs	1312.1						X	
Complaints About Policies	1312.2					X		
Gifts to School Personnel	1313	1313	X					4/15/02
Parental Involvement in Title I Programs	1313.1							
Soliciting Funds from and by Students	1314					X		
Distribution of Materials to School/Personnel	1315							
Relations Between Public and School Personnel	1316					X		
Public Conduct at School Activities	1316.1					X		
Relations Between Public and Students	1320							
Public Performance by Students	1321	1321	X					6/21/04
Video Studio Facility and Broadcast Policy	1321.1							
Contests for Students	1322					X		
Gifts to Students	1323	1323	X					10/21/02
Soliciting Funds from and by Students	1324	1324	X					2/25/08
Advertising and Promotion	1325	1325	X			X		10/17/05
Solicitations by Staff Members	1326					X		
Relations With Youth Organizations	1327					X		
Use of School Facilities	1330					X	X	
Use of School Fields by Outside Organizations	1330.1					X	X	
Smoke Free Environment	1331					X	X	
Assignment of Personnel to Cover School Events/Activities	1332							
Access to School Procedures and Materials	1340	1340	X					10/18/04
Senior Citizens' Benefits	1350					X		
Awards and Scholarships	1360					X		
Relations between other Governmental Agencies and the Schools	1400							

CABE's Policy Review of Woodbridge Existing Policy Material
Series 1000 Community Relations
Page 4

Policy Topic Title	Number	Former Number	Action Taken					Date Adopted
			Same			Sample provided		
			Appropriate as written	Modified	Not Used	Policy	Regulation	
Local Units	1410							
Law Enforcement Agencies	1411	1411	X			N/A D/C		10/18/04
Fire Department	1412					X		
Health Department	1413							
Welfare Department	1414							
Recreation Department	1415							
Fiscal Authority	1416	1416	X			N/C		10/18/04
County and Intermediate Units;(RESC)	1420							
State Government	1430					X		
Federal Government	1440					X	X	
Relations between Area, State, Regional and National Associations and the Schools	1500	1500	X			N/C		10/18/04
Area Associations	1510							
State Associations	1520							
Regional Associations	1530							
National Associations	1540							
Relations between Non-Public and other Educational Organizations and the Schools	1600					X		
Parochial Schools	1610					X		
Private Schools	1620					X		
Correctional Schools	1630							
Colleges and Universities	1640					X		
Cooperative Arrangements for State Mandated Adult Education	1650					X		
School/Business Partnerships	1660							
Cooperative Arrangements with Business and Industry	1661							
Otherwise Lawful Possession of Firearms on School Property	1700					X		

Existing policy, number 1000 adopted 12/16/02, appropriate as written.

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:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, presently numbered 1001 adopted 12/16/02, appropriate as renumbered.

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.



Policy adopted:

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, presently numbered 1002 adopted 12/16/02, appropriate as renumbered except for addition of legal reference. A sample follows for comparison and consideration.

Community Relations

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

The PTO (Parent Teacher Organization) is the official liaison organizations between the parents and the Board of Education and Administration.

The PTO will be the primary vehicle for keeping the Board of Education and Administration apprised of major concerns of the parents, while at the same time informing the parents of important matters being considered by the Board.

In the best interest of promoting and encouraging effective and efficient communications with the Board membership, a parent and a teacher shall be invited, as full members, to the standing and other committees of the Woodbridge Board of Education ~~except for Labor and Personnel~~. Additional members representing the ~~parent~~ and ~~teacher~~ organizations may be added at the discretion of the Board.

~~PTO~~ PTO WEA ~~PTO~~

It shall be the responsibility of invited members to identify and to report to their committees the needs and concerns of their respective groups, and to report to the respective memberships.

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

Committee members and liaison representatives of Town boards will be notified of committee meetings.

Legal Reference:

Connecticut General Statutes

1-200 - 1-241 Public records and meeting

10-220 Duties of boards of education

C.F. 9132 Standing Committees

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Another version of this policy to consider.

Community Relations

Media of Communication

Distribution of Printed Material

The Board of Education believes it is important to inform the public about school curriculum, programs, and activities so citizens can participate in these programs. Concurrently, the school staff administration, and Board of Education should be aware of the community's goals and concerns for its children so they may be given consideration in curriculum, program, and activity revisions.

The Board encourages public input into the decision making process. To this end, the Board supports and encourages various means such as publications, press releases, open houses, websites and public events to disseminate school district information and to hear from the community.

Community members are encouraged to visit the District's website for information about the district including Board of Education and staff e-mail addresses. This will also provide an opportunity for citizens to offer input into District activities or plans.

The community relations program shall be a concurrent responsibility of the Board of Education and the Superintendent of Schools. The Superintendent of Schools shall work with members of the Board of Education to conduct an active and comprehensive informational program throughout the school district.

Staff members shall be kept informed of community relations efforts, and their support and participation in such efforts shall be sought.

The Board of Education believes in the widest possible dissemination of news concerning the schools and shall cooperate fully with the press, radio, and television to assure that news coverage is complete, balanced, and accurate.

The Board of Education will place on its agenda any properly signed written communication from a citizen or organization. Appropriate action will then be taken.

Board minutes shall be available in unapproved form, within 7 days of a Board meeting excluding Saturdays, Sundays, and legal holidays; a written record of Board votes shall be available for public inspection in the Superintendent office within 48 hours of a Board meeting excluding Saturdays, Sundays, and legal holidays. (In determining the time herein, any day on which the Board office is closed shall also be excluded.)

Existing policy, presently numbered 1002.1 adopted 12/16/02, appropriate as renumbered except for addition of legal reference. A sample follows for comparison and consideration.

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:



WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Community Relations

Media of Communication

Distribution of Printed Material (continued)

It should be made clear to anyone wishing to review minutes that they are unofficial until approved by the Board of Education.

Legal Reference: Connecticut General Statutes
 1-200 – 1-241 Public records and meeting
 10-220 Duties of boards of education

Policy adopted:

cps 7/07

new
1111

Community Relations

Use of Education Television Channel

Operational Guidelines

Access

The use of the Education Channel shall be limited to the Board of Education programming. The use of studio facilities operated by the Board of Education shall have student instruction as its primary goal.

Board of Education sponsored programs include, but are not limited to:

1. Direct instruction
2. Presentation of school programs, including political discussions or debates, provided they are sponsored, organized and controlled by school personnel (such activities must be balanced as to content)
3. Presentation of school activities, performances or ceremonies
4. Meetings and hearings (Such coverage shall be "gavel to gavel" and will depict all speakers.)
5. Other school related activities as approved by the Superintendent

Political Issues

Political programs will be limited to one local "candidates night" per elected body of a non-partisan format within 30 days of a town election. The appearance of an elected official, (example: the Governor, Senator) in his/her official capacity shall not be considered a political program unless the elected official is running for office and the appearance is within 60 days of that election.

Total Policy

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 his/her designee(s).

Advertising

Advertising will be limited to product, ticket sales, and free events sponsored or approved by the Board of Education.

Community Relations

Use of Education Television Channel

Mission

It is the mission of the Education Channel to provide an opportunity for public involvement in local education, to inform the public of education and community life, and to document education activities. The provision of educational opportunities for school children is vital to this mission.

Goals

It is the goal of the Education Channel to:

1. Provide local citizens with increased access to education meetings through live and recorded television programming.
2. Provide television programming to inform local citizens of the operations and activities of the local education and its agencies.
3. Provide television programming to increase information available to citizens about political issues, candidates and elections.
4. Produce and transmit other informational television programs of interest and value to local residents which are otherwise neither available nor provided by other sources.
5. Provide opportunities for citizen involvement and interaction in the development of the local Education Channel programming.
6. Provide instructional opportunities for local public school students.

Policy adopted: June 13, 2005
W

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Existing policy, number 1112 adopted 2/24/03, appropriate as written except for addition of legal reference. A sample follows for comparison and consideration.

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

1-226 Recording, broadcasting or photographing meetings

Policy adopted:



WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

A new version of 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.

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. Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well as school administrator permission.

Existing policy, number 1120 adopted 5/18/04, appropriate as written except for addition of legal reference. A sample follows for comparison and consideration.

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 on school premises, and directly to those citizens, newspapers and community and professional organizations who specifically request such notification. *through district web site*

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:

WOODBRIAGE PUBLIC SCHOOLS
Woodbridge, Connecticut

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Another version to consider.

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. (See 9324 for details)

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Education is made through posting the agenda, through notices to newspapers, and directly to citizens and community and professional organizations who specifically request such notification. A reasonable charge may be made for those persons or organizations requesting advance announcements of meetings and agenda backup materials.

Board meetings are meetings held in public and are not open hearings. Once the Board moves into regular agenda the public may participate as allowed by the Chairperson and with the following restrictions:

1. Questions and/or comments are to be restricted to the specific agenda item being discussed;
2. Board members shall be recognized first for comments and/or questions;
3. Questions and/or comments by the public may be restricted by the Board Chairperson;
4. The Chairperson may, at his/her discretion, curtail public discussion at any time.

Any citizen may appear before the Board to express his/her opinion concerning the educational program of the district. The public is advised that any discussion of specific Board employees will not be allowed at meetings and should be addressed to that employee's immediate supervisor. The Board agenda provides opportunities for comments and questions from persons attending the meeting. Persons wishing to address the Board should give their names and addresses.

(cf. 1312 - Public Complaints)

Existing policy, number 1210 adopted 5/18/04, appropriate as written.

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.

WJL
~~Among the many services which such organizations can offer, the Board of Education especially endorses their participation in developing and maintaining a voluntary assistance program in our schools.~~

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

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Community Relations

Participation by the Public

Agenda Format/Preparation and Dissemination (continued)

Items of business may be suggested by any Board member and shall be included on the agenda. Items of business may also be suggested by any staff member or citizen of the district, but inclusion of such items on the written agenda shall be at the discretion of the Superintendent and the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered or new items added by general consent of the Board during the meeting. Business not included on the agenda may be considered and acted upon if two-thirds of the members vote to do so. In the event Board of Education business is not concluded by 11:00 p.m., a motion to continue the meeting beyond that hour must be made and approved.

The agenda, together with all supporting materials, shall be distributed to Board members at least 48 hours prior to Board meetings to permit them to give items of business careful consideration. The agenda shall also be made available to the press and representatives of the community and staff groups upon request.

The agenda for regular meetings shall be available to the public and filed at least 24 hours before the meeting in the Board of Education office and in the office of the Town Clerk.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meeting. Executive sessions. (subsection (a) re agenda)

Policy adopted:

cps 4/99

Existing policy, number 1220 adopted 6/21/04, appropriate as written.

Community Relations

Citizens' Ad Hoc Committees

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:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Volunteer Information Form and Waiver of Liability

Waiver of Liability (continued)

By your signature below:

1. You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.
2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

Date: _____ Signature of Volunteer: _____
Printed Name of Volunteer _____

For School Use Only

General description of assignment(s):

- supervising students as needed by a teacher
- supervising students during a regularly scheduled activity
- assisting with academic programs
- assisting at the resource center or main office
- other _____

Name of supervising staff member: _____
"Sex offender list" checked by _____ on _____ (mandatory).

Is a criminal background check necessity (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent)? *(to be answered by Principal)*

If "yes," and provided the individual authorized the check,

- the date on which the check was requested? _____
- the date on which it was received and reviewed. _____

Reviewed by: _____
Signature Date

Existing policy, number 1250 adopted 8/20/01, appropriate as written except for addition of legal reference.

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. ~~School improvements often come from suggestions originating in such visits.~~ *delete*

The Superintendent is authorized to establish such regulations ~~as well~~ *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.

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:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

An optional policy to consider.

Community Relations

Citizen Assistance to School Personnel

One of the greatest resources for a school is to be found in the people of the community who have special knowledge and particular talents to contribute to the school program. Therefore, it is most important to build up the idea in the community that many adults in it have something in their experiences, understandings or philosophies that may make contributions to the program of the schools.

The Board of Education encourages the use of community resources and citizens to assist in furthering the educational program. Use of outside personnel and resources will be under regulations approved by the Superintendent of Schools.

Each principal will study the needs of his/her individual school, survey the resources available in his/her school community, weigh their probable usefulness, and then present to the Superintendent any plans the Principal may develop for using those community resources. The Superintendent should consider all such plans both on their merits and on their implications if they were to be carried out by other schools in the district.

Periodic reports will be made to the Board about such citizen assistance.

Policy adopted:

cps 4/09

Existing regulation, number 1250 approved 8/20/01, appropriate as written.

Community Relations

Guidelines for Visitors



1. Statement of Purpose

The establishment and maintenance of an effective and successful school environment that protects the educational integrity of instructional time invites the full participation of parents, community members and visitors with the children. The cooperation of all including others with business requirements is necessary in meeting the expectations of the school district in this regard in providing for the safety and well being of all.

In an effort to communicate the policies and expectation of the district to the school community, the following is an outline of the responsibilities and expectations for parents, community members, vendors and others visiting Beecher Road School.

2. Access

Safety and Security is a concern and interest of the school community. In order to ensure the integrity of the learning environment, promote successful learning experiences for children, and provide a safe and orderly school environment, it is necessary to identify procedures that provide guidance and direction for appropriate access to the school facility.

To that end, every person entering the school building or present on school grounds during the school day is required to report to a designated location at either of the main entrances to the school and:

- a. Specify purpose and destination for visit.
- b. Sign-in and later, upon completion of the visit, sign-out.
- c. Be prepared to show identification.
- d. Obtain a visitors pass in the Main Office.

3. Adherence

Failure to follow the procedures of this policy may lead to restriction or denial of visitation privileges for violators.

4. Building Administration

- a. Develop, review, and monitor procedures related to this policy.
- b. Enforce procedures as approved by the Board of Education.
- c. Communicate procedures and policy to staff and community.
- d. Address situations of failure to comply.

Community Relations

Guidelines for Visitors (continued)

5. Faculty & Staff

- a. Notify the office of all visitors expected in advance of the visit
 - of special events, plays, performances including a list of dates, times and locations.
 - of scheduled visits of volunteers, chaperones, parents conferencing and others business.
- b. At times other than normal dismissal, release children from the classroom only to the Nurse or School Office. Children will be met at the designated School Office or Nurse Office.
- c. Redirect any person anywhere in the building not carrying a visitor pass to the Office and notify the Office.
- d. Refer any person(s) who have not followed the procedures to the Office and report the incident to the Office.

6. Parents, Family & Care Providers

- a. Understand and comply with procedures outlined in Section 1 above.
- b. Report to the Office on every visit.
- c. Notify in writing your child's classroom teacher of any scheduled change in dismissal times.
- d. Come into the building and report to the Main Office and Nurse, when the child is ill, to pick up and drop-off your child during school day hours.
- e. Bring forgotten items such as homework, lunch or bathing suits to the Main Office.
- f. Bring child medications, as required by policy, directly to the Nurse after signing in the Main Office.

7. Other Vendors

- a. Understand and comply with procedures as reflected in Sections 1 and 2 of this Policy.

Regulation approved:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 1251 adopted 5/18/04, appropriate as written except for addition of legal reference.

Community Relations

Loitering or Causing Disturbance

Any person is guilty of loitering on school grounds when he/she loiters or remains in or about a school building or grounds, 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:

WOODBRIAGE PUBLIC SCHOOLS
Woodbridge, Connecticut

A sample policy to consider.

Community Relations

Motorized Vehicles on School Property

The Board of Education prohibits the travel of any motorized vehicle on school grounds, other than the roadways designated for vehicular traffic. When necessary, parking may be allowed on grassy areas immediately adjacent to those roadways.

(cf. 5131.3 – Student Driving/Parking)

(cf. 3515.2 – Parking)

Policy adopted:

cps 7/07

Existing policy, number 1311.1 adopted 5/18/04, appropriate as written.

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:

WOODBIDGE PUBLIC SCHOOLS
 Woodbridge, Connecticut

Community Relations

Political Activities in the Schools

The Board of Education strongly supports the concepts of representative government and elected office. The Board encourages District employees to exercise their right to vote, and the Board expresses its admiration for those who seek and obtain public office. Further, the Board recognizes that the public schools are tax-supported and should be accessible to the community. The Board, however, does believe that the educational process should be clearly separate from the political activities associated with campaigns for public office.

Therefore, political activities in the schools during school hours shall be restricted to those of an educational nature that are beneficial to students as part of their program of study. The Board shall promulgate regulations in conjunction with this policy governing the following:

- Access to school system information
- Display and distribution of political literature
- Employee political activities
- Participation by student groups
- Use of school facilities
- Use of district resources
- Conduct of candidates

(cf. 1140 – Distribution of Materials by Students)
(cf. 1311.1 – Political Activities of School Employees)
(cf. 1330/3515 – Community Use of School Facilities)
(cf. 3543.13 – Mail and Delivery)
(cf. 4118.21 – Academic Freedom)
(cf. 6144 – Controversial Issues)
(cf. 6153.2 – Student Participation in Election Process)

Legal Reference: Connecticut General Statutes
7-421 Political activities of classified municipal employees.
7-421b Limitation on restriction of political rights of municipal employees.
9-369b Explanatory text relating to local questions.
10-156e Employees of boards of education permitted to serve as elected officials; exception
10-239 Use of school facilities for other purposes
31-51q Liability of employer for discipline or discharge of employee on account of employee's exercise of certain constitutional rights.
Keyishian v. Board of Regents 395 U.S. 589, 603 (1967)
Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)
Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted:

cps 1/06

*Maintain this
replace all
entirely* 1312

Community Relations

Public Complaints

The Board of Education welcomes comments and suggestions for improvement from the citizens whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the Board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual Board members have no authority to resolve complaints, other than by formal Board action, Board members shall refer persons making complaints about the schools to the most immediate level at which the problems can be resolved and, as may be necessary, through lines of organization to the Superintendent of Schools. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the Board members.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it is the policy of the Board that such complaints will not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the Board and anonymous telephone complaints will not be brought to the Board by any individual Board member, administrator or other District employee. The administration will not act on any anonymous complaint.

Parents should be made aware of the proper channels of communication and appeal. Complaints for which specific resolution procedures are provided shall be directed through those channels. The decision of the Principal regarding a student must include notice to the parents of the next step of appeal. Any appeal from the decision of the Superintendent to the Board shall be in writing and signed.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the Superintendent of Schools.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the Board of Education. No appeal will be heard by the Board and no charges or accusations against an employee will be investigated unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the Board through the Superintendent.

The Board will not consider or act upon complaints that have not been explored at the appropriate level or complaints for which specific resolution procedures have been established that do not include Board review. If the Board decides to hear the complaint, the Board shall make a decision which shall be sent to all interested parties. The Board's decision is final.

~~Upon receipt of a written petition signed by one percent of the voters or fifty voters, whichever is greater, the Board of Education shall hold a public hearing on any question specified in the petition within three weeks of receipt of the petition.~~

Challenged Material

A procedure for processing and responding to criticism of approved materials shall be established and followed. This procedure shall include a formal, signed complaint of standard format and an appointed committee to re-evaluate the material in question.

In all cases, the decision to retain or reject shall be made on the basis of whether the material represents life in its true proportions, whether circumstances are realistically dealt with, and whether the material has literary or social value. Factual material shall be included in all instructional material collections.

(cf. [1220](#) - Citizens' Advisory Committees)

(cf. [5145.2](#) - Freedom of Speech/Expression)

(cf. [6144](#) - Controversial Issues)

(cf. [6161](#) - Equipment, Books, Materials: Provision/Selection)

Legal Reference:: *Keyishian v. Board of Regents* 385 U.S. 589, 603 (1967)

President's Council, District 25 v. Community School Board No. 25 457 F.2d 289 (1972), cert. denied 409 U.S. 998 (1976)

Minarcini v. Strongsville City School District, 541 F. 2d 577 (6th Cir. 1976).

Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853 (1982).

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).
Connecticut General Statutes

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

Policy adopted:

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Existing regulation, presently numbered 1312.1 and 1312.2, approved 3/15/04 and 6/21/04, appropriate as combined and renumbered.

Community Relations

Public Complaints

All complaints regarding the school system or individuals employed by the Board shall follow appropriate protocol. Issues concerning staff should first be discussed with the individual. If satisfaction has not been achieved, complaints should be directed to the Principal of the school or to the Superintendent. The individual making such complaints shall expect a courteous and prompt reply after an investigation of such complaints. The Board shall be informed of such complaints when, in the opinion of the Superintendent, they are of such magnitude as to damage the image or reputation of the schools.

Board members and district employees shall refer persons registering with them complaints or concerns about the schools to the most immediate level at which the problems can be resolved. Parents should be made aware of the proper channels of communication and appeal.

To secure the earliest possible solutions, public complaints or concerns from parents or other members of the community should follow this sequence:

1. Classroom complaints, concerns, or problems are first directed to the teacher involved. If the matter cannot be settled by the teacher, it should be brought to the Principal.
2. Complaints and concerns concerning the school, its operation and its instructional programs are first directed to the school Principal. He/she may try to resolve the matter or request an appropriate person to investigate the complaint. *Satisfactorily*
3. If the matter cannot be settled satisfactorily by the Principal, it may be brought to the Superintendent of Schools.
4. If the matter is not resolved by the Superintendent, it may be directed in writing to the Chairperson, Woodbridge Board of Education, who shall review the matter with the members of the Board of Education. *Satisfactorily*
5. The Board of Education's decision is final and binding unless the law allows additional recourse. *

Challenged Material

A procedure for processing and responding to criticism of approved materials shall be established and followed. This procedure shall include a formal, signed complaint of standard format and an appointed committee to re-evaluate the material in question.

In all cases, the decision to retain or reject shall be made on the basis of whether the material presents life in its true proportions, whether circumstances are realistically dealt with, and whether the material has literary or social value. Factual material shall be included in all collections of instructional materials.

Existing policy, number 1312 adopted 3/15/04, appropriate as written except for addition of legal reference.

Community Relations

Complaints Concerning/Instructional Materials

Complaints about instructional materials in use, materials under consideration for use or a perceived absence of appropriate and sufficient materials to support instruction shall be directed to the Principal and ~~the Curriculum Coordinator~~. If further review is desired, the individual may bring the matter before the Superintendent.

The complainant shall have the right to appeal any decisions of the Superintendent to the Board. The Superintendent then shall supply the Board with a full report of his investigation and recommendations and the Board may request that a Curriculum Committee of the Board of Education consider the matter prior to any action.

Legal Reference:

Keyishian v. Board of Regents 385 U.S. 589, 603 (1967)

President's Council, District 25 v. Community School Board No. 25 457 F.2d 289 (1972), cert. denied 409 U.S. 998 (1976)

Minarcini v. Strongsville City School District, 541 F. 2d 577 (6th Cir. 1976),

Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853 (1982),

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

Connecticut General Statutes

10-238 Petition for hearing by board of education.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

**WOODBIDGE SCHOOL DISTRICT
Re-evaluation of Challenged Materials**

Print Materials

Author _____

Title _____

Publisher _____ Date of Publication _____

Non-print Materials

Title _____

Producer _____

Audiovisual Software _____ Computer Software _____

Request initiated by _____

Address _____

City _____ Telephone _____

Relationship to the school _____

How did you become aware of this material? _____

To what in the material do you object? (Please be specific) _____

Did you review or examine the material in its entirety? _____

If not, what selections? _____

In your opinion, what harmful effects upon pupils might result from use of this material? _____

Do you see any instructional value in the use of this material? _____

Person making request represents:

(Individual)

(Group/Organization)

Signature

Date

Existing policy, number 1313 adopted 4/15/02, appropriate as written except for addition of legal reference.

Community Relations

Gifts to School Personnel

Gifts from Vendors

Employees of the school system shall not directly solicit, accept, or receive personal gifts from vendors or contractors in the performance of their official duties. The acceptance of entertainment and hospitality is prohibited where the employee is the sole or major recipient as opposed to large group gatherings as may be the case at seasonal parties, receptions or conventions sponsored by vendors.

This prohibition shall not be construed to prevent vendors from providing opportunities for school employees to see or hear about new ideas, equipment and/or materials.

Acceptance by employees of gifts from commercial organizations is discouraged.

Gifts from Students/Parents

Teachers and other staff members may accept token and inexpensive gifts from students or parents of students.

Legal Reference:

Connecticut General Statutes

7-479 Conflicts of interest.



Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

A sample policy to consider.

Community Relations

Relations Between Public and School Personnel

Conduct on School Property

The Board of Education expects mutual respect, civility and orderly conduct among all individuals on school property or at school events. District staff will treat parents and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among Board members, district employees, parents and the public. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff.

In the interest of presenting Board members and District employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Board seeks public cooperation with this endeavor.

Based upon the above, the Board expects that no person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, Board member or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface District property;
4. Violate any Connecticut law or town/city ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous instruments or weapons;
7. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
8. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
9. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive; or
10. Violate other District policies or regulations or an authorized District employee's directive.

Existing policy, number 1321 adopted 6/21/04, appropriate as written.

Community Relations

Public Performances by Students

The Board of Education recognizes that worthy educational values may be served by student participation in civic and community affairs. Instructors are encouraged to provide students for public performances when such performances contribute to the educational process and objectives of that particular class and when it does not interfere unduly with other classes or activities within the school. School groups and individuals may, with the permission of the Principal, participate in local public events which fall into the following classifications:

1. Events sponsored by the schools. Educational events in which the school serves as host shall have priority in scheduling appearances.
2. Community functions organized in the interests of the school, such as those originated by the PTO or other parent group.
3. Non-commercial civic occasions of community, county, state or national interest of sufficient breadth to enlist general sympathy and cooperation.
4. Events that are primarily patriotic in nature, such as Veterans' Day.
5. Charity benefit activities provided such activity has been specifically approved in advance by the Superintendent.
6. Programs sponsored by established character-building agencies, or programs sponsored jointly by the school system and mass communication media where the time or space given to the programs are of a public nature.

School groups may not participate in events that fall into any of the following classifications:

1. Events that are for the purpose of private gain or for the advertising of any commercial project or product. A school name, the names of school-sponsored groups or school equipment shall not be exploited in events of a commercial nature.
2. Events that are for the furtherance of any politically partisan interest. In questionable cases the matter shall be referred to the Board of Education.
3. Events that are primarily for the furtherance of any religious concern, whether sectarian or non-sectarian in nature.
4. Events that cause undue amount of interference with the regular school program, or that cause an excessive amount of absence due to rehearsal or preparation.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

A sample policy to consider.

Community Relations

Contests for Students

Contests and competitions for the students may be considered for approval by the Superintendent on recommendation of the building administration. The following criteria are to be considered in determining whether or not approval may be given:

1. The contest is educationally sound and worthy.
2. The contest is stimulating to the student and school and desirable for both.
3. The contest must not place an undue burden on the students, families, teachers, and the school.
4. The contest is not commercial or sectarian.
5. The contest will not take students from school unnecessarily.
6. Participation from state and national principal groups are considered.
7. For secondary school contests, from the list of approved contests published by the Connecticut Association of Schools.

Policy adopted:

rev 7/98

Existing policy, number 1323 adopted 10/21/02, appropriate as written.

Community Relations

Research Projects

The Board of Education recognizes that worthy educational values may be served by permitting independent research projects to be carried out in the schools. The Superintendent, or his/her designee, may approve research proposals. Those of a sensitive nature will be reviewed by the Board of Education. All research projects must:

1. Preserve the privacy of all individuals,
2. Promote professional interest,
3. Significantly contribute to the body of knowledge about education,
4. Refrain from using the results for commercial or private gain, and
5. Not interfere with the instructional process or take undue time away from it.

OK

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

A sample regulation to consider.

Community Relations

Contests for Students

The evaluation, scheduling and consent to participate in district-wide contests shall first be approved by each building Principal and final approval given to participation by the Superintendent.

1. No contest of an individual or district-wide nature shall be conducted during the school year which has not had prior approval by the building Principal and the Superintendent.
2. Teachers are not to screen entries or selections for any contest unless provision was made prior to said contest.

Regulation approved:

Community Relations

Soliciting Funds From and By Students

The Board of Education supports school activities that engage children in raising funds as a means of encouraging and nurturing the development of values reflecting charitable giving and concern for others in need.

Fundraising activities must be designed to advance the educational mission of the school district, be directly related to financing the school or curricular activities or character development and must be undertaken under the direction and guidance of the administration and staff. School fundraising activities must also comply with the following conditions.

1. No fund raising activities are to be conducted by non-school agencies or for non-school activities among or by the school children, except as provided under law and consistent with the policies of the Board of Education.
2. Selling is not permitted on the school campus without administrative approval.

The Board of Education requires, as a condition of approval, that the sponsoring individual, group or organization fully comply with any and all sales tax requirements of the State or Federal Government.

The Superintendent may approve and authorize fund raising activities consistent with the following guidelines:

1. Requests for fundraisers shall be made and approved, in writing, in advance of initiating the activity by the building Principal in consultation with the Superintendent.
2. Significant educational or financial benefits will accrue to the school and/or students, either directly or indirectly, from the activity.
3. The mechanics and procedures of fund raising will not result in an unacceptable burden to teachers, other school staff, or families of school children, nor subject the school to inappropriate risks or responsibilities in handling funds.
4. With the exception of PTO activities, all school directed fund raising activities involving children whether sponsored by a class, grade level, individual or the school shall follow Board of Education financial accounting procedures.
5. Fund raising proceeds shall be processed through the student activity account properly documenting receipt and distribution of the funds.
6. Collections of items, personal appeals of individual staff, and requests made of children to bring in a specific amount of money to cover a classroom activity or program shall be cleared with the Principal in advance.

Community Relations

Soliciting Funds From and By Students (continued)

7. The organizations for which funds are solicited must either be governmental or charitable.

Upon approval of the Superintendent, information from recognized charitable and other organizations, which could eventually result in voluntary student and/or parental activities, contributions, or memberships of benefit to the organization, may be distributed through the schools under established guidelines affecting such notifications. In these instances, the distribution of material would be the only school involvement on behalf of the organizations.

OK

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 1325 adopted 10/17/05, appropriate as written. A sample follows for comparison and consideration.

Community Relations

Distribution of Outside Communications

Students shall not be used to distribute notices or communications which do not originate within the schools or do not support the educational mission of the district. Students may transmit communications to parents from parent organizations affiliated with the schools and communications, which, in the judgment of the Superintendent, have significant educational value or widespread community importance. The District website and/or the use of the racks located in the school lobby entrances will also be used to disseminate these materials.



Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Another new policy to consider, prohibiting advertising, but also speaking to the distribution of notices, etc.

Community Relations

Advertising, Promotion and Commercial Activities

It is the intent of the District to operate a non-public forum and, except as allowed in this policy, advertisement is prohibited on District property. For the purposes of this policy, advertisement includes, but is not limited to, in-person solicitation; signage; verbal announcements using communication equipment; pamphlets; handouts; distribution through District technology; other distribution of information regarding products or services available or for sale; or the solicitation of information including, but not limited to, political campaigning. This policy does not prohibit speech in circumstances where it is protected by law.

General Rule

The District may control the content of advertising as allowed by law. Minimally, advertisement on District property or at District events may not include information or materials that:

1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar or contain any indecent or vulgar language.
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, sexual orientation or ethnic origin).
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school procedures.

District-Sponsored Advertisement

This policy is not intended to limit the use of District resources or forums by District personnel to distribute District-sponsored information or advertisements. District sponsored groups may distribute advertisement to employees and students as determined appropriate by the Superintendent or designee and school principal. Materials from extracurricular organizations or professional groups created by the District are considered District sponsored.

Groups Affiliated with the District

The District may allow groups affiliated with the District to advertise on District property in the same manner and to the same extent that District-sponsored groups are allowed to advertise. For the purpose of this policy, a group is affiliated with the District if it is recognized by the Board and 1) working collaboratively with the District, such as a business partner, or 2) is a group that is created solely to work with the District, its staff, students and parents and to raise funds for District activities such as parent-teacher associations or booster clubs.

Existing policy, number 1340 adopted 10/18/04, appropriate as written.

Community Relations

Access to School Procedures and Materials

Operating procedures, records and publications developed in or for the school district shall be made available to members of the public consistent with law. No outside organization shall be granted exclusive access to or control over the material made available to it.

Records containing privileged or confidential information about staff or students will be restricted to the extent permitted by law in the interests of the person or persons involved.

(cf. 5125/51251 - Student Records; 4112.6 - Certified Personnel Records; 4212.6 - Non-Certified Personnel Records)

A reasonable charge may be made for copying available records.

Legal Reference: Connecticut General Statutes
 1-15b Access of parent or guardians to student's records. Inspection and subpoena of school or student records.
 1-212 Application for copies of public records. Certified copies. Fees.
 1-16 Reproductions.
 1-154a Professional communication between teacher/nurse and student. Surrender of physical evidence obtained from students.
 1-200 Definitions.
 1-206 Denial of access of public records or meetings. Notice. Appeals.
 1-210 Access to public records. Exempt records.
 1-209 Records not to be public. (Medical or psychological examination records.)
 1-211 Access to computer-stored records.
 1-213 Agency Administration. Disclosure of personnel, birth and tax records. Judicial records and proceedings.
 1-214 Public employment contracts as public record. Objection to disclosure of personnel or medical files.
 1-215 Record of an arrest as public record.
 1-225 Meetings of governmental agencies to be public.
 1-226 Recording, broadcasting or photographing meetings.
 1-227 Mailing of notice of meetings to persons filing written request. Fees.
 1-240 Penalties.

OK

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
 Woodbridge, Connecticut

Optional policy to consider.

Community Relations

Senior Citizens' Benefits

The Board of Education recognizes the contribution senior citizens have made to the support of education and wishes to encourage their continued support and participation in school sponsored events.

To this end, the Board of Education offers to any senior citizen 60 years of age or older a 50% discount on the admission to any school sponsored activity such as athletic functions or musical events.

A free season ticket to school events shall be available to senior citizens who are town residents and 65 years of age or over. The senior citizen pass shall be valid only for the person to whom issued and shall entitle the authorized person free admission to school sponsored activities such as athletic functions and musical events. The senior citizen pass will be available at the central administration office.

The Board of Education also encourages booster organizations and parent groups which sponsor school events to offer discounts to senior citizens whenever possible.

Policy adopted:

Existing policy, number 1411 adopted 10/18/04, appropriate as written, with update to legal references.

Community Relations

Law Enforcement Agencies/Fire Departments

Because of the many support services which the local law enforcement agencies and fire departments provide to the schools, staff and students, the Board of Education desires to maintain the best possible relationship with those agencies, bearing in mind the responsibility the schools have to see that the legal rights of staff and students are properly protected.

The Superintendent is directed to establish lines of communication with the local law enforcement agencies and Fire Departments in order to effect the kinds of cooperation needed for the security of the school facilities, the safety of students and staff, and better education of the students concerning law enforcement agencies and fire and safety protection.

(cf. 6114 Emergencies and Disaster Preparedness)

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules

53a-185 Loitering in or about school grounds: Class C Misdemeanor

54-76j Disposition upon adjudication as youthful offender

New Jersey vs. T.L.O. U.S. 325 (1985)

OK

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

A sample policy to consider.

Community Relations

Awards and Scholarships

Any award or scholarship proposed for presentation in the _____ Public Schools which originates outside the school system must be submitted to the Board of Education for approval. The Board of Education reserves the right to accept or reject any such proposed award or scholarship.

The schools of the _____ school system may establish and maintain a system of awards and scholarships which originate within a school in the system for the purpose of recognizing student achievement or special merit. In each such case, any award or scholarship which originates within a school must be submitted to the Principal for prior approval.

As new awards or scholarships are established by a school within the system, the Superintendent of Schools shall be made so aware.

Policy adopted:

cps 11/99

Existing policy, number 1416 adopted 10/18/04, appropriate as written.

Community Relations

Fiscal Authority

The Board of Education believes that it has an obligation beyond that imposed by law to work with the appropriate fiscal authority at all stages of the budgeting process in order to develop a clearer understanding of school and student needs to improve education in our community.

The Board of Education will meet and confer with the fiscal authority prior to collective bargaining, and further, it will cooperate with the fiscal authority in development of a sound fiscal base for school operation.

Legal Reference: Connecticut General Statutes

10-153d Meeting between Board of Education and Fiscal Authority required. Duty to negotiate.

OK

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Sample policy to consider.

Community Relations

Fire Department

Members of the Volunteer Fire Department and the Town Fire Marshal play a vital role in the school safety program. The Superintendent of Schools and administrative staff shall have the following responsibilities:

1. Establish and maintain relationships with the local Fire Marshal and Fire Departments.
2. Work with the faculty in determining the nature and timing of the Department's participation in the school program.
3. Coordinate and supervise planned activities.

As necessary or appropriate administrators shall seek the advice and cooperation of the Fire Marshal and Fire Department in:

1. Planning and conduct of fire drills.
2. Fire prevention education.
3. First aid, especially in fire related incidents.
4. Conforming to state and local fire codes.

(cf. 6114 Emergencies and Disaster Preparedness)

Policy adopted:

Existing policy, number 1500 adopted 10/18/04, appropriate as written.

Community Relations

Relations Between Area, State, Regional & National Associations and the School District

Membership in recognized associations such as the Connecticut Association of Boards of Education will be maintained by the schools for several reasons, including:

1. The in-service educational benefits to employees and members of the Board of Education which come from participation in meetings, conferences, clinics and conventions.
2. Access to the communication media of such associations, such as newsletters, periodicals and advisory services.
3. Representation in actions affecting education in general and the Woodbridge School District in particular.

The Board of Education in maintaining such membership in no way abdicates its authority over the responsibility for the District as outlined in State law and Board of Education policy.

The Superintendent is authorized to budget funds for such memberships, and for paying the costs of adequate participation of Board of Education, administration and staff in the activities of such associations to achieve the purposes listed above.

OK

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

A sample regulation to consider.

Community Relations

Federal Government

Release of Students and Information

Agencies of the federal government, such as postal inspectors, treasury agents, and agents of the Federal Bureau of Investigation, also have the power of arrest. Normally their contacts with the school would be for the purpose of investigation and they ordinarily cooperate with the local police in making arrest. However, on occasion this authority may be exercised directly, and under such circumstances, school officials should require the officer to sign a release before the student is surrendered.

(cf. 1411 - Law Enforcement Agencies)

(cf. 5145.11 - Questioning and Apprehension)

Regulation approved:

cps 11/04

WOODBRIIDGE PUBLIC SCHOOLS

ADMINISTRATION

SERIES 2000

	Number	Policy or Regulation
0. Concept and Roles in Administration	2000	P
1. Administrative Staff Organization	2100	P
A. Management Positions/Team		
(1) Equal Employment Opportunity	2111	P
B. Organizational Chart(s).....	2120	P
(1) Lines of Responsibility.	2121	P
C. Job Descriptions.....	2130	P
(1) Superintendent of Schools	2131	P
(2) Appointment of Designee for Superintendent.....	2131.1	P
2. Administrative Operations		
A. Administrative Leeway in Absence of Board Policy	2210	P
B. Review of Administrative Decisions.....	2211	P
C. Representative and Deliberative Groups	2220	P
(1) Control and Communication Channels & Systems.....	2230	P
(2) Policy and Regulations Systems	2231	P
3. Evaluation of Administrators and Administration	2400	P

Existing policy, number 2000 adopted 7/19/04, appropriate as written.

Administration

Concept and Roles in Administration

The Superintendent is responsible for directing and coordinating the administrative staff in realizing the educational philosophy, goals, and general objectives adopted by the Board of Education within the guidelines established by Board of Education policy, law, and employee agreements.

The primary purpose of school administration is to help create and foster an environment in which students can learn effectively. All administrative duties and functions should be appraised in terms of the contribution that is made to better instruction and more effective learning.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 2100 adopted 7/19/04, appropriate as written.

Administration

Administrative Staff Organization

The Superintendent shall organize the staff of the school district in a manner best suited to achieve its purposes.

The legal authority of the Board shall be transmitted through the Superintendent along specific lines of responsibility from person-to-person as shown in the Board-approved organizational chart of the school system. The Superintendent shall organize the staff to achieve the school district's goals and objectives consistent with the district's educational philosophy. The administrative staff organization shall foster an environment of excellence wherein teachers can help students learn most effectively.

There should, in addition, be provision for representative and deliberative groups of employees, community and students, as appropriate, whose functions, shall be to assist in:

1. School improvement.
2. Problem identification and solution.
3. Evaluation of goal achievement.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 2111 adopted 5/20/03, modified and with addition of legal reference.

Administration

Equal Employment Opportunity

The Woodbridge Board of Education affirms its policy of equal educational opportunity for all students and prohibits discrimination because of race, color, religious creed, age, marital status, national origin, sexual preference, gender, **sexual identity or expression**, ancestry, present or past history of mental disability, pregnancy or physical disability in all educational and extracurricular programs and activities.

The Board of Education also affirms its policy of equal employment opportunity for all persons and prohibits discrimination in employment because of race, color, religious creed, age, marital status, national origin, gender, sexual preference, ancestry, present or past history of mental disability, pregnancy or physical disability, except nothing prohibits the Board from requiring employees to comply with bona fide occupational qualifications or needs.

Legal References:

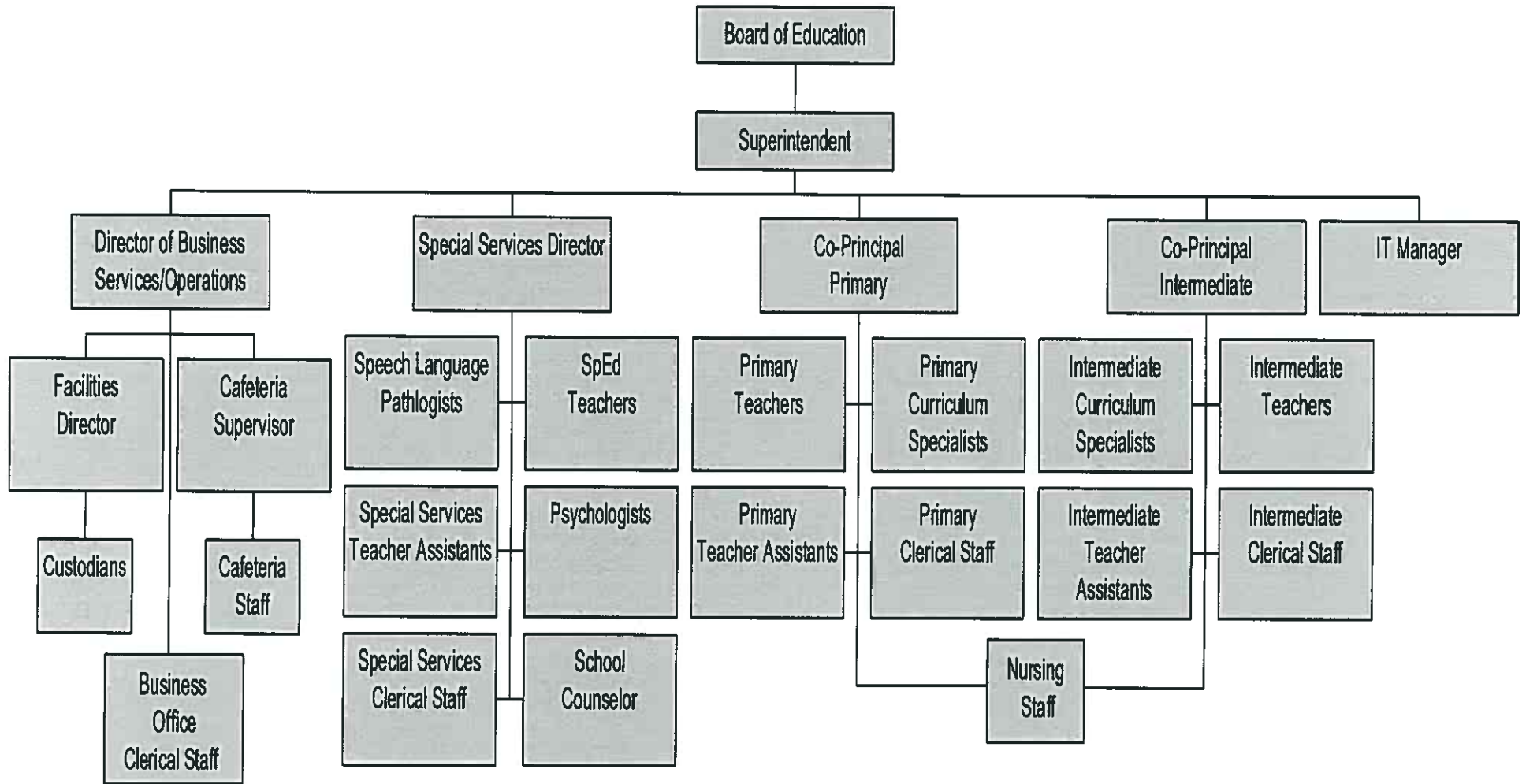
Title VII of the Civil Rights Act of 1964, 42 U.S.C., sub 2000e,
Age Discrimination in Employment Act, 29 U.S.C. Sec 621,
Executive Order 11246,
Connecticut General Statutes
Connecticut Constitution Article I, Section 20; Amendment V Equal Rights
Protection Amendment,
46a-51 (8), (17), (18) Discriminatory practices.
46a-58(a) Deprivation of rights,
46a-60 Discriminatory employment practices prohibited,
46a-79 State policy re employment of criminal offenders,
46a-80 Denial of employment based on prior conviction of crime.
46a-81 Sexual orientation discrimination defined
10-153 Discrimination on account of marital status.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

Woodbridge School District



Existing policy, number 2121 adopted 12/15/03, appropriate as written.

Administration

Lines of Responsibility

Lines of responsibility in this school district shall, to the fullest extent, be structured so that:

1. Each member of the staff shall be told to whom he/she is responsible and for what functions.
2. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
3. Each staff member shall be told to whom he/she can appeal in case of disagreement with the person to whom the staff member is responsible.
4. Each staff member shall be told to whom he/she can go for help in working out his/her own functions in the district program.
5. Each staff member shall be kept advised of the policies, functions and progress of the district.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 2130 adopted 7/19/04, appropriate as written.

Administration

Job Descriptions

The Superintendent shall provide for the preparation and maintenance of job descriptions for all administrative personnel. Such job descriptions shall be kept in a separate manual for that purpose.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

A new policy to consider.

Administration

Superintendent of Schools

The Superintendent of Schools, as Chief Executive Officer of the Board of Education, will have the following specific powers and duties:

Relationship with the Board

1. to serve as the Executive Officer for the Board and be charged with the responsibility for implementing the policies of the Board. He/she shall work with the Board President in planning the agenda for each meeting, shall attend all meetings and participate in all regular and special meetings of the Board and executive meetings of the Board at the Board's request;
2. to develop a harmonious and close working relationship with the Board. He/she shall treat all Board members impartially and alike, refraining from criticism of individual or group members of the Board. He/she shall go to the Board when serious differences of opinion arise in an earnest effort to resolve such differences immediately;
3. to serve as a resource person and advisor to the Board. He/she shall keep the Board informed on issues, needs, and operation of the school system. He/she shall offer advice to the Board based on thorough study and analysis, on items requiring Board action;
4. to provide a continuous appraisal of all school policies originating with the Board. He/she shall advise the Board on the need for new and/or revised policies and suggest draft policies to satisfy those needs.

Educational Direction and Leadership

5. to develop administrative principles and procedures for implementing Board policy. He/she shall ensure the enforcement of all provisions of law, rules and regulations, and Board policy relating to the management of the schools and other education, social and recreational activities. He/she shall interpret for the staff all Board policies and applicable laws, rules and regulations.
6. to understand and keep informed on all aspects of the instructional program at all levels. He/she shall have responsibility for the supervision of instruction and shall bring to the school, in a leadership capacity, the best in educational thought and practice. He/she shall, on a continuing basis, review and update the educational program of the school, and keep the Board informed of all changes in curriculum;

Administration

Superintendent of Schools (continued)

Educational Direction and Leadership (continued)

7. to recommend to the Board for its adoption all courses of study, curriculum guides and textbooks to be used in the schools;
8. to encourage a positive approach to student behavior and discipline;

Personnel

9. to develop and implement sound personnel practices, consistent with law, Board policy and collective bargaining agreements, including recruitment, hiring, assignment, supervision, evaluation, promotion, and discipline of all personnel. He/she shall develop procedures for the selection of staff members. He/she shall establish standards for teacher selection, and shall provide a framework for continuing in-service training of all professional staff members.
10. to recruit qualified, professional, civil service, and non-certified personnel. He/she may authorize the payment of part or all of the expenses of candidates for teaching positions if the candidates are asked to come to the district for visits or interviews;
11. to nominate employees for appointment, promotion, transfer or dismissal in accordance with the policies of the Board and the procedures outlined by the law. He/she shall make recommendations to the Board regarding salary and tenure of all employees. He/she may temporarily suspend any employee for cause and shall promptly report such suspension to the members of the Board. Unless otherwise determined by the Board, he/she is authorized to reemploy all employees upon the adoption by the Board of the budget for the following year.
12. to supervise and evaluate all staff members. He/she shall work for good morale and be impartial, firm and fair in dealing with staff.
13. to encourage in-service education and the professional growth of staff through conferences, workshops, group discussions, committee/individual studies and use of consultants;
14. to advise the Board, in conjunction with the Board-designated negotiator(s), in all collective bargaining matters;

Administration

Superintendent of Schools (continued)

Financial Management

15. to prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board. He/she is responsible for ensuring that the budget, as adopted by the Board and approved at the annual meeting, is properly administered. He/she shall ensure that regular reports are made to the Board on the status of the budget;
16. to establish efficient procedures to maximize income, safeguard investments and provide effective controls for all expenditures of school funds in accordance with the adopted budget. He/she shall ensure that all necessary bookkeeping and accounting records are maintained by the district.

Facilities Management

17. to supervise operations, maintenance, alterations and repair to buildings and grounds, insisting on competent and efficient performance;
18. to evaluate planned needs and recommend to the Board improvements, alterations and changes in the buildings and equipment of the district;

Community Relations

19. to supervise the public relations activities of the district. He/she shall keep the public informed about the policies, practices, and problems in the district's schools, and provide leadership in changing attitudes and practices for the future. He/she shall develop friendly and cooperative relationships with the news media.
20. to establish and maintain an effective working relationship with all segments of the community: parent-teacher organizations, local and state government, other school systems, institutions, agencies, civic organizations, and the general public. S/he shall solicit and give attention to problems and opinions of all groups and individuals.

Personal Qualities and Growth

21. to demonstrate outstanding qualities of leadership with ability to delegate authority and responsibility effectively and to hold subordinates accountable;
22. to exhibit good judgment, common sense and perception;
23. to exhibit the ability to face controversy, remain true to convictions and to live with a high-pressure job;

Administration

Superintendent of Schools (continued)

Personal Qualities and Growth (continued)

24. to speak well before large and small groups, expressing ideas in a logical and forthright manner;
25. to maintain professional development by reading and course work, attending conferences, working on professional committees, visiting other districts, and meeting with other Superintendents;

Management Functions

26. to coordinate and manage the district so that the school organization operates smoothly and efficiently. He/She must be able to coordinate the processes essential to achieving a smooth operation in all areas of the school district organization:
 - **Planning:** determining needs, objectives and goals;
 - **Organization:** assigning roles, responsibilities and establishing lines of communication;
 - **Control:** ensuring that progress is being made toward priorities, disciplining, making necessary staff reallocations and changes and evaluations;
 - **Decision-making:** data-collecting, analyzing data and choosing appropriately from a variety of decision-making techniques;
 - **Problem-solving:** sensitivity to problems, formulating problem statements, and using a variety of problem solving techniques;
 - **Communication:** giving and receiving information effectively both orally and in writing, facilitating the exchange of information, views and opinions; and
27. to perform such other duties as the majority of the Board may determine.

Note: This is a sample list of Superintendent's Duties.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

A new policy to consider.

Administration

Appointment of Designee for Superintendent of Schools

In order to provide for unforeseen circumstances, the Superintendent shall appoint a designee. This designee shall function only when the Superintendent is out of the District. The designee shall function only in emergency situations.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 2210 adopted 12/15/03, appropriate as written.

Administration

Administrative Leeway in Absence of Board of Education Policy

In cases where emergency action must be taken within the school system and where the Board of Education has provided no guidelines for administrative action, the Superintendent shall have the power to act, but the decisions shall be subject to review by action of the Board of Education at its next regular meeting. It shall be the duty of the Superintendent to inform the Board of Education promptly of such action and of the need for possible additional policies or revisions of existing policies.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 2211 adopted 7/19/04, appropriate as written.

Administration

Review of Administrative Decisions

All matters having to do with the management of the school district first shall be discussed with the appropriate administrators and shall not be brought before the Board of Education until they have been reported to the Superintendent. However, pertinent communications directed to the Board of Education through the Superintendent shall be presented by the Superintendent to the Board.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 2220 adopted 12/15/03, appropriate as written.

Administration

Representative and Deliberative Groups

The Board of Education encourages the Superintendent and administrative staff to create and maintain appropriate mechanisms to:

1. Foster good communications within the staff;
2. Allow each member of the staff to have a voice in the development of policies and in the making of decisions affecting them; and
3. Establish reasonable and easily used avenues of communication for the public, the students and the district staff.

The Superintendent, in cooperation with the staff, shall have the responsibility for organizing committees in order to provide orderly channels through which all school employees may communicate their views to the Board of Education.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 2230 adopted 7/19/04, appropriate as written and with update to legal reference.

Administration

Reports and Recordkeeping

The Superintendent will ensure that all legally required and other appropriate and necessary records are maintained on file by the Woodbridge School District, including financial accounts, business records, property inventories, personnel information, school population, scholastic records, and other information appropriate to district operation.

The Superintendent of Schools is the custodian of all records maintained in the Central Office. The Principal is the custodian of all student records maintained in the Principal's Office.

All Central Office and Principals' Office records will be stored as required by state or federal statute and regulations either in fireproof files or other suitable storage containers and will be treated according to the general provisions governing public records.

Legal Reference:

Connecticut General Statutes

10-157 Superintendent of Schools

10-222 Appropriations and budget

10-224-Duties of the secretary

10-227 Return of receipts, expenditures and statistics to state board

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

Administration

Policy Manual

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board, the bylaws adopted by the Board, and the regulations of the administration. The Board policies, the Board bylaws, and the administrative regulations shall be published ~~in a manual, maintained in current condition,~~ and made available to all persons concerned.

Policies

Policies are statements of intent, which are adopted by the Board of Education. They serve as guides to the administration in the development and implementation of regulations for operating the district.

The Superintendent must take the leadership in the policy-making process, by recognizing the need for specific policies and giving the Board proposed policy statements for consideration, modification and adoption.

Regulations

The Superintendent shall specify the required actions, and design the detailed arrangements under which the district is to be operated. Those regulations and procedures, which apply throughout the district, are to be designated as “regulations”, and are to be placed in the district policies and regulations manual. The regulations shall be presented to the Board before implementation in the district, but the Board will not adopt a regulation unless requested to do so by the Superintendent or unless adoption is required by federal or state law. Administrative regulations must be consistent with the policies adopted by the Board of Education. The Superintendent is responsible for development and implementation of the district regulations. He/she should, as a matter of good administrative procedure, develop a system whereby staff members are involved in development of regulations in order to make certain that each regulation is complete, efficient, sufficient to the need, consistent with adopted Board policy, and capable of full implementation.

Bylaws

Bylaws are the rules governing the internal operations of the Board of Education. When need for a new bylaw, or modification of an existing bylaw is recognized, the Superintendent will be directed to develop and present the Board with an effective new or modified bylaw for consideration, modification if necessary, and adoption. The same procedure used for development of policies shall be used for development of bylaws.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policies, presently numbered 2410 and 2411 adopted 8/20/01 and 11/19/01, combined, renumbered and modified.

Administration

Evaluation of the Superintendent and Administrative Staff

The Board believes that the evaluation of the school system administration is essential and establishes such evaluation as a basic requirement. The Board's annual evaluation of the Superintendent shall be based upon the effectiveness of his/her leadership and the accomplishments of reasonable objectives established annually by the Superintendent and as modified in consultation with the Board. Such evaluation shall be both formal, in that some mutually agreeable format shall be used, and informal, in that the personal views of the Board members shall be included.

Any such evaluation shall have as its primary goal the improvement of our school system and shall be approached on the basis of open cooperation between the Board and the Superintendent. These evaluations shall form the basis for the recommendations of the Superintendent as to continued employment of the individual and to adjustments in salary.

Evaluation of Administrative Staff

The Superintendent has the responsibility for the evaluation of the administrative staff. ~~He~~ ~~The Superintendent~~ shall base ~~his~~ ~~their~~ evaluation upon:

1. The effectiveness of each administrator in his/her role as defined by his/her job description.
2. The accomplishment of both short and long-range objectives defined early in the year by each administrator and as approved by the Superintendent.

~~These evaluations shall form the basis for the recommendations of the Superintendent as to continued employment of the individuals and to adjustments in salary.~~

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

MINUTES OF THE BOARD OF EDUCATION FINANCE COMMITTEE
Monday, March 12, 2012
District Office Conference Room
Beecher Road School - South

Attendees: Steven Fleischman, Margaret Hamilton and Yan Wu, Board Members; Dr. Gaeton Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Sandy Stein, BOF Liaison, Lori Patrick, WEA.

Dr. Fleischman, Chair called the meeting to order at 7:05 PM.

The Committee discussed all matters on the agenda. All financial statements were reviewed in detail.

A discussion was held regarding the handling of line item transfers. The matter was brought to legal counsel who felt the current method of dealing with line item transfers was appropriate. In addition, the consensus of the committee was that the current method was easier for monitoring the budget and allowed for better understanding as we prepare for the following year budget.

Meeting Adjourned: 8:30 PM

Minutes recorded by Dr. Fleischman