

## **Business/Non-Instructional Operations**

### **Extended School Day and Extended School Year Programs**

The Board of Education may offer Extended School Day and Extended School Year Programs, a Summer Enrichment Program, a Summer Reading Program and other similar programs. All such programs shall be in conformity with existing State Department of Education specifications and requirements ~~for extended school day and extended school year programs~~. A goal is to provide an enrichment program while meeting the needs of as many families as possible.

#### **1. Reports and Record-keeping**

The Superintendent will ~~insure~~ 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, personnel and program enrollment information and other information appropriate to program operation. The Superintendent will provide periodic income/expense reports to the Board of Education for its review.

#### **2. Program Fees**

Program fees shall be set by the Program Director, with approval of the Superintendent, at such a rate to fully support the program, including the cost of personnel, insurance, materials, bookkeeping and record-keeping, overhead costs and other costs associated with the program. Any surplus or deficit in the program shall be reviewed by the Board of Education. Any surplus monies spent outside of the goals of the program will be determined by the Board of Education.

#### **3. Employment and Contracts**

Teachers and other staff members, including the Director, are employees of the Board of Education. All federal and state employment statutes, and district policies, related to employment shall pertain to employees of extended school day and extended school year programs.

#### **4. On-Site Medical Coverage**

It will be the responsibility of the Director to insure that the program has on site coverage by a registered nurse. In addition, the Director and Assistant Director shall maintain CPR/First Aid Certification and annual Epipen Training.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. (as amended by PA 98-141)

Policy adopted: ~~November 21, 2022~~

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

## **Business/Non-Instructional Operations**

### **Extended School Day and Extended School Year Programs**

The Extended Day Program will be in operation during the school year on student school days from dismissal time until 6:00 PM. The program will not be offered on parent conference early release days **or other early release days**. The Extended School Year (ESY) and Summer Enrichment Program occur over four weeks during the summer break, typically in July, although the dates will be determined by the Director of Special Services.

### **Extended Day Program Hiring Protocols**

#### **1. Director of Extended Day Position**

- a. The Superintendent shall post the position for the Director of Extended Day yearly in June for the following school year.
- b. 10 ½ month position (Mid-August through last day of the school year in June).
- c. The Director of Extended Day must be a certified teacher currently employed by the Woodbridge School district and a member of the Woodbridge Educator Association (WEA) bargaining unit. A teacher with an 092 certification is preferred, however, not required. Only in the case of there being no qualified member of the WEA interested in applying for the Director position will the Superintendent seek outside candidates.
- d. The Superintendent will interview applicants with a committee to be determined by the Superintendent. The Superintendent will make the final selection.
- e. This is a one-year position and must be applied for each year.
- f. All work for the position is to be completed outside the scope of the employee's teaching position at Beecher Road School.

#### **2. Assistant Director of Extended Day Position**

- g. The Superintendent shall post the position for the Assistant Director of Extended Day yearly in June for the following school year.
- h. 10 ½ month position (Mid-August through last day of the school year in June)
- i. The Assistant Director of Extended Day must be a certified teacher currently employed by the Woodbridge School district and a member of the Woodbridge Educator Association (WEA) bargaining unit. A teacher with an 092 certification is preferred, however, not required. Only in the case of there being no qualified member of the WEA interested in applying for the Assistant Director position will the Superintendent seek outside candidates.
- j. The Superintendent will interview applicants with a committee to be determined by the Superintendent. The Superintendent will make the final selection.
- k. This is a one-year position and must be applied for each year.

1. All work for the position is to be completed outside the scope of the employee's teaching position at Beecher Road School.

3. The Director and Assistant Director of Extended Day will hire for all positions to operate the Extended Day Program and will give preference to current Beecher Road School employees. All district hiring protocols will be followed. The Director and Assistant Director report directly to the Superintendent and will provide monthly updated reports on extended day schedules and financials.

**Extended School Year (ESY)** hiring will be completed through the office of the Director of Special Services.

### **Summer Enrichment Program Hiring Protocols**

a. The Superintendent shall post the position for the Director of Summer Enrichment yearly in March for the summer program.

b. Four-week program that overlaps with the Extended School Year program dates. Dates to be set by the Director of Special Services.

c. The Director of Summer Enrichment must be a certified teacher currently employed by the Woodbridge School district and a member of the Woodbridge Educator Association (WEA) bargaining unit. A teacher with an 092 certification is preferred, however, not required. Only in the case of there being no qualified member of the WEA interested in applying for the Director position will the Superintendent seek outside candidates.

d. The Superintendent will interview applicants with a committee to be determined by the Superintendent. The Superintendent will make the final selection.

e. This is a one-time position and must be applied for each year.

f. All work for the position is to be completed outside the scope of the employee's teaching position at Beecher Road School.

g. The Director of Summer Enrichment will hire for all positions to operate the Summer Enrichment Program and will give preference to current Beecher Road School employees. All district hiring protocols will be followed. The Director reports directly to the Superintendent and will provide an updated report on the summer enrichment schedules and financials.

**Regulation approved: ~~November 21, 2022~~**

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut