Woodbridge Board of Education
Woodbridge Board of Education Regular Meeting
Monday, November 20, 2023 7:00 PM

South Assembly Room

Agenda

I. **Preliminary Business / WebEx Log-in / Motions**

https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mffbfba7f97430bdb3fcce5d867606c24
Meeting Number: 2487 341 8560
Meeting Password: VkZzGH3Ft27

This meeting is being conducted as a hybrid meeting consistent with Connecticut Public Act 22-3. The public may attend in person at the location indicated above or electronically via WebEx with the link provided above.

A. Call to Order
B. Executive Session - 6:30 PM in accordance with State statute
   1. Discuss collective bargaining agreement, pending claims and litigation and invite the Superintendent and relevant attorney to join the Board.
C. Public Session - 7:00 PM
D. Pledge of Allegiance
E. Correspondence - *Correspondence may be submitted via email no later than 4:00 PM on the day of the meeting to mdegennaro@woodbridgeps.org*
F. Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org*
G. PTO Update

II. **Consent Agenda**

A. Approval of October 16, 2023 Regular Meeting Minutes
B. Budget Narrative Report
C. Budget Summary Report
D. Budget Detail Report
E. Combining Financial Statements

III. **Reports**

A. Superintendent's Report
   1. Multilingual Learners Update
   2. 2024/25 Draft Calendar

3. Open Choice
4. BRS Update
    a. Math Update

B. BRS Town Building Committee Update
    1. Approve Roofing Project Ed Specs from Silver Petrucelli for Submission to CSDE
C. Facilities Committee Report
D. Finance Committee
    1. 2025-2030 Capital Budget Proposal
E. Policy Committee / Policy Adoption
    1. 3542.41 - Food Service Personnel Professional Standards
    2. 4113.12 - Minimum Duty Free Lunch Periods for Teachers and Other Certified Staff
F. CABE Liaison Report
G. Upcoming Meeting Presentation(s): 2024/25 Budget Proposal at Special Meeting on December 11, 2023

IV. **New Business**

A. Accept Certified Staff Resignations

V. **Other**

A. Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time.*
B. Executive Session, in accordance with State Statute

VI. **Adjournment**


QUI TRANSTULIT SUSTINET
TOWN · OF · WOODBRIDGE
INCORPORATED · 1784 · CONNECTICUT

Beecher Road School

Marsha DeGennaro <mdegennaro@woodbridgeps.org>

Fwd: [External Email] path to calculus (clarification)

1 message

Lynn Piascyk <lpiascyk@woodbridgeps.org> Wed, Oct 18, 2023 at 3:46 PM
To: Marsha DeGennaro <mdegennaro@woodbridgeps.org>, Vonda Tencza <vtencza@woodbridgeps.org>

FYI
To be included in Correspondence for November's Board meeting.
L.

---------- Forwarded message ---------
From: **Hall, John** <john.hall@yale.edu>
Date: Wed, Oct 18, 2023 at 2:15 PM
Subject: [External Email] path to calculus (clarification)
To: lpiascyk@woodbridgeps.org <lpiascyk@woodbridgeps.org>, mmadonick@woodbridgeps.org <mmadonick@woodbridgeps.org>, sdelprete@woodbridgeps.org <sdelprete@woodbridgeps.org>, jdahya@woodbridgeps.org <jdahya@woodbridgeps.org>, bhopkins@woodbridgeps.org <bhopkins@woodbridgeps.org>, jhughes@woodbridgeps.org <jhughes@woodbridgeps.org>, slawrence@woodbridgeps.org <slawrence@woodbridgeps.org>, mstrambler@woodbridgeps.org <mstrambler@woodbridgeps.org>, ewilliamson@woodbridgeps.org <ewilliamson@woodbridgeps.org>
CC: Hillary Drumm <hiljor@gmail.com>, Cindy's Super family <cindywarnerkruger@gmail.com>, Music with Mrs. Turkosz <kturkosz@gmail.com>

Dear Woodbridge BOE members,

Thanks so much for the opportunity to address the board on Monday. It's clear that you are taking our concerns seriously, and we are very hopeful that a solution will be found.

I'm writing today because during the curriculum section of the meeting it was stated that "students need to be ready to take algebra in 9^{th} grade so that they can take calculus in 12^{th} grade". This is incorrect. The sequence is Algebra, Geometry, Algebra 2, Pre-Calculus, Calculus, so a student would normally need to take algebra in 8^{th} grade if they are going to be able to take calculus at all in high school. There are two possible exceptions:

1. Amity High School offers a summer geometry course for students who took 9^{th} grade algebra, and successful completion of this course would make them eligible to take algebra 2 in 10^{th} grade.
2. On rare occasions AHS allows students to take two math courses in one year. I'm only aware of this happening in cases where the student was already advanced, for example our daughter was approved to take both geometry and algebra 2 in 9^{th} grade, but it may be that this is allowed in 10^{th} if the student has done very well in 9^{th} grade algebra.

Just wanted to clear that up in case there was confusion.

John

John Hall, PhD
Senior Lecturer in Mathematics
Director of ONEXYS
Yale University Department of Mathematics

Beecher Road School

Marsha DeGennaro <mdegennaro@woodbridgeps.org>

Fwd: [External Email] FW: Formal Letter for District Calendar 2024/25

1 message

Lynn Piascyk <lpiascyk@woodbridgeps.org> Wed, Nov 8, 2023 at 9:03 AM
To: Marsha DeGennaro <mdegennaro@woodbridgeps.org>

---------- Forwarded message ---------
From: **Samuel Bae** <baesa24@amityregion5.org>
Date: Tue, Nov 7, 2023 at 4:20 PM
Subject: [External Email] FW: Formal Letter for District Calendar 2024/25
To: cpittenger@bethany-ed.org <cpittenger@bethany-ed.org>, lwhite@bethany-ed.org <lwhite@bethany-ed.org>, alestinsky@bethany-ed.org <alestinsky@bethany-ed.org>, jpgarcia@bethany-ed.org <jpgarcia@bethany-ed.org>, sbradford@bethany-ed.org <sbradford@bethany-ed.org>, aamato@bethany-ed.org <aamato@bethany-ed.org>, emaher@bethany-ed.org <emaher@bethany-ed.org>, suscilla@bethany-ed.org <suscilla@bethany-ed.org>, nwijesekera@bethany-ed.org <nwijesekera@bethany-ed.org>, lpiascyk@woodbridgeps.org <lpiascyk@woodbridgeps.org>, mmadonick@woodbridgeps.org <mmadonick@woodbridgeps.org>, sdelprete@woodbridgeps.org <sdelprete@woodbridgeps.org>, jdahya@woodbridgeps.org <jdahya@woodbridgeps.org>, bhopkins@woodbridgeps.org <bhopkins@woodbridgeps.org>, jhughes@woodbridgeps.org <jhughes@woodbridgeps.org>, slawrence@woodbridgeps.org <slawrence@woodbridgeps.org>, mstrambler@woodbridgeps.org <mstrambler@woodbridgeps.org>, ewilliamson@woodbridgeps.org <ewilliamson@woodbridgeps.org>, newporttennis@optonline.com <newporttennis@optonline.com>, JCap@orange-ed.org <JCap@orange-ed.org>, susan.e.riccio@gmail.com <susan.e.riccio@gmail.com>, BHadlock@orange-ed.org <BHadlock@orange-ed.org>, RJames@orange-ed.org <RJames@orange-ed.org>, TMessinaMullen@orange-ed.org <TMessinaMullen@orange-ed.org>, ETremper@orange-ed.org <ETremper@orange-ed.org>, KVitelli@orange-ed.org <KVitelli@orange-ed.org>, KZiman@orange-ed.org <KZiman@orange-ed.org>
CC: Suhail Irshad <mohammedsu24@amityregion5.org>, Jennifer Byars <Jennifer.Byars@amityregion5.org>, Annika Yun <yunan24@amityregion5.org>, Eydan Lavi <Laviey24@amityregion5.org>

Dear Members of the Boards of Education of Bethany, Orange, and Woodbridge:

Good afternoon. I am writing to forward to our district's towns' Boards of Education our proposal letter for the District Calendar 2024-2025 that will be presented at the Nov 13th Amity Board of Education meeting. The letter has been sent to the District Board Chair and has received a vote of unanimous support from the Amity High School Student Government —an extremely rare occurrence. A pdf version is attached for your review; we dearly hope to see it passed and would be more than happy to discuss it further at each of the towns' Board meetings if requested.

Please reach out to either Suhail (mohammedsu24@amityregion5.org) or me if you have any questions about the information presented.

Thank you for your time and consideration,

Sam

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Samuel S. Bae

Senior at Amity Regional High School

Student Representative to the Amity District Board of Education

National Alternate to the U.S. Senate Youth Program

baesa24@amityregion5.org

From: Jennifer Byars <Jennifer.Byars@amityregion5.org>
Date: Tuesday, November 7, 2023 at 6:41 AM
To: Suhail Irshad <mohammedsu24@amityregion5.org>
Cc: Peter Downhour <Peter.Downhour@amityregion5.org>, Annika Yun <yunan24@amityregion5.org>, Eydan Lavi <Laviey24@amityregion5.org>, Samuel Bae <baesa24@amityregion5.org>
Subject: Re: Formal Letter for District Calendar 2024/25

Good morning Suhail -

Thank you for sending this. I will pass it along to Mr. Davis the Amity Board Chair, but I think you will need to send this to the Boards of Education - or at least the Board Chairs for the three elementary districts. While emailing the superintendents is helpful, the Board sets the calendar, so it would be appropriate to mail it to the Board.

You can typically find email addresses for the Board members on the school district websites.

While emailing the chair should be sufficient, emailing all of the Board members would be best.

Dr. B

Get Outlook for iOS

From: Suhail Irshad <mohammedsu24@amityregion5.org>
Sent: Monday, November 6, 2023 11:13:40 PM
To: Jennifer Byars <Jennifer.Byars@amityregion5.org>; vtencza@woodbridgeps.org <vtencza@woodbridgeps.org>; kbyrd@bethany-ed.org <kbyrd@bethany-ed.org>; vscarpetti@orange-ed.org <vscarpetti@orange-ed.org>
Cc: Peter Downhour <Peter.Downhour@amityregion5.org>; Annika Yun <yunan24@amityregion5.org>; Eydan Lavi <Laviey24@amityregion5.org>; Samuel Bae <baesa24@amityregion5.org>
Subject: Formal Letter for District Calendar 2024/25

Good evening Dr. Byars and BOW Superintendents,

Sam and I (along with getting unanimous support from our Student Government) have completed our proposal letter for the District Calendar 2024/25 that will be presented at the Nov 13th meeting. I have attached a pdf of the letter for your viewing and access. I look forward to discussing this!

Sincerely,

Suhail Irshad

(Executive Board Treasurer Amity Student Government)

CONFIDENTIALITY NOTICE: This email transmission (and/or attachments accompanying it) may contain privileged and/or confidential information, and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, disclosure, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please promptly notify the sender by reply email and destroy the original message.

Religious Holiday Proposal Letter.pdf
62K

Amity Student Government

Nov 6th, 2023
Amity Regional School District No. 5 Boards of Education

Dear members of the Orange, Woodbridge, and Bethany Boards of Education:

Members of Amity Student Government, elected by and dutifully serving nearly 1400 students, are writing in unanimous support of introducing previously unincluded religious holidays to the Amity District Calendar.

The Amity Student Government seeks to raise student awareness of and allow time for the celebration of two holidays: **Eid Al-Fitr** (which lies on a weekend in 2025, but would be on Thursday, March 19th in 2026) and **Diwali** (which lies on Monday October 20th, 2025). The Amity District has historically given days off for Rosh Hashanah, Yom Kippur and Good Friday, which we highly commend as it gives our community's Jewish and Christian students opportunities to celebrate and reflect upon their respective cultural holidays while spreading awareness of their significance to others who may otherwise have been unexposed to them. But the Amity District is also home to several muslim and hindu students as well—students who are not given the similar days off for their own religious holidays.

In the past, muslim students have needed to take school off in order to partake in religious customs for Eid Al-Fitr, an all-day celebration in large gatherings of friends and family following a month of fasting during Ramadan—a time when muslim students regularly go through a whole school day without eating or drinking. Providing a day off for Eid Al-Fitr would not only give muslim students the ability to celebrate without falling behind in school, but it would also be a way of creating awareness for the Islamic holiday, strengthening Amity's identity as a diverse, equitable, and inclusive community.

This is a similar case for Hindu students, as Diwali is the biggest holiday of the year for them. Diwali celebrates the triumph of light over darkness, knowledge over ignorance, and entails large gatherings of family and friends, going to the temple to pray, and lighting fireworks. Giving students the day off would allow Hindu students to acknowledge and celebrate their holiday to the fullest without having to worry about playing catch-up in school while raising cultural awareness for the district's Hindu community as well.

Though the Amity District currently gives excused absences and extensions on schoolwork, students who celebrate often fall behind in coursework and learning. This puts students in a difficult situation: to either celebrate their religion and shoulder the burden of catching up in classes that continue to progress even while they are absent, or to make it to class while missing the most important annual celebration of their religion.

In addition to our Christian and Jewish holidays, Eid Al-Fitr and Diwali will serve to strengthen unity, diversity, and inclusion in the multicultural Amity community. For these reasons, we urge the Boards of Education to pass the 2024-2025 calendar and their following calendars with these inclusions.

Best Regards,
The Student Government of Amity Regional High School

WBOE

Nov. 2023

BRS PTO Update















HOOT Success!!!!
THANK YOU!!!!!

Original Works Orders In

- Thank You to Coordinator Laurel Lorenzini!!!
- Thanks to the Art Teachers!
- Electronic orders due Nov. 21



Thanksgiving Drive Success – Thank You!

- Partnership with Amistad House for food collected
- Donations for gift cards for Beecher community students in need





Beecher Road School PTO 2023-24 Program on a Page

August
- Kindergarten Social ✓
- Welcome Back Teachers ✓

September
- Ice Cream Social ✓
- Grade Level Socials ✓
- Original Works Kids' Art fundraiser (Fall) ✓
- Woodbridge Like Me ✓

October
- Picture Day ✓
- Halloween Hoot ✓

November
- Thanksgiving Drive ✓
- Book Fair (Nov. 27-Dec. 1)

December
[School Events]

*PTO Donation Ask

January
- Additional Fundraiser (TBD)

February
- STEM Night
- PTO Meet & Greet
- Math Night

March
- International Food Night
- Book Swap

April
- Spring Book Fair (TBD)
- Arts Week

May
- Teacher Appreciation Week
- Quassy

June
- *Field D*ay
- 6th Grade Graduation

School Educational Enhancement Examples



Teacher grants (e.g. flexible seating; 3D printers)



In-school presenters (e.g. Birds of Prey Show; Yoga)



Supplementing field trip costs



Author visits



Empathy week



Library Support

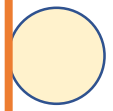








In discussion on how to best execute





SCHOLASTIC

WE NEED YOU!!

PTO 2023-24 Executive Board

- *President – Cindy Kruger*
- *Vice President – Monica Philipp*
- *Secretary – Jennifer Plonsky (Alex Fajardo)*
- *Treasurers – Saurabh Vilekar & Betsy Hull*
- *Chair of Communications – Cara Rosner*
- *Chairs of Social Events – Jennifer Clarke-Lofters*
- *Chair of Academic Events – Sumi Sudhir*
- *Chair of Fundraising – Susan Lettelleir*
- *Teacher Liaisons – Aimee Meacham & Larissa Crocco*
- *Admin Liaisons – Lisa Sherman & Jimmy Sapia*



- **PLEASE:**
  - **Support our Book Fair! Family Night Wed. Nov. 29, 5:30-6:30pm**
  - **Come to our General Membership Meetings: Next meeting is Thursday, Dec. 14th, 6-7pm**

MINUTES OF THE HYBRID REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING
Monday, October 16, 2023
Via WebEx https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m22d1a4a4a3d1acf45bd24dcc967cb862
Meeting Number: 2491 234 7747 **Meeting Password:** myYvrhHS676

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

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (in-person); Dr. Maria Madonick, Vice Chair (in-person); Ms. Sarah Beth Del Prete, Secretary (in person); Dr. Jay Dahya (in-person); Ms. Brooke Hopkins (remote); Mr. Jeff Hughes (in-person); Mr. Steven Lawrence, (in-person) and Dr. Michael Strambler (in-person).

STAFF: Vonda Tencza, Superintendent; Analisa Sherman, Principal; James Sapia, Assistant Principal; Cheryl Tafel, Assistant Principal; Carrie Borcherding, Special Services Director; Donna Coonan, Director of Business Services/ Operations; and Marsha DeGennaro, Clerk of the Board.

CORRESPONDENCE – Ms. Del Prete acknowledged receipt of several emails from BRS parents regarding Advanced Math.

PUBLIC COMMENT
John Hall – BRS students deserve the opportunity to have more advanced math offerings to build the foundation they will need at Amity. These students are smart enough to be able to skip topics. Currently, they are not progressing their math education and are losing one or two years. Other schools, similar to BRS, are able to offer this programming and Orange has been doing this for several years. It does make a difference when they get to High School and the more advanced math opportunities they have, the more opportunities they will have in life.

Sara Steinberg Forman – felt there was a disconnect in what we are saying our priorities are versus what is actually happening. If we are committed to all students having a full year's growth, regardless of their starting point, we have to do something different. We need to think creatively to find a solution so that this small subset of students, who have demonstrated mastery, will have their needs met.

Cindy Kruger – we need to focus on raising children in an environment where each one is stimulated and valued to encourage a lifetime of learning. Each of these children deserve a year filled with learning and we need to find a way to serve our advanced math learners. The math petition reflects a community that values and supports the needs of all children. This cohort has the analytical skills and intellectual curiosity to learn 6th grade math in 5th to move ahead and Pre-Algebra should be offered. Our children deserve to be encouraged, nourished and challenged. We should be proud of them for trying hard and for being outstanding.

Hillary Drumm – children learn in different ways and are challenged in different ways. Whether children are advanced, behind or anywhere in between, we need to meet them where they and ensure that they have a full year's growth.

Kristen Turkosz – thanked the Board for their recent Halloween Hoot donation of board games. She indicated that some of the worksheets given are simply trial and error busy work with no rhyme or reason for outcome. These students, who were eligible to take Pre-Algebra, just spent an entire year doing busy work and should have the opportunity to go further in math rather than deeper. This group is 2-3% of the student population and they need a math program that meets their needs.

Kris Edwards – has a 6th grader who has been able to do computation in his head from a very young age. These students are not being challenged and what is coming home as challenge work is nothing more than busy work with the same repetition of skills turned into a puzzle. There were no student pre-assessments as the 6th grade material is all new. There is already an opportunity for them to be on a faster math track and we need to offer differentiation. They need to be with peers that are engaged and excited about math and taught by someone who feels the same way.

Javier Aviles – would like to see the Pre-Algebra program expanded into an Advanced Math class for both 5th and 6th grade students. When opportunities present themselves to go beyond standards of performance that are not determined by the state, we should not hesitate to grab those opportunities.

Betty Miller – Children should be excited to learn in math and it should not be dependent upon on teachers. There are amazing math programs for enrichment acceleration. The Board should invest in a great program and allow teachers to use that program to challenge our kids. Kids will always talk about their abilities and it is ok for each one to learn differently. Let's celebrate and embrace the differences.

CONSENT AGENDA
MOTION #1 – CONSENT AGENDA
Move that we approve the consent agenda as presented.
Dr. Madonick
Second by Dr. Strambler
UNANIMOUS

PTO Update – Ms. Kruger noted the start of grade level socials, the ordering of student artwork in November, picture day, preparation for the Halloween Hoot, the November kick-off for teacher grants and the restructure of visiting authors. The full report is available in BoardBook.

Finance Committee – Superintendent Tencza noted that as part of the final report from the Ad Hoc Enrollment Committee, one of the outcomes was to obtain a consultant, through a Request for Qualifications (RFQ), to explore types of options inclusive of

- Taking no action,
- Construction of addition and renovate as new,
- Construction of a new school in the same location, and/or
- Construction of a new school in a different location, splitting the BRS population.

BRS is unique and one of the largest elementary schools in the state. It is important in this process that we obtain the right information, and we are not sure we would know all of the right questions to ask. Jim Guiliano, President of Construction Solutions Group (CSG), walked the building, has talked with administrators and submitted a proposal.

Jim Guiliano, President of Construction Solutions Group (CSG) outlined their Scope of Services Proposal, the projected timeline, and fees associated with serving as the Project Manager. If everything went according to plan, and there was a successful outcome in a 2024 spring / summer referendum, the project would commence, and dependent upon the option selected, completion could be slated for summer / fall 2027. It was noted that the Town would have to be fully vested in the process, discussions and decisions. BRS is an aging facility with known security, infrastructure and abatement issues. Questions were raised relative to CSDE reimbursement, immediate need based on growing enrollment and the sharing of a facility in a neighboring district. New build options are currently in a ballpark range of $669-740 per square foot provided the Town already owns the property.

Mr. Lawrence reviewed the October 10 Finance Committee inclusive of staffing, SRO savings, Expendable Trust surplus, the 2025-2030 Capital Budget timeline and the standard monthly reports adopted under the Consent Agenda.

Classroom Cost Supplies – Superintendent Tencza noted that in response to a Board member request, it would cost approximately $80,000 additional dollars to fund classroom supplies in the 2024/25 budget. It is the responsibility of the district to provide children with the tools they need to learn. As this amount could fund a teacher, further discussion is necessary. It was suggested that a conversation occur with the PTO to explore subsidizing / joint venture options.

Superintendent Report – Superintendent Tencza noted that our October 1 enrollment is 885, which is 40 more students than last October. Amity has asked that when BOWA districts review the 2024/25 calendar to consider a full vacation week in February to benefit Amity student interns. As the CSDE has not defined the assessment process for early Kindergarten entrance, guidance from the CSDE is being sought and districts are awaiting their response. The Administrative Team will hold a Community Chat on November 2 at 6:00 PM, everyone is invited to drop in.

BRS Update – Ms. Sherman noted the designation of BRS as an Apple Distinguished School, picture day, the PK-2 fire truck safety visit, bus driver appreciation week, parent / teacher conferences on Tuesday and Thursday, and recognized the respectful parent support group engaged in a collaborative Math discussion.

SBA Report – Mr. Sapia and Ms. Tafel presented an overview for how the assessment is conducted as well as the results from spring testing. SBA is a mandated global assessment aligned to common core standards with testing done completely on-line. Throughout the year students are provided with opportunities for daily exposure to similar web sites, question formats and navigation of the various online tools to achieve individual comfort levels and demonstrate knowledge. Also, it is a multiple choice Q&A computer adaptive test that changes for each student depending upon the answer(s) selected. SBA testing is only one measurement, however, it does provide helpful information in determining strengths and weaknesses in daily instruction. An in-depth analysis is performed on each of the content data areas by BRS data teams / coaches to ascertain individual student growth targets and expected growth levels, cohort growth as well as vertical strengths and weakness to inform and guide instruction.

Overall students performed well with Woodbridge ranking first in its DRG for both Language Arts and Math for the second year in a row. The overall scores for students in Woodbridge (*DRG B*) meeting or exceeding the state standard were: ELA (English/ Language Arts) – 81.7% *(State Average 48.5 %)* and Math –80.7% (*State Average 42.5%)*. Grade 5 Next Generation Science – 85.9% (*State Average 48.5 %).* The Growth Rate for students that met or exceeded their individual growth targets as determined by the CT Growth Model were: ELA (English/ Language Arts) – 61.2% *(State Average 37.2 %)* and Math – 64.7% (*State Average 42.4%)*. Questions were raised on the transition between 5th and 6th grade students in Math, the infusion of MAG students into Grade 5, the impact of COVID in Grade 3 learners who were in Kindergarten when BRS shutdown, cohort differences, and what is being done to ensure all students across grade levels have growth during the year, including our high performers.

Curriculum Committee – Dr. Strambler reviewed the October 3 meeting which included an overview on the class placement process, the change in Kindergarten age admission, the assessment / criteria change for PreAlegebra, parent feedback on skipping 6th grade math, how well students at the upper end of the spectrum are being serviced, combining 5th and 6th grade math prior to taking Pre-Algebra and circulation of a Math petition. Concern was expressed for forming an Ad Hoc Committee to explore this issue as we are headed into budget season and we still do not know CSDE requirements in the literacy program. It was also suggested that the math curriculum be revamped to allow for 4th, 5th and 6th grade students to qualify for freshman year Algebra without having to skip a year of Math skills. We need a strategic vision to increase content and differentiate the learning for those grade levels. Perhaps an outside consultant could provide guidance and/or evaluation of performance expectations to create an evidence-based assessment system. We need to identify short- and long-term strategies for this year as well as going forward. Superintendent Tencza was asked to provide a range of plans and associated costs to address these points and present them at the November Board meeting.

Town Building Committee – Mr. Hughes noted that this committee did not meet and will meet on November 3. There is a walk of the exterior grounds scheduled for the next Facilities Committee meeting on November 2.

Ms. Hopkins left the meeting (10:07 PM)

Policy Committee – Dr. Madonick presented two policies for adoption. Policy 1212 was reviewed by the Policy Committee at their meeting on October 3. This is a new policy and modeled after CABE suggested language and procedures. It was suggested that the requirement for fingerprinting and DCF checks be compared to other BOWA districts.

MOTION #2 – POLICY 1212 VOLUNTEERS / STUDENT INTERNS
Move that we adopt Policy 1212 – Volunteers / Student Interns as presented.
Dr. Madonick
Second by Ms. Hopkins
UNANIMOUS

Dr. Madonick presented Revised Policy 9132.4. This policy has been reviewed several times by the Policy Committee since the spring of 2023 as well as the Finance Committee on September 12.

MOTION #3 – POLICY 9132.4 FINANCE COMMITTEE
Move that we adopt Policy 9132.4 – Finance Committee as revised.
Dr. Madonick
Second by Mr. Lawrence

Discussion ensued for the lack of Finance Committee responsibilities in the policy. A suggestion was made to include the capital and operating budget schedule, review of the annual town audit report, all routine financial documents, transfers and a financial analysis of all reports etc.

MOTION #3A – POLICY 9132.4 FINANCE COMMITTEE

Move that we table the vote on this motion until the November 20, 2023 meeting.

Dr. Madonick
Second by Mr. Lawrence
UNANIMOUS

CABE Liaison Report – Ms. Del Prete noted various upcoming webinars, the upcoming CABE Conference on November 17 and the recent application submission for a Board Recognition Award. It was also noted that new legislation requires every Board to submit an *Increasing Educator Diversity Plan* for review and approval by the CSDE prior to March 15, 2024. Once the plan is approved by the CSDE, it will be published on the district website. Chair Piascyk noted she attended the Board Check-In and the Increasing Educator Diversity Plan webinars.

Upcoming Meeting Presentations – Capital Budget proposal, Multilingual Learners and requested follow-up information on Math.

NEW BUSINESS

Building Usage – Superintendent Tencza presented the request from the Amity Pop Warner Cheerleading Team to be recognized as a Category A rather than Category C thus eliminating any cost for use of the South Assembly and South Gym for cheer practices. The policy is specific, and based on their enrollment configuration, they fall under a Category C organization. As they were only requesting use of the facility through the end of November and as a gesture of goodwill, the Board agreed that they would not be charged for this year. However, going forward they would incur a charge. It was noted that further clarification would be necessary to define what community oversight responsibilities belong to Recreation.

MOTION #4 – BUILDING USAGE

Move that under the current Policy 3515 we treat Amity Pop Warner Cheerleading as a Category A and charge no fee for use through November 2023.

Mr. Lawrence
Second by Dr. Dahya
UNANIMOUS

Upcoming WBOE Committee / Meeting Schedule – Facilities Committtee on November 2 at 7:30 AM, Finance Committee on Tuesday, November 14 at 4:30 PM and the regular WBOE Meeting November 20 at 7:00 PM.

PUBLIC COMMENT – None

MOTION TO ADJOURN: (11:06 PM)

Dr. Dahya
Second by Dr. Madonick
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge Public School's 2023-2024 Budget Narrative

November 10, 2023

The attached financial reports represent four months (33%) of the fiscal year.

100 Series Salaries - Salaries represent 61% of the budget. A relatively small amount of teacher turnover compared to the last year, and a vacant school Psychologist have us estimating a $66K surplus for certified salaries. We had one additional para resignation this month and are currently down three paras. We are recording the new SRO position in non-certified salaries. Those items net to a $44K surplus which means the total projected surplus for salaried at this point is $110K.

200 Series Benefits – Benefits are 21% of our budget is based on the elections of last year's staff. Our insurance expenses are running on track with the budget. If we continue to experience para vacancies, we will realize some savings in CMERS and payroll taxes.

300 Series Purchased Professional Services- This category represents 3% of our budget and includes legal, audit and other expenses that are generated on a month-by-month basis. It's early in the year to be able to verify any savings in this most of these budget lines, but the switch in our SRO model will give us $138K of savings in this category for this year.

400 Series Purchased Property Services - Purchased Property Services are 4% of the total budget and have been increased over the previous year to keep up with higher natural gas prices. As October remained warm, it's encouraging, but we are still utilizing a "wait and see" attitude towards energy costs for the year. We had a large ($11K) unexpected bill relating to our copier lease that hit this category and has us now predicting this category $15K over budget.

500 Series Other Purchased Services - This category is 9% of our budget and includes student transportation, tuition, interns, liability insurance and items that do not fall within the professional services/property services categories. We expect some small savings in our Worker's Comp and Liability insurance expenses, as well a small amount of saving in Internet expense totaling around $15K for the year.

600 Series Materials and Supplies – These supplies account for 2% of our budget. With the exception of custodial/maintenance supplies, this category is direct support for classroom instruction. We plan to utilize all of these budgeted funds for the year. Testing supplies is bringing this category about $2K over budget for the year.

700 Series Furniture and Equipment - This category represents 6/10 of one percent of the budget and since we were able to pre-buy $45K of Chromebooks with our FY23 surplus, but have committed about $8000 of that savings to additional technology purchases, leaving us with a $37K savings in this category.

800 Series Dues and Fees – This budget category is small but important as it links staff to professional organizations that help keep them up-to-date in their respective academic fields.

900 Series Misc. Expenses - The primary expense in this category is the Ezra Nurse, a non-public health expense we are required by law to maintain.

WOODBRIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 10-31-2023

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	10,298,303	103,482	(7,273)	110,755
200	TOTAL BENEFITS	3,497,674	1,929,915	1,919,757	10,158
300	TOTAL PROFESS. SERVICES	522,182	415,283	277,157	138,127
400	TOTAL PROPERTY SERVICES	728,899	428,050	443,108	(15,058)
500	OTHER SERVICES	1,512,357	706,798	691,814	14,984
600	SUPPLIES & MATERIALS	322,601	128,232	130,062	(1,831)
700	TOTAL PROPERTY SERVICES	98,400	85,094	48,094	37,000
800	TOTAL DUES, FEES, MISC.	36,675	15,735	15,735	-
	TOTAL ADOPTED BUDGET	**17,017,091**	**3,812,589**	**3,518,453**	**294,136**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	41,800	5,373	5,373	-
510	TRANSPORTATION	225,274	181,762	181,762	-
560	TUITION SPECIAL ED	328,480	129,213	129,213	-
	SPECIAL EDUCATION CARVEOUT	**595,554**	**316,348**	**316,348**	**0**

SUMMARY	
Special Ed Surplus / (Deficit)	0
Under / (Over) Spending in OTHER programs	294,136
Total Surplus / (Deficit) Projected	294,136

WOODBRIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED OCTOBER 31, 2023

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	964,865	342,970	610,315	11,579		11,579
120	Teachers - Regular	5,808,080	1,386,772	4,371,896	49,412		49,412
120	Teachers - Special Education	948,002	244,564	703,438	(0)		(0)
1201	Psychologist	201,290	17,865	119,100	64,325	45,000	19,325
1203	Counselor	52,573	12,132	54,173	(13,732)		(13,732)
	Sub-Total Certified Salaries	**7,974,810**	**2,004,304**	**5,858,922**	**111,584**	**45,000**	**66,584**
1303	Custodians	450,218	166,489	264,102	19,627	21,343	(1,715)
140	Nurses	170,995	36,373	135,954	(1,332)		(1,332)
150	Secretaries, Clerical	383,229	133,500	243,452	6,277	4,384	1,893
160	Paraprofessionals	581,232	139,297	419,292	22,644	(28,000)	50,644
1601	Special Education Paraprofess.	545,517	124,941	398,277	22,299		22,299
170/10	Salaries OT / PT	60,793	25,995	86,649	(51,851)	(50,000)	(1,851)
190	IT Manager	79,568	30,454	48,727	387		387
190	Salaries, Miscellaneous	51,941	17,508	60,587	(26,153)		(26,153)
	Sub-Total Non-Certified Salaries	**2,323,493**	**674,556**	**1,657,039**	**(8,102)**	**(52,273)**	**44,171**
	TOTAL SALARIES	**10,298,303**	**2,678,860**	**7,515,961**	**103,482**	**(7,273)**	**110,755**
220	FICA	303,375	73,002		230,373	230,373	-
230	CMERS	498,265	70,883		427,382	415,382	12,000
270	Medical Insurance	2,649,631	1,403,769	859	1,245,003	1,245,003	-
280	Life Insurance	29,353	12,673		16,680	18,522	(1,842)
2902	Other Employee Benefits	17,050	6,573		10,477	10,477	-
	TOTAL BENEFITS	**3,497,674**	**1,566,900**	**859**	**1,929,915**	**1,919,757**	**10,158.2**
320	Professional Development	45,425	2,095	589	42,741	42,741	-
330	Legal Fees	62,000	10,688	1,493	49,819	49,819	-
340	Software Support	26,959	3,157	15,255	8,547	8,547	-
350	Substitutes	143,000	25,003		117,997	117,997	-
390/01	OT/PT/Consultant Services	41,800	3,123	33,305	5,373	5,373	-
3902	Financial Audit	32,680			32,680	32,680	-
390	Other Prof/Tech. Services	170,318	3,554	8,637	158,127	20,000	138,127
	TOTAL PROFESSIONAL SERVICES	**522,182**	**47,620**	**59,279**	**415,283**	**277,157**	**138,127**
410/01	Utilities - Electric and Water	205,500	46,529		158,971	158,971	-
420	Heating	151,602	29,465		122,137	122,137	-
430	Repairs and Maintenance	72,000	24,935	11,893	35,172	35,172	-
450	Leases and Rentals	109,123	75,590		33,533	44,533	(11,000)
4501	Building Improvements	-		4,058	(4,058)	-	(4,058)
490	Other Purchased Services	27,412	9,241		18,172	18,172	-
4901	Service Contracts	163,262	53,502	45,637	64,123	64,123	-
	TOTAL PROPERTY SERVICES	**728,899**	**239,262**	**61,588**	**428,050**	**443,108**	**(15,058)**
510	Pupil Transportation-Regular	457,642	150,198		307,444	307,444	-
510	Pupil Transportation-Spec. Educ.	225,274	43,512		181,762	181,762	-
520	Insurance-General Liability	134,307	93,895	36,142	4,271	-	4,271
5201	Worker's Compensation	239,734	116,657	114,702	8,375	-	8,375
530	Telephone Services	17,070	5,507		11,563	12,363	(800)

WOODBRIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED OCTOBER 31, 2023

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
535	Internet	27,500	16,000	562	10,938	8,800	2,138
537	Postage	4,400	2,054	594	1,753	1,753	-
540	Advertising	1,000			1,000	-	1,000
550	Interns	57,000	16,000	7,650	33,350	33,350	-
560	Tuition - Wintergreen	6,000			6,000	6,000	-
560	Tuition - Out of District	328,480	105,776	93,492	129,213	129,213	-
590	Other Purchased Services	13,950	2,640	180	11,130	11,130	-
	TOTAL OTHER PURCH SERVICES	**1,512,357**	**552,238**	**253,321**	**706,798**	**691,814**	**14,984**
610	Instructional Supplies	115,185	40,964	20,622	53,599	53,599	-
620	Computer Software	73,796	41,125		32,671	32,671	-
625	Supplies Nurses	5,370	641	1,550	3,179	3,179	-
630	Supplies Custodial	52,300	16,396	34,588	1,317	1,317	-
635	Supplies Office	12,800	1,038		11,762	11,762	-
640	Books and Audio Visual	16,000		6,277	9,723	9,723	-
645	Subscriptions	26,500	4,288	4,073	18,139	18,139	-
650	Testing	17,650	4,997	14,483	(1,831)	-	(1,831)
690	Misc. Supplies - DW Security	3,000	2,131	1,196	(326)	(326)	-
	TOTAL SUPPLIES & MATERIALS	**322,601**	**111,580**	**82,789**	**128,232**	**130,062**	**(1,831)**
730	Equipment - Office	-			-		-
732	Computer Hardware	76,500	1,045	7,758	67,697	30,697	37,000
735	Equipment - Teaching	10,900		429	10,472	10,472	-
740	Equipment - Building	5,000	615	374	4,011	4,011	-
745	Furniture	6,000	-	3,086	2,915	2,915	-
	TOTAL PROPERTY	**98,400**	**1,660**	**11,646**	**85,094**	**48,094**	**37,000**
810	Dues and Fees	23,475	17,731	3,209	2,535	2,535	-
900	Other Fees	13,200	-	-	13,200	13,200	-
	TOTAL DUES AND FEES	**36,675**	**17,731**	**3,209**	**15,735**	**15,735**	**-**
	TOTAL ADOPTED BUDGET	**17,017,091**	**5,215,850**	**7,988,652**	**3,812,589**	**3,518,453**	**294,136**

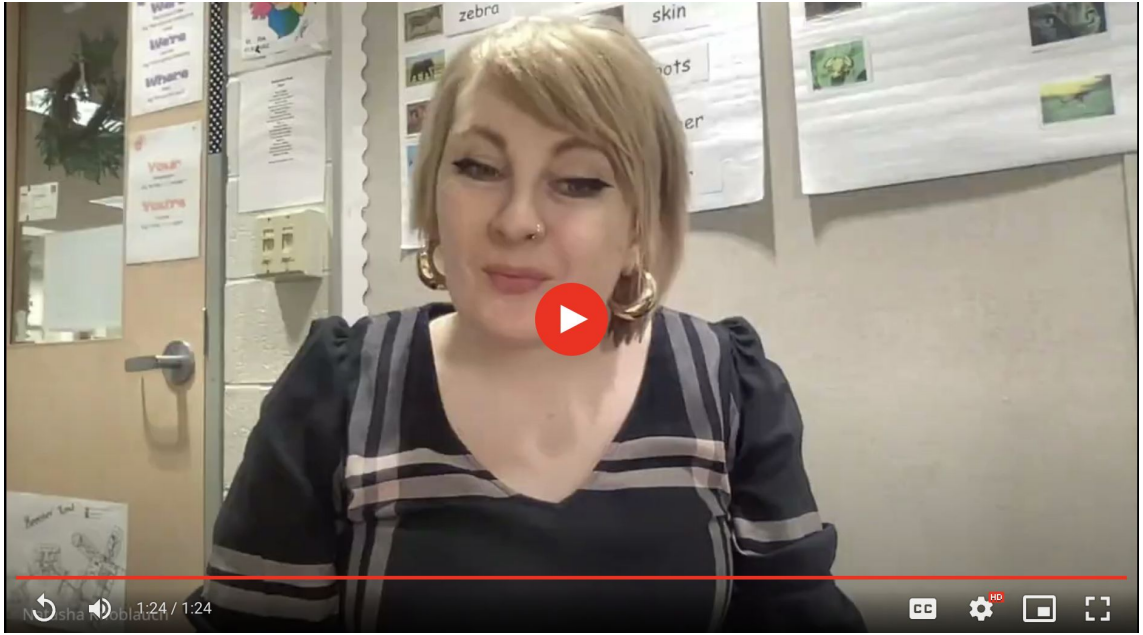
WOODBRIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 10-31-2023

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	$63,727	$70,965	$2,005	$88,728	
Intergovernmental	$16,888				
Donations					
Other income					
Additions					
Total Revenues:	**$80,615**	**$70,965**	**$2,005**	**$88,728**	**$0**
Expenditures:					
Wages, FICA, MERF	$35,580	$43,346		$71,433	
Medical Insurance					
Cost of food sold	$47,467				
Equipment	$14,140				
Repairs	$4,432				
Other Expenses	$2,231	$12,886	$10,009	$1,783	
Total Expenditures:	**$103,850**	**$56,232**	**$10,009**	**$73,216**	**$0**
Year to Date Net Income / (Loss):	**($23,235)**	**$14,733**	**($8,004)**	**$15,512**	**$0**
BOE Year to Date Cost of Health Insurance	$4,383				

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	$298,791	$188,304	$3,832	$94,825	$20,994
Prepaid Expenses					
Accounts Receivable	$4,529	$6,250	$11	$3,329	
Intergovernment Receivable	$29,024		$2,541		
Inventory	$7,830				
Total Assets:	**$340,174**	**$194,554**	**$6,384**	**$98,154**	**$20,994**
Liabilities:					
Amounts Held As Agent			$0	$0	$0
Accounts Payable	$17,599		$0	$0	$2,600
Deferred Revenue	$31,796	$3,225	$0	$0	$0
Wages Payable			$0	$0	$0
Due To Other Funds		$103,716	$6,839	$1,174	
Total Liabilities:	**$49,395**	**$106,941**	**$6,839**	**$1,174**	**$2,600**
Fund Balance:					
Prior Year Ending Fund Balance	314,014	72,880	7,549	81,468	18,394
Year to Date Income / (Loss)	($23,235)	$14,733	($8,004)	$15,512	$0
Current Fund Balance	**$290,779**	**$87,613**	**($455)**	**$96,980**	**$18,394**
	-	-	-	-	-

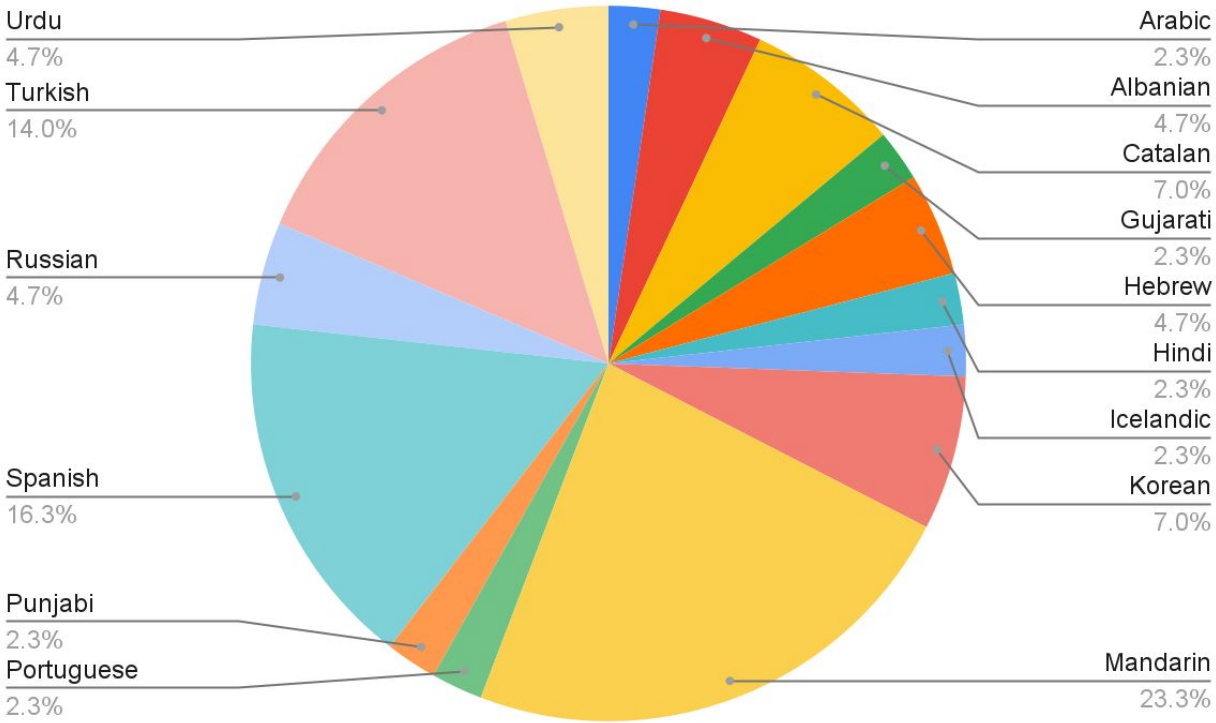
Beecher Road Multilingual Learners



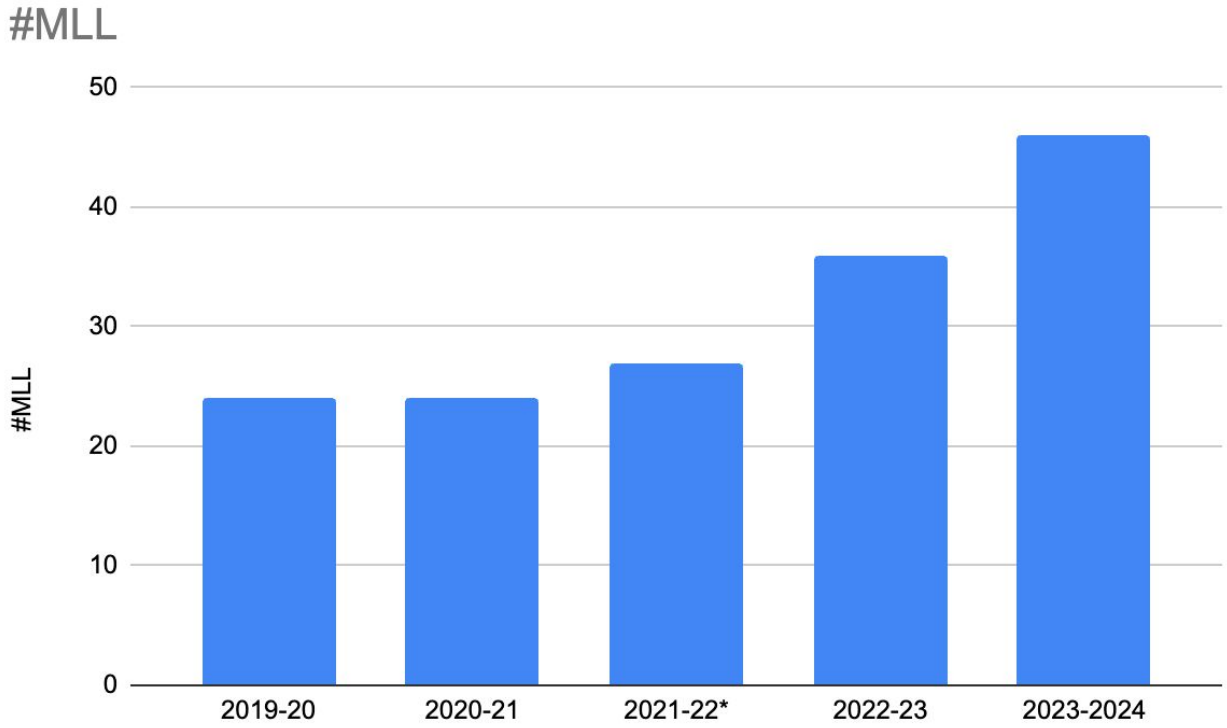


Natasha Knoblauch- ML Teacher

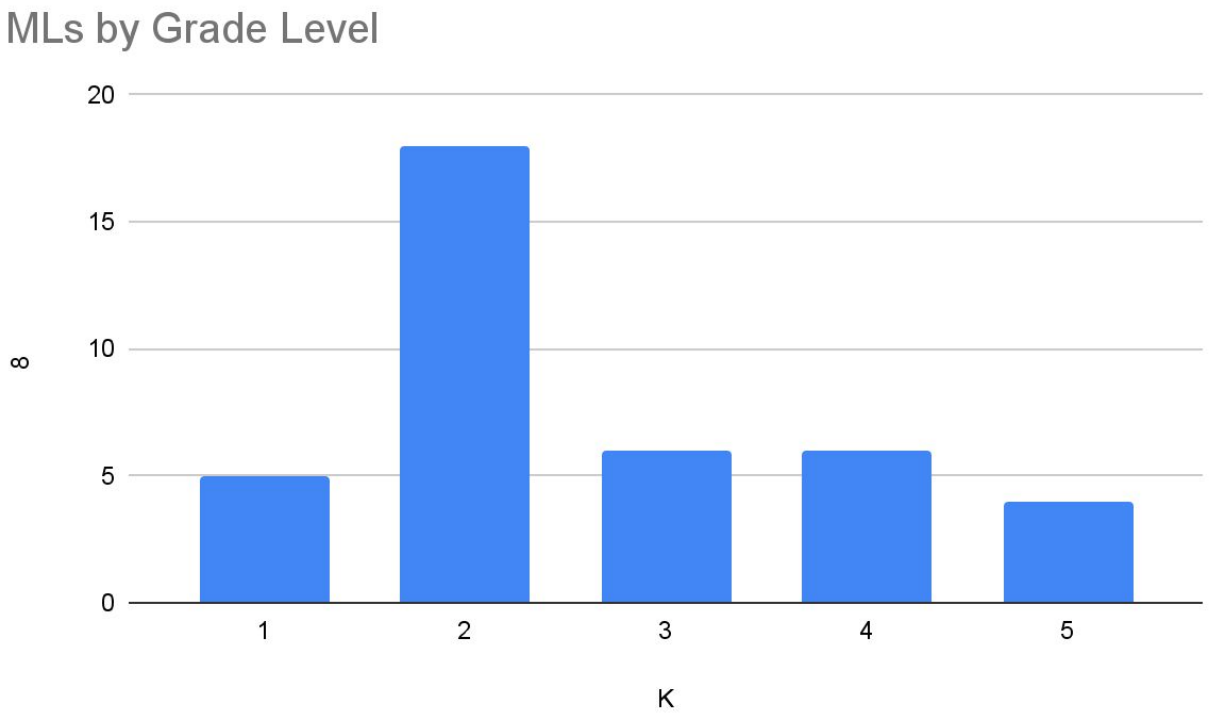
Languages Spoken



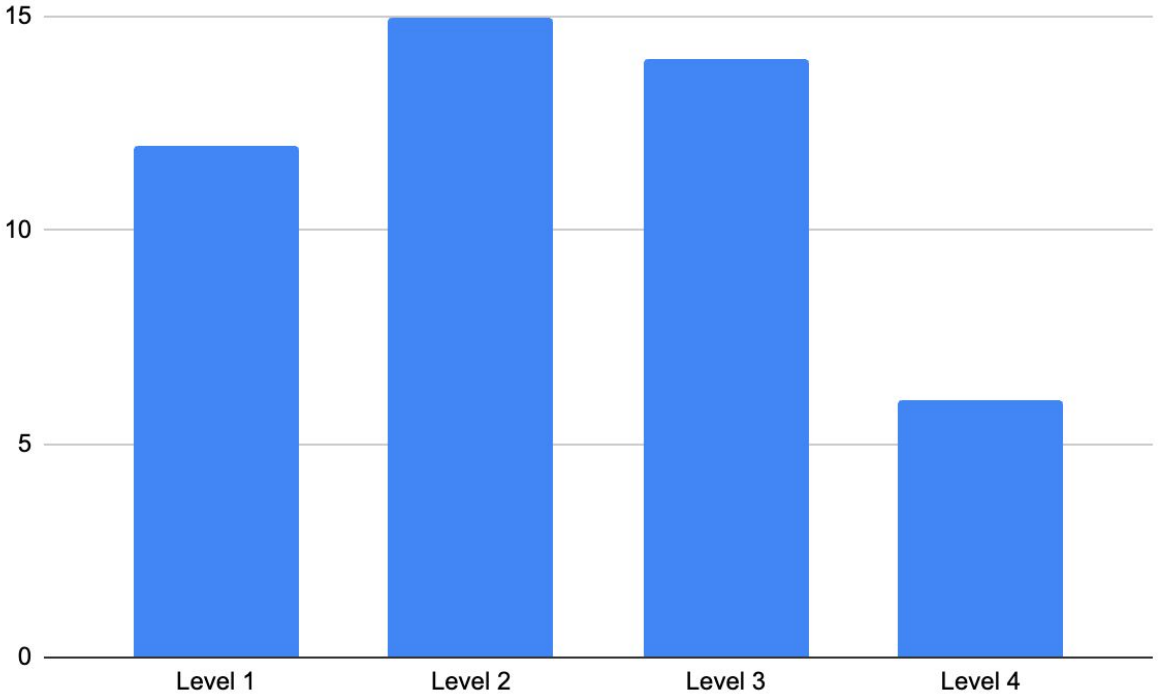
MLs at Beecher Road (5-Year Span)



MLs by Grade Level



MLs by LAS Proficiency Level



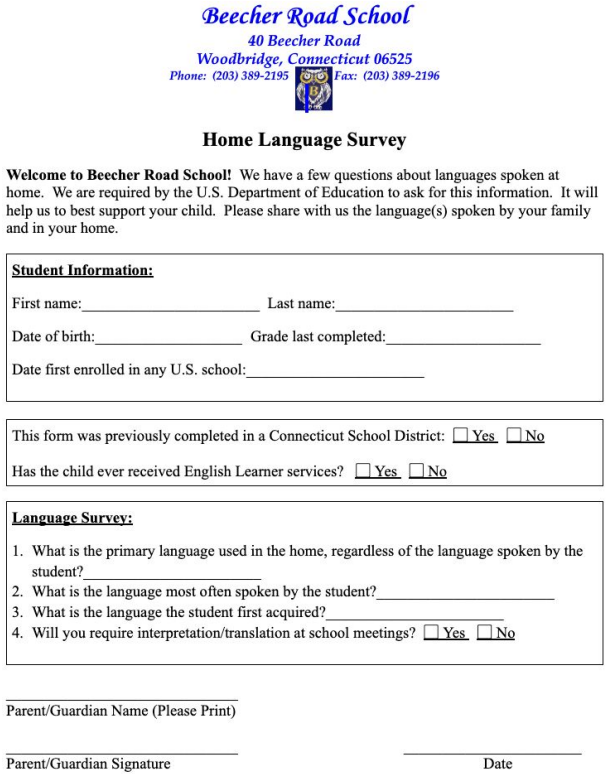
LAS Links Data- 2022-2023

Subtest/Composite	Total Number Tested	Proficient or Above	
		Count	%
Listening	38	18	47.4
Speaking	38	12	31.6
Reading	38	16	42.1
Writing	38	8	21.1
Oral	38	14	36.8
Literacy	38	11	28.9
Overall	38	11	28.9
Comprehension	38	17	44.7
Productive	38	7	18.4

English Learner Identification

Identification of English Learners

- Home language survey at time of registration
- Placement assessment if one or more answers above are other than English
  - Anyone scoring not proficient or approaching proficient identified as MLL
- Annual language proficiency assessment (CT- LAS Links)
  - LAS Links exit criteria
    - 4 or higher Overall AND
    - 4 or higher in Reading AND
    - 4 or higher in Writing



Beecher Road School
40 Beecher Road
Woodbridge, Connecticut 06525
Phone: (203) 389-2195 Fax: (203) 389-2196

Home Language Survey

Welcome to Beecher Road School! We have a few questions about languages spoken at home. We are required by the U.S. Department of Education to ask for this information. It will help us to best support your child. Please share with us the language(s) spoken by your family and in your home.

Student Information:

First name:_____ Last name:_____

Date of birth:_____ Grade last completed:_____

Date first enrolled in any U.S. school:_____

This form was previously completed in a Connecticut School District: ☐ Yes ☐ No

Has the child ever received English Learner services? ☐ Yes ☐ No

Language Survey:

1. What is the primary language used in the home, regardless of the language spoken by the student?_____
2. What is the language most often spoken by the student?_____
3. What is the language the student first acquired?_____
4. Will you require interpretation/translation at school meetings? ☐ Yes ☐ No

_____
Parent/Guardian Name (Please Print)

_____ _____
Parent/Guardian Signature Date

Resources

EL/ML in CT Public Schools Guidelines

Lexia English

State of Connecticut
English Language Proficiency (CELP) Standards

CELP Standards

WOODBRIDGE SCHOOL DISTRICT
2024/25 STUDENT CALENDAR

JULY				
Mon	Tue	Wed	Thu	Fri
1	2	3	X4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST (5)				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20*	21*	22*	23
(26)	(27)	28	29	30

SEPTEMBER (20)				
Mon	Tue	Wed	Thu	Fri
X2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER (21)				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
X14	(15)	16	(17)	18
21	22	23	24	25
28	29	30	31	

NOVEMBER (17)				
Mon	Tue	Wed	Thu	Fri
				1
4	5*	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27*	X28	X29

DECEMBER (15)				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	X24	X25	26	27
30	31			

JANUARY (21)				
Mon	Tue	Wed	Thu	Fri
		X1	2	3
6	7	8	9	10
13	14	15	16	17
X20	21	22	23	24
27	28	29	30	31

FEBRUARY (18)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
X17	18	19	20	21
24	25	26	27	28

MARCH (20)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21*
24	25	26	27	28
31				

APRIL (17)				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
(7)	8	(9)	10	11
14	15	16	17	X18
21	22	23	24	25
28	29	30		

MAY (21)				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
X26	27	28	29	30

JUNE (6)				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
(9)	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

NO SCHOOL/ BUILDING CLOSED		X
Jul. 4	*Independence Day*	X
Sep. 2	*Labor Day*	X
Oct. 3	*Rosh Hashanah*	
Oct. 14	*Columbus/Indigenous Da*	X
Nov. 5	*Teacher Workshop*	
Nov. 27	*Teacher Workshop*	
Nov. 28-29	*Thanksgiving Holiday*	X
Dec. 23-Jan. 1	*Holiday Recess*	
Dec. 24-25	*Christmas Holiday*	X
Jan. 1	*New Year's Day*	X
Jan. 20	*MLK Day*	X
Feb. 17	*Presidents' Day*	X
Feb. 17-18	*Winter Break*	
Mar. 21	*Teacher Workshop*	
Apr. 18	*Good Friday*	X
Apr. 14-18	*Spring Vacation*	
May 26	*Memorial Day*	X

ABBREVIATED DAYS ( )	
Aug. 26	First Day Students
Aug. 27	Second Day for Students
Oct. 15	Parent/Tchr Conference
Oct. 17	Parent/Tchr Conference
Apr. 7	Parent/Tchr Conference
Apr. 9	Parent/Tchr Conference
Jun. 9	Last Day for Students
Dismissal Time 1:10 PM	

181 Student Days
184 Staff Days
187 Teacher Days

OPEN HOUSES	
Aug. 29	Grades K, 5 & 6
Sep. 4	Grades 3, 4 / MAG
Sep. 5	Grades 1, 2 / PK

Note: No Extended Day Coverage on Parent Conference Days

WORKSHOP DAYS * / NO SCHOOL
Aug. 20-22, Nov. 5
Nov. 27, Mar. 21

WBOE MEETINGS	
July 15	Jan. 21
Aug. 19	Feb. 24
Sep. 16	Mar. 17
Oct. 21	Apr. 22
Nov. 18	May 20
Dec. 16	June 16

SNOW DAYS MAKE-UP
June 10-27
Additional Days Starting
April 14

Kdg. Bus Ride/Safety Demo	Aug. 19
New Teacher Orientation	Aug. 19 and 23

Report Card Distribution Dec. 6, Mar. 14 and June 9

BOE Approved December

Mathematics Update

Board of Education

November 20, 2023

Success Criteria

- Beliefs at BRS
- Role of Math Specialists
- Enrichment for all
- Mathematics learning pathways

Rationale/beliefs

Acceleration should not happen at the expense of creating gaps in student understanding by skipping foundational learning standards.

The Mathematical Practice Standards are a critical component of instruction in today's classroom.

"*Standards for Mathematical Practice describe the nature of the learning experiences, thinking processes, habits of mind, and disposition that students need to develop a deep, flexible, and enduring understanding of mathematics.*" *CSDE Website*

- Commit to cultivating a solid K–8 mathematics foundation by appropriate implementation of grade-level standards and limiting acceleration options before high school.
- Provide extension and enrichment opportunities, aiming for deeper understanding (which is great for future learning), before acceleration is considered.
- Compact curriculum rather than skip important foundational content.

Role of Math Specialists

- Provide intervention services for children identified through the SRBI process
- Provide ongoing curriculum support across all grade levels
  - Attend PLC Meetings across all grade levels
- Serve as instructional coaches for teachers
- Push-in to classrooms to co-teach math lessons, work with small groups of students and provide feedback
- Represent as needed at PPTs and 504 meetings
- Instruct the 6^{th} grade pre-algebra math class

Grade 5 pathways to grade 6

- All grade 5 students stay within their homeroom for math class
  - Support provided: intervention and extension within and outside of homeroom classroom

- Curriculum is compacted
  - “The term compacted means to compress content, which requires a faster pace to complete; it does not involve skipping content.”

- At the end of Grade 5, students are assessed for their grade 6 math placement
  - Identification and timeline for these processes to be shared in spring

Grade 6 math pathways

- All grade 6 students are departmentalized for all subject areas
  - Support provided: intervention and extension both within and outside of the classroom

- For the 2023-2024 school year -Grade 6 learners who qualified for Pre-algebra are provided with online learning platform (Aleks), a pre-algebra textbook and ongoing support from a Math Specialist 1-2x per cycle

- At the end of Grade 6, students may be identified for grade 7 math, pre-algebra, or to take the algebra readiness assessment

Grade 6 pathways to Middle and High School

	Traditional Math Sequence for Amity	Alternative Math Sequences for Amity	Additional Math Sequences for Amity
6	Grade 6 Math	Grade 6 Math	Pre-Algebra
7	Grade 7 Math	Pre- Algebra	Grade 8 Math
8	Grade 8 Math	Algebra I	Algebra I
9	Algebra I	Geometry	Geometry
10	Geometry	Algebra II	Algebra II
11	Algebra II	Pre-Calculus	Pre-Calculus
12	Pre-Calculus	Calculus or Statistics	Calculus or Statistics

Enrichment for all

- Compacting by unit
- Multi-Step Word Problems
- Opportunities for math talk → Interactive and Collaborative
- Critical and Logical Thinking
- Productive Struggle

Looking ahead

- Math meetings/observations with other high performing districts
  - Vertical conversations with Amity Middle School- Bethany

- Resource and curricular review
- Ongoing data analysis of curriculum based measures and schoolwide assessments
- Continued professional learning around mathematics instruction
- Return to after school math opportunities

Silver/Petrucelli & Associates
Architects/Engineers/Interior Design
3190 Whitney Avenue, Hamden Ct 06606

November 9, 2023

Educational Specification for Beecher Road Elementary School

Project: Roof Replacement, Beecher Road Elementary School,

40 Beecher Road. Woodbridge, Connecticut 06525

1. RATIONALE:

The long-range plan for the district shows the Beecher Road Elementary School (student population 886) calling for a replacement of 128,405 s.f. of sloped roofs at the school & repairs to 34,860 s.f. of low sloped roofs. The last roof replacement project was performed in 1997 when the roof areas were last replaced and the roofs are now 20 years old, meeting their life expectancy. There are numerous areas of current leaking roofs, as reported by Maintenance personnel, and it appears that numerous ongoing repairs are being continuously performed. The district plans to phase the construction of the re-roofing operations over the course of one calendar year. Extensive interior and deck damage could be caused if the roofs are left un-replaced.

2. LONG – RANGE PLAN:

The district's school facilities provision calls for a safe and appropriate learning environment for the students and staff. To comply with this aspect of the plan, it is required to replace all the sloped asphalt roof sections at Beecher Road Elementary School and to repair all of the low sloped roof areas.

3. THE PROJECT:

This project will be bid with one bid package received from potential contractors for the summer of 2024.

4. BUILDING SYSTEMS:

- Security: n/a
- Public Address: n/a
- Technology: n/a
- Phone System: n/a
- Clocks: n/a

5. INTERIOR BUILDING ENVIRONMENT:

- Acoustics: na
- Ceilings: If ceiling tiles are damaged due to water leaking from the roof, they will be replaced by the district and will not be part of the project. Also, if walls were stained due to water infiltration, the district will also be handling this scope.
- Lighting: n/a
- HVAC: limited rooftop equipment will be affected to satisfy roofing warranties.

- Plumbing: new storm piping will be required if drain locations are relocated or if additional secondary drainage is required by code.
- Windows & Doors: n/a

6. SITE DEVELOPMENT:

- Site Acquisitions: n/a
- Parking: n/a
- Drives: n/a
- Walkways: n/a
- Outdoor Athletic Fields: n/a
- Landscaping: n/a
- Site Improvements: n/a

7. CONSTRUCTION BONUS REQUESTS:

Beecher Road Elementary School does not house any special program eligible for a school construction bonus.

- School Rediness: n/a
- Lighthouse School: n/a
- CHOICE: n/a
- Full Day kindergarten: n/a
- Reduced class size: n/a
- Regional Vo-ag Center: n/a
- Inter-District Magnet School: n/a
- Inter-District Cooperative School: n/a
- Regional Special Education Center: n/a
-

8. COMMUNITY USES:

Beecher Road Elementary School is designed for community use during school hours, before and after school hours and on some weekends throughout the school year and summer months. The uses included but are not limited to include:

- PTO
- The Recreation Department
- Town Voting
- Summer Enrichment Programs
- Neighborhood and town wide public meetings
- Boys & Girl scouts
- Community choral and other performing arts programs

Various and sometimes multiple areas are used for these functions.

135 New Road
Madison, CT 06443

Main: +1 860 395 0055
Fax: +1 203 779 5661
www.cplusa.com

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November 6, 2023

Ms. Donna D. Coonan
Director of Business & Operations
Woodbridge Public Schools
40 Beecher Road
Woodbridge CT 06525

via email: dcoonan@woodbridgeps.org

Subject: ***Proposal to prepare Request for Proposal to conduct a Facilities Conditions Assessment for the Beecher Road School***

Dear Mr. Coonan,

Based on our discussions on November 2, 2023, Colliers Project Leaders USA NE, LLC ("CPL") is pleased to offer this proposal to prepare an RFP (Request for Proposal) to solicit professional services to conduct a Facilities Conditions Assessment of the Beecher Road School. Based on our discussions and walk through the school, Colliers is recommending that the district hire a qualified architectural firm to conduct a physical assessment of the existing facility. The purpose of doing so is to obtain factual documentation of the existing conditions that will ultimately support the district in determining how to proceed with any proposed improvements to the school.

The study will include review of the building envelope (building façade and roof), review of the facility for code violations (e.g. ADA, fire code, etc.), assessment of the existing mechanical and electrical equipment serving the building, and review of the existing site conditions such as drainage, parking, and accessibility to and from the building.

As part of the study, we will also request that the architectural firm perform a preliminary assessment to determine if the school could be a potential candidate for renovation status when compared to the SCG-3520 Renovation Checklist that is published by the Office of Grants Administration. Preparing such assessment will greatly inform the district whether it can likely keep the existing building and renovate it or if a new facility is recommended.

We'll also request that the selected firm analyze the existing programmed spaces (classrooms, media center, cafeteria, administration, etc.) and compare them against the form SCG-2500 - Connecticut School Construction Standards and Guidelines as well as compare the existing building area against

the space standards to determine if the overall size of the building is adequate for the projected enrollment.

Collectively, this study will provide valuable data for the preparation of viable options for the improvement of the Beecher Road School. Understanding whether the school can be renovated per the required checklists will greatly inform the district of which direction it should proceed. Understanding the physical deficiencies of the building and challenges associated with such a renovation will help to justify any alternative options to renovating the school.

Colliers' scope of work will not only include preparing the RFP, but also assisting the district evaluate the proposals, conduct interviews, and oversee the study. We'll ultimately review the study's findings and recommendations and verify if such recommendations are reasonable. We expect this study to take approximately three to four months in duration.

Colliers proposes to perform this effort on an hourly basis with a not-to-exceed limit of $9,500.00. All invoicing will include an accounting of detailed hourly efforts to support it. This fee will also include any incidental reimbursable expenses such as mileage to and from the district.

This study will be managed primarily by me or our associate director, Scott Pellman who is a registered architect and has a deep knowledge of the OGA process. Mr. Pellman designed many schools in his years prior to coming to Colliers and has managed similar types of projects as this. Below are the hourly rates for our services. Please note that it will mostly be Mr. Pellman or myself as the director providing these services.

2023 Hourly Rates	
Category	**Hourly Rate**
Market Leader/Regional Director	$350
Senior Director	$285
Director	$260
Subject Matter Expert	$240
Associate Director	$220
Senior Project Manager	$210
Senior Technical Specialist	$200
Senior Construction Representative	$185
Project Manager	$175

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Construction Representative	$170
Technical Specialist	$160
Assistant Project Manager	$150
Financial Specialist	$145
Project Coordinator	$135
Administrative Support	$120

These rates are subject to an escalation of up to 4% per year and will be adjusted annually in January.

We are very excited about the opportunity to develop a relationship with Woodbridge Public Schools and are ready to move forward together. Please feel free to contact me at (860) 235-5313 or Charles.warrington@collierseng.com regarding this proposal or any other matter with which we may offer assistance.

Sincerely,



Charles E. Warrington, Jr., P.E.
Director, Project Management Services

Your signature in the space provided below and return of a signed copy to CPL will signify your acceptance of the terms proposed in this letter of agreement, the CPL Terms & Conditions which are attached to this letter and the ability to mutually adjust scope of services and corresponding fees if applicable at a later date. Any changes to this scope must be agreed upon in writing prior to formal modifications of the agreement as set forth in this document.

Beecher Road School

Donna Coonan <dcoonan@woodbridgeps.org>

Woodbridge Proposal

Charles Warrington <charles.warrington@collierseng.com> Wed, Nov 15, 2023 at 6:02 PM
To: Donna Coonan <dcoonan@woodbridgeps.org>
Cc: Vonda Tencza <vtencza@woodbridgeps.org>

Hi Donna,

As noted, our proposal covers Phase I and II.

Phase III – Create and Produce Ed Specs: We'd connect you with Dan Hansen who is an independent consultant. Dan is a retired assistance superintendent from South Windsor and wrote all the South Windsor Ed Specs as well as many others in the state. His cost for the Wallingford HS ed spec recently was $5,500 with a daily rate of $750. I'd say between $5k and $6k would suffice. We'd prefer to have the district contract with Dan directly if possible. We can contract it at 0% markup if necessary.

Phase IV – Grant Application filing. We prepare and compile the documents and assist you with the submission. That we can do for $7,500.

The larger variable is between Phase II and Phase III which is the option development phase. That phase will depend on the outcome and recommendations from Phase 2. As we discussed, if the architect cannot certify the renovation status, then we're looking at a replacement of the building (assuming the district wants reimbursement). Assuming this, the unknown is what site or site's the school(s) will go on. We think you may have room on the existing site but that's to be determined. If the district elects to hire an architect to develop a conceptual plan, we can either use the Phase 2 architect, or draft an RFP to solicit proposals. If an RFP, then there's a few hours for that. The largest unknow is really the amount of meetings needed. We've seen projects go through swiftly and then others drag out for many months up to a few years. I estimate our fees can range from $25k up to $50k depending on all the town variables which we cannot predict. If it goes on for years, then that value goes up as more effort is needed. For now I'd say between $25k and $50k. If we're looking for one value, then I'd have to err on the higher side of course. We'd certainly do it on an hourly basis and provide you all the backup hours. We unfortunately cannot predict the hours with any degree of accuracy.

My apologies for the vagueness on price between Phase II and III. There's many variable that can affect our efforts that we're not in control of.

I hope this helps.

Chuck

Charles E. Warrington, Jr., P.E.

Geographic Discipline Leader | Project Leaders

Shareholder
charles.warrington@collierseng.com

Mobile: 860-235-5313

135 New Road | Madison, CT 06443

cplusa.com

Colliers Project Leaders

A Division of Colliers Engineering & Design

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From: Donna Coonan <dcoonan@woodbridgeps.org>
Sent: Wednesday, November 15, 2023 4:52 PM
To: Charles Warrington <charles.warrington@collierseng.com>
Cc: Vonda Tencza <vtencza@woodbridgeps.org>
Subject: Re: Woodbridge Proposal

This message originated from outside your organization

Hi Chuck...we are hoping to include your proposal as one option for our Board of Education to consider. Can you give me any cost estimates for the other phases I requested?

[Quoted text hidden]
[Quoted text hidden]

[Quoted text hidden]

WBOE FACILITIES COMMITTEE HYBRID MEETING MINUTES
Thursday, November 2, 2023
Superintendent's Conference Room
Via WebEx https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mc15303b1ca1dfe944fed7d2f52ff6f5b
Meeting Number: 2483 644 4564 **Meeting Password:** 4F3yudJmpR3

CALL TO ORDER: Mr. Hughes, Chair, called the meeting to order (7:31 AM).

BOARD MEMBERS PRESENT: Mr. Jeff Hughes (in person); Ms. Lynn Piascyk (remote); Dr. Jay Dahya (remote).

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

Mr. Esparo provided overview of the projects accomplished over the summer contained in his monthly report. Highlights included roof repairs, LED bulb replacements / wiring related to exterior pole lighting and electrical conduit supports, blind replacement, HVAC controller replacement in the pool locker room / Gym controls, malfunctioning valve actuator, roof leak around the Rotunda, expansion joint replacement over KWing and completion of the air quality assessment.

Projects in process include PA system / keycard access control upgrades and door replacements, various roof leaks, water treatment monitoring, pipe clearing, cold water pressure and button / board replacement on the elevator.

It was noted that the pool has encountered numerous leaks and will not open as anticipated.

Projects related to the 2025-2030 Capital Budget proposal were reviewed to identify updated cost areas and attach deadlines for "life expectancy" expiration.

Dr. Dayha left the meeting (8:30 AM).

It was suggested that the area outside the Superintendent's Office be included in the floor replacement project.

The committee adjourned the meeting and took a tour of BRS (8:37 AM).

WBOE FACILITIES COMMITTEE HYBRID MEETING MINUTES
Wednesday, November 8, 2023
Superintendent's Conference Room
Via WebEx https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mbc309720060ff8328e68dfa2830b9027
Meeting Number: 2481 895 2017 **Meeting Password:** dCp5372gfn5

CALL TO ORDER: Mr. Hughes, Chair, called the meeting to order (7:31 AM).

BOARD MEMBERS PRESENT: Mr. Jeff Hughes (in person); Ms. Lynn Piascyk (in person); Dr. Jay Dahya (7:38 AM in person); Steven Lawrence (remote) and Dr. Maria Madonick (remote).

STAFF: Vonda Tencza, Superintendent (7:40 AM remote); Donna Coonan, Director of Business Services / Operations; Vito Esparo, Facilities Manager; and Marsha DeGennaro, Clerk of the Board.

Mr. Esparo provided overview of the Fuss and O'Neil Erosion and Sedimentation Mitigation report and the prioritization of the various projects associated with that report. At the November 3, 2023 meeting of the Town Building Committee, a request was made by the Committee Chair that the Board prioritize these items for inclusion in the upcoming building project. It was noted that given the age of the building there will be unknown needs that will continue to be forthcoming. It was suggested that the original submission date(s) of the various projects be included as well as a current status update.

While, projects continue to be targeted throughout the years, competing needs have shifted the prioritization. For example, flooring, South School abatement, ground erosion areas, sidewalk and parking lots / asphalt paving repairs have been submitted over the last 10 or so years, however, they have still not been completed. It was suggested that the North parking lot and additional tree plantings be included in the paving / drainage repair component. It is also important that an engineer provide alternative egress / ingress improvements related to traffic flow.

It would be beneficial to have a Town Building Committee meeting after November 21 and the December 13 Board of Selectmen meeting to review this information.

Meeting Adjourned (8:48 AM).

MINUTES OF THE HYBRID WBOE FINANCE COMMITTEE MEETING
Tuesday, November 14, 2023
https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m531d1e1556042684690603d5f41a8197
Meeting number (access code): 2494 271 6956 **Meeting password:** tmG9tJ2CS9i

Attendees: Vonda Tencza, Superintendent; Steven Lawrence (in-person); Lynn Piascyk (in-person), Maria Madonick (in-person), Sarah Beth Del Prete (5:24 PM remote), WBOE; Donna Coonan, Business Operations Manager; Vito Esparo, Facilities Manager; and Marsha DeGennaro, Clerk of the Board.

Mr. Lawrence, Chair called the meeting to order at 4:38 PM.

Public Comment: None

Items reviewed and discussed included the monthly financials inclusive of the FY Budget Narrative, Summary, Detail and Combining Financial Reports as well as the proposed Capital Budget 2025-2030.

Monthly Financials – Financials are running close to budget with savings identified in certified / administrative salaries, the switch of the SRO model, non-certified staff vacancies and technology. It is anticipated that if things continue to hold steady, there could be a projected surplus upon completion of the 2023/24 school year.

2025-2030 Capital Budget – The Committee reviewed the suggested projects for the 2025-2030 Capital Budget submission inclusive of roof replacement D & K Wings, drainage site improvements, paving improvements including the parking lots and sidewalks, flooring / casework replacement, asbestos abatement in specific areas of South, ventilator replacements, painting of assorted areas, playground rejuvenation / resurfacing, and fire panel / elevator upgrades / refurbishment. Discussion ensued regarding elevator replacement and how much latitude exists given the limited number of companies that service elevators and the lack of available parts. It needs to be made clear to the Town that this is an aging building and there are numerous projects that have exceeded their projected lifespan. Also, dependent upon the outcome of the feasibility study, certain projects may require further adjustment in timing of completion.

Public Comment: None

Meeting Adjourned: 6:10 PM

Woodbridge Board of Education

Proposed Capital Budget

For the Period 2025-2030

Presented November 20, 2023

Project Description	Cost Estimate	FY25	FY 26	FY27	FY28	FY29	FY30	Area	Type	Originally Requested
Roof Replacement D and K Wings	$ 1,428,000	$ 1,428,000						K,D, S Wing	Roofing	FY 2019-2020
Drainage Site Imrovements	650,000	650,000						Grounds	Site Improvement	FY 2012-2013
Paving Site Imrovements - parking lots and sidewaks	600,000	600,000						Grounds	Paving	FY 2012-2013
Flooring/Casework Replacement and Abatement in Art Room, Band Room and Special Education Classroom	138,124	$ 138,124						S-Wing	Cabinets	FY 2012-2013
Replace Flooring in Classrooms A1, A4, A8	46,000	46,000						A-Wing	Flooring	FY 2013-2014
Fire Panel Upgrade	33,000	33,000						South Lobby	Equipment	FY2023-2024
Replenish Playground Poured Rubber Surfaces	35,100			35,100				Playground	Surface	FY 2018-2019
Replacement of 1970's Casework	60,000	10,000	10,000	10,000	10,000	10,000	10,000	S-Wing	Cabinets	FY 2012-2013
Exterior Building Painting	300,000			150,000	150,000			Exterior	Paint	FY 2012-2013
Replace 11 Unit Ventilators	80,000				80,000			Building wide	HVAC	FY 2019-2020
Elevator Refurbishment	160,000	64,000	64,000	32,000				Kitchen	Equipment	FY2023-2024
ADA Playscape	50,000	50,000						Playground	Equipment	FY2023-2024
Building Expansion and or Reorganization	TDB	TBD	TBD	TBD	TBD	TBD	TBD	Building wide	Construction	FY 2022-2023
Totals	$ 3,580,224	$ 3,019,124	$ 74,000	$ 227,100	$ 240,000	$ 10,000	$ 10,000			

1) Project: Partial Roof Replacement - D & K Wings

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: Replace failing roof sections that are over 25 years old

The K Wing roof was installed in 1997. The D Wing roof was installed in 1995.



Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY25	FY26	FY27	FY28	FY29	FY30	Six-Year Total
A. Planning & Engineering							$ -
B. Land & ROW							$ -
C. Construction	$ 1,428,000						$ 1,428,000
D. Equipment Purchase	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTALS	$ 1,428,000	$ -	$ -	$ -	$ -	$ -	$ 1,428,000
E. Operating Costs							$ -

5) Proposed Financing

		% Percent		% Percent
General Fund			Federal Aid	
Bond Issue	$ 1,428,000	100%	Other School Contruction Grant	22%

Comments: Recommended that Town bond for 100% of cost and get an estimated 22% reimbursement from the State office of School Construction Grants

1) Project: BRS Drainage Improvmemts

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: So much of the BRS building is lower than the surrounding land that ponding and erosion are problematic with each weather event.





Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY25	FY26	FY27	FY28	FY29	FY30	Six-Year Total
A. Planning & Engineering							$ -
B. Land & ROW							$ -
C. Construction	$ 650,000						$ 650,000
D. Equipment Purchase	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTALS	$ 650,000	$ -	$ -	$ -	$ -	$ -	$ 650,000
E. Operating Costs							$ -

5) Proposed Financing

		% Percent			% Percent
General Fund			Federal Aid		
Bond Issue	$ 650,000	100%	Other		

Comments:

1) Project: BRS Paving Improvements

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: Repave north parking lot and various emergecy egress paved sidewalks and paths around campus. This will increase campus safety.





Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY25	FY26	FY27	FY28	FY29	FY30	Six-Year Total
A. Planning & Engineering							$ -
B. Land & ROW							$ -
C. Construction	$ 600,000						$ 600,000
D. Equipment Purchase	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTALS	$ 600,000	$ -	$ -	$ -	$ -	$ -	$ 600,000
E. Operating Costs							$ -

5) Proposed Financing

		% Percent		% Percent
General Fund			Federal Aid	
Bond Issue	$ 600,000	100%	Other	

Comments: There are many other examples and more photos can be provided





1) Project: Flooring/Casework Replacement and Abatement in Art Room
Band Room and Special Education Classroom

2) Department: Woodbridge School District

3) Project Background,
Purpose & Objectives: Replace Art Room cabinets and flooring Band Room one Special Education Classroom. There is known asbestos in the coating under the Art Room sink and in a few spots.



Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY25	FY26	FY27	FY28	FY29	FY30	Six-Year Total
A. Planning & Engineering							$ -
B. Land & ROW							$ -
C. Construction	$ 138,124						$ 138,124
D. Equipment Purchase	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTALS	$ 138,124	$ -	$ -	$ -	$ -	$ -	$ 138,124
E. Operating Costs							$ -

5) Proposed Financing

		% Percent		% Percent
General Fund	$ 138,124	100%	Federal Aid	
Bond Issue	$ -		Other	

Comments: The Special Education classroom here was previously the Recreation Office with kept a large tank with reptiles in it leaving the carpet/room with an unpleasent smell

1) Project: Replace Flooring in Classrooms A1, A4, A8

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: Cracked and lifting tiles are problematic and a tripping hazzard.



Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY25	FY26	FY27	FY28	FY29	FY30	Six-Year Total
A. Planning & Engineering							$ -
B. Land & ROW							$ -
C. Construction	$ 46,000						$ 46,000
D. Equipment Purchase	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTALS	$ 46,000	$ -	$ -	$ -	$ -	$ -	$ 46,000
E. Operating Costs							$ -

5) Proposed Financing

		% Percent		% Percent
General Fund	$ 46,000	100%	Federal Aid	
Bond Issue	$ -		Other	

Comments: Staff recommends replacement with a no stripping or waxing product to save on cleaning supplies.

1) Project: Fire Panel Upgrade

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: The current fire panel is over 27 years old. They no longer make new parts for this model and ITS has told us they currently do have an used parts should we have an issue, and they recommend that we upgrade it as soon as possible.



Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY25	FY26	FY27	FY28	FY29	FY30	Six-Year Total
A. Planning & Engineering							$ -
B. Land & ROW							$ -
C. Construction	$ 33,000	$ -					$ 33,000
D. Equipment Purchase	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTALS	$ 33,000	$ -	$ -	$ -	$ -	$ -	$ 33,000
E. Operating Costs							$ -

5) Proposed Financing

		% Percent		% Percent
General Fund	$ 33,000	100%	Federal Aid	
Bond Issue			Other	

Comments: The District feels the safety nature of this items warrants a high priority.

1) Project: Refresh Playground Poured Rubber Surfaces

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: The poured rubber surfaces, particularly under the swings wear out and need to be repoured. We have patched the high wear areas in the past, but it would be better to plan for the proper resurfacing of these playground areas.





Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY25	FY26	FY27	FY28	FY29	FY30	Six-Year Total
A. Planning & Engineering							$ -
B. Land & ROW							$ -
C. Construction	$ -	$ -	$ 35,100	$ -			$ 35,100
D. Equipment Purchase	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTALS	$ -	$ -	$ 35,100	$ -	$ -	$ -	$ 35,100
E. Operating Costs							$ -

5) Proposed Financing

		% Percent		% Percent
General Fund	$ 35,100	100%	Federal Aid	
Bond Issue			Other	

Comments:

1) Project: Replace Various 1970's Casework in Classrooms

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: Replace dilapidated casework in S Wing classrooms

Requesting funding to replace them at a pace of 1 or 2 per year depending on the size of the classroom.



Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY25	FY26	FY27	FY28	FY29	FY30	Six-Year Total
A. Planning & Engineering							$ -
B. Land & ROW							$ -
C. Construction	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 60,000
D. Equipment Purchase	$ -	$ -	$ -	$ -		$ -	$ -
TOTALS	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 60,000
E. Operating Costs							$ -

5) Proposed Financing

		% Percent		% Percent
General Fund	$ 60,000	100%	Federal Aid	
Bond Issue			Other	

Comments:

1) Project: Repaint Exterior of Beecher Road School

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: The various wings of BRS are on different paint schedules.

The south campus building, behind the pool is in need of paint and creeping vines.

Facia board, campus wide is difficult to maintain.



Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY25	FY26	FY27	FY28	FY29	FY30	Six-Year Total
A. Planning & Engineering							$ -
B. Land & ROW							$ -
C. Construction	$ -	$ -	$ 150,000	$ 150,000			$ 300,000
D. Equipment Purchase	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTALS	$ -	$ -	$ 150,000	$ 150,000	$ -	$ -	$ 300,000
E. Operating Costs							$ -



5) Proposed Financing

		% Percent		% Percent
General Fund	$ 300,000	100%	Federal Aid	
Bond Issue			Other	

Comments: This price is old and seems to high to staff. We are requesting this item a couple years out to give time to determine what will be done with space planning for BRS.

1) Project: Plan for Future Replacement of 11 Unit Ventilators

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: The units are over 30 years old. They are working but staff would like to plan for their eventual falure and replacement.



Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY25	FY26	FY27	FY28	FY29	FY30	Six-Year Total
A. Planning & Engineering							$ -
B. Land & ROW							$ -
C. Construction	$ -	$ -	$ -	$ 40,000	$ -	$ -	$ 40,000
D. Equipment Purchase	$ -	$ -	$ -	$ 40,000	$ -	$ -	$ 40,000
TOTALS	$ -	$ -	$ -	$ 80,000	$ -	$ -	$ 80,000
E. Operating Costs							$ -

5) Proposed Financing

		% Percent		% Percent
General Fund	$ 80,000	100%	Federal Aid	
Bond Issue			Other	

Comments:



1) Project: Plan For Eventual Elevator Replacement

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: The current elevator is now 27 years old. Our model the Ascension 2000 is no longer supported by elevator companies and there are no new replacement parts. Used parts are getting harder to come by as this model has not been supported for many years. Eventually our circuit boards will be repair only and will need to be sent out and hope the repair is successful. That could meant a lot of down-time for the elevator that services our cafeteria program.

Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY25	FY26	FY27	FY28	FY29	FY30	Six-Year Total
A. Planning & Engineering							$ -
B. Land & ROW							$ -
C. Construction		$ -					$ -
D. Equipment Purchase	$ 64,000	$ 64,000	$ 32,000	$ -	$ -	$ -	$ 160,000
TOTALS	$ 64,000	$ 64,000	$ 32,000	$ -	$ -	$ -	$ 160,000
E. Operating Costs							$ -

5) Proposed Financing

		% Percent		% Percent
General Fund	$ 160,000	100%	Federal Aid	
Bond Issue			Other	

Comments:

1) Project: ADA Merry Go Round

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: The only ADA accesible playground equipment at BRS are two swings. Staff proposes adding a merry go round that is slow moving, flush with the ground and can hold two wheel chairs and benches and can be used simaltaneously by students of all abilities.



Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY25	FY26	FY27	FY28	FY29	FY30	Six-Year Total
A. Planning & Engineering							$ -
B. Land & ROW							$ -
C. Construction	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ 20,000
D. Equipment Purchase	$ 30,000	$ -	$ -	$ -	$ -	$ -	$ 30,000
TOTALS	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ 50,000
E. Operating Costs							$ -



5) Proposed Financing

		% Percent		% Percent
General Fund	$ 50,000	100%	Federal Aid	
Bond Issue			Other	

Comments:

1) Project: Space Planning Needs

2) Department: Woodbridge School District

3) Project Background, Purpose & Objectives: With increading enrollment, BRS needs will need to undergo some form of transformation to keep up with the educational needs of our learners.

Estimated Expenditures by Fiscal Year

4) Project Costs & Schedule	FY25	FY26	FY27	FY28	FY29	FY30	Six-Year Total
A. Planning & Engineering							$ -
B. Land & ROW							$ -
C. Construction	TBD	TBD	TBD	TBD	TBD	TBD	$ -
D. Equipment Purchase	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTALS	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E. Operating Costs							$ -

5) Proposed Financing

		% Percent		% Percent
General Fund	$ -		Federal Aid	
Bond Issue	TBD		Other	

Comments:

A mandated policy to consider.

Business/Non-Instructional Operations

Food Service

School Lunch Service

Professional Standards for Food Service Personnel

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. Therefore the Board provides a food service program for { } school breakfasts; { } school lunches that meet the dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010, as periodically amended, and applicable state laws and regulations.

This service shall be under the supervision of the Food Services Director who shall be responsible to the { } Superintendent { } Business Manager/Director of Finance { } Assistant Superintendent. The Food Services Director shall be hired under specific job specifications and approved by the Board.

The Board shall comply with the minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs which are contained in the regulations to the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Public Law 111-296. These regulations, effective July 1, 2015, as amended, effective April 30, 2019, establish hiring standards for the selection of State and local school nutrition program directors, and requires all personnel in the school nutrition programs to complete annual continuing education/training.

The Board believes that the fulfillment of these professional standards for food service personnel will result in consistent, national professional standards that strengthen the ability of school nutrition professionals and staff to perform their duties effectively and efficiently. Requiring proper qualifications to serve in the District's Child Nutrition Programs is expected to improve the quality of school meals, reduce errors, and enhance Program integrity.

Flexibility for districts with 2,499 students or less, subject to the prior approval of the Connecticut State Department of Education (CSDE), allows such districts to accept food service experience as a substitute for school nutrition experience when hiring new school nutrition program directors. This shall include volunteer or unpaid work as relevant food service experience.

The Superintendent is directed to develop administrative regulations which detail the required hiring standards and continuing education training for all District food service personnel.

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)
(cf. 3542.33 – Food Sales Other Than National School Lunch Program)
(cf. 3542.34 – Nutrition Program)
(cf. 3542.43 – Charging Policy)
(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Business/Non-Instructional Operations

Food Service

School Lunch Service

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

10-216 Payment of expenses.

10-217 State Board of Education Regulations.

10-215b-1 School lunch and nutrition programs.

10-215b-11 Requirement for meals.

10-215b-12 Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).

Federal Register (80 Fed No 40) Professional Standards for State and Local Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, as amended effective 4/30/19.

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751.

7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001).

U.S. Department of Agriculture (USDA) Final Rule 84 FR6953

Policy adopted:
cps 1/16
rev 3/19
rev 1/20

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

Sample regulation to consider.

Business/Non-Instructional Operations

Food Service

School Lunch Service

Professional Standards for Food Service Personnel

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Public Law 111-296 requires significant changes in the Child Nutrition Programs to prevent and reduce childhood obesity, give eligible children access to nutrition benefits, and enhance the ability of nutrition professionals to operate the National School Lunch Program (NSLP) and School Breakfast Program (SBP) efficiently. Section 306 of the HHFKA amended section 7 of the Child Nutrition Act of 1966 (CNA) (42 U.S.C. 1776) by adding "Professional Standards for School Food Service." This provision is intended to ensure that school nutrition professionals that manage and operate the NSLP and SBP have adequate knowledge and training to meet Program requirements. Requiring proper qualifications to serve in the Child Nutrition Programs is expected to improve the quality of school meals, reduce errors, and enhance Program integrity.

Definitions:

School food authority (SFA) is the local governing body that has the legal authority to operate the school meal programs.

School nutrition program directors are those individuals directly responsible for the management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the school food authority.

School nutrition program managers are those individuals directly responsible for the management of the day-to-day operations of school food service for a participating school(s).

School nutrition program staffs are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

School Nutrition Program Professional Standards

School food authorities that operate the National School Lunch Program or the School Breakfast Program must establish and implement professional standards for school nutrition program directors, managers, and staff.

Minimum Standards for All School Nutrition Program Directors

Each school food authority must ensure that all newly hired school nutrition program directors meet minimum hiring standards and ensure that all new and existing directors have completed the minimum annual training/education requirements for school nutrition program directors, as set forth below:

Business/Non-Instructional Operations

Food Service

School Lunch Service

Professional Standards for Food Service Personnel

Minimum Standards for All School Nutrition Program Directors (continued)

Hiring standards: All school nutrition program directors hired on or after July 1, 2015, must meet the following minimum educational requirements, as applicable:

1. ***School nutrition program directors with local educational agency enrollment of 2,499 students or fewer.*** **Directors must meet the following requirements:**

   a. A Bachelor's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; **or**

   b. A Bachelor's degree or equivalent educational experience with any academic major or area of concentration, *and* either a State-recognized certificate for school nutrition directors or at least one year of relevant food service experience; **or**

   c. An Associate's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field *and* at least one year of relevant school nutrition program experience; **or**

   d. A high school diploma or equivalency (such as the general educational development diploma), *and* at least three years of relevant food service experience.

   e. Subject to the prior approval of the CSDE, the district may accept relevant food service experience as a substitute for school nutrition program experience when hiring new school nutrition program directors. (The CSDE may consider volunteer or unpaid work as relevant food service experience.)

   f. A local educational agency with less than 500 students may accept less that the required years of food service experience when an applicant for a new school nutrition program director position has the minimum required educational requirement.

Business/Non-Instructional Operations

Food Service

School Lunch Service

Professional Standards for Food Service Personnel

Minimum Standards for All School Nutrition Program Directors (continued)

2. ***School nutrition program directors with local educational agency enrollment of 2,500 to 9,999 students.*** **Directors must meet the following requirements:**

   a. A Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; **or**

   b. A Bachelor's degree or equivalent educational experience, with any academic major or area of concentration, *and* a State-recognized certificate for school nutrition directors; **or**

   c. A Bachelor's degree in any academic major *and* at least two years of relevant experience in school nutrition programs; **or**

   d. An Associate's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field *and* at least two years of relevant school nutrition program experience.

3. ***School nutrition program directors with local educational agency enrollment of 10,000 or more students.*** **Directors must meet the following requirements:**

   a. A Bachelor's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; **or**

   b. A Bachelor's degree or equivalent educational experience, with any academic major or area of concentration, *and* a State-recognized certificate for school nutrition directors; **or**

   c. A Bachelor's degree in any major *and* at least five years' experience in management of school nutrition programs.

Business/Non-Instructional Operations

Food Service

School Lunch Service

Professional Standards for Food Service Personnel

Minimum Standards for All School Nutrition Program Directors (continued)

d. School food authorities are strongly encouraged to seek out individuals who possess a master's degree or are willing to work toward a master's degree in the fields listed in this section. [At least one year of management experience, preferably in school nutrition, is strongly recommended. It is also strongly recommended that directors have at least three credit hours at the university level in food service management and at least three credit hours in nutritional sciences at the time of hire.]

Food safety training for school nutrition program directors for districts of all sizes: All school nutrition program directors must have completed at least eight hours of food safety training within five years prior to their starting date or completed eight hours of food safety training within 30 calendar days of their starting date. [At the discretion of the State agency, all school nutrition program directors, regardless of their starting date, may be required to complete eight hours of food safety training every five years.]

Continuing Education/Training Standards for All School Nutrition Program Directors

Each school year, the school food authority must ensure that all school nutrition program directors, (including acting directors, at the discretion of the State agency) complete annual continuing education/training. Twelve hours of annual training are required for Program Directors. The annual training must cover administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures), as applicable, and any other specific topics identified by FNS, as needed, to address Program integrity or other critical issues. Continuing education/training required is in addition to the food safety training required in the first year of employment.

Continuing Education/Training Standards for All School Nutrition Program Managers

Each school year, the school food authority must ensure that all school nutrition program managers have completed annual continuing education/training. Program managers must complete ten hours of annual training. The annual training must include, but is not limited to, the following topics, as applicable:

- Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures);
- The identification of reimbursable meals at the point of service;
- Nutrition;
- Health and safety standards; and
- Any specific topics identified by FNS, as needed, to address Program integrity or other critical issues.

Business/Non-Instructional Operations

Food Service

School Lunch Service

Professional Standards for Food Service Personnel (continued)

Continuing Education/Training Standards for All Staff with Responsibility for School Nutrition Programs

Each school year, the school food authority must ensure that all staff with responsibility for school nutrition programs that work an average of at least 20 hours per week, other than school nutrition program directors and managers, completes annual training in areas applicable to their job. Staff must complete six hours of annual training. Part-time staff working an average of less than 20 hours per week must complete four hours of annual training. The annual training must include, but is not limited to, the following topics, as applicable to their position and responsibilities:

- Free and reduced price eligibility;
- Application, certification, and verification procedures;
- The identification of reimbursable meals at the point of service;
- Nutrition;
- Health and safety standards; and
- Any specific topics identified by FNS, as needed, to address Program integrity or other critical issues.

The annual training requirements for school nutrition program managers, directors, and staff became effective July 1, 2015. Program managers, directors, and staff hired on or after January 1 of each school year must complete half of their required annual training hours before the end of the school year. At the discretion of the State agency:

- Acting and temporary staff, substitutes, and volunteers must complete training in one or more of the topics listed in this section, as applicable, within 30 calendar days of their start date; and
- School nutrition program personnel may carry over excess annual training hours to an immediately previous or subsequent school year and demonstrate compliance with the training requirements over a period of two school years, provided that some training hours are completed each school year.

Use of Food Service Funds for Training Costs

Costs associated with the required annual continuing education/training are allowed provided they are reasonable, allocable, and necessary in accordance with the cost principles set forth in 2 CFR part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87). However, food service funds must not be used to pay for the cost of college credits incurred by an individual to meet hiring requirements.

Business/Non-Instructional Operations

Food Service

School Lunch Service

Professional Standards for Food Service Personnel (continued)

School Food Authority Oversight

Each school year, the school food authority director must document compliance with the training requirements for all staff with responsibility for school nutrition programs, including directors, managers, and staff. Documentation must be adequate to establish, to the State's satisfaction during administrative reviews, that employees are meeting the minimum professional standards. The school food authority must certify that:

- The school nutrition program director meets the hiring standards and training requirements; and
- Each employee has completed the applicable training requirements no later than the end of each school year.

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)
(cf. 3542.33 – Food Sales Other Than National School Lunch Program)
(cf. 3542.34 – Nutrition Program)
(cf. 3542.43 – Charging Policy)
(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

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10-215b-12 Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

Business/Non-Instructional Operations

Food Service

School Lunch Service

Professional Standards for Food Service Personnel

Legal Reference: Connecticut General Statutes (continued)

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

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P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Regulation approved:
cps 1/16
rev 3/19
rev 1/20

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SAMPLE JOB DESCRIPTION TEMPLATE
District School Nutrition Directors/Supervisors

General Function and Scope

The District School Nutrition Director/Supervisor will oversee all aspects of the district Child Nutrition Program (CNP) operation. The job functions include administrating, planning, directing, assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children, as they relate to the CNP. The school nutrition professional shall partner with others in the school district and community to solicit support for the development of a sound nutrition assistance food program while following federal, state, and local guidelines. The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

Essential Functional Areas of Responsibilities

Customer Service

- Establishes quality standards for the presentation and service of food.
- Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.

Sanitation, Food Safety, and Employee Safety

- Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develops and integrates employee safety regulations into all phases of the school foodservice operation.
- Establishes procedures and policies for risk management.

Financial Management and Recordkeeping

- Establishes measurable financial objectives and goals for the CNP.
- Manages the CNP using appropriate financial management techniques.
- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.

Food Production

- Develops procedures to ensure the food production system provides safe nutritious food of high quality.
- Ensures operational procedures for efficient and effective food production and distribution.
- Implements a cost-effective procurement system.
- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
- Establishes standards for receiving storing, and inventorying food and non-food supplies based on sound principles of management.

Program Accountability

- Ensures CNP compliance with all local, state, and federal laws, regulations, and policies.
- Provides technical assistance and training for school foodservice personnel, school administrators, and other school support staff.
- Develops guidelines for providing services in response to disaster or emergency situations.

Nutrition and Menu Planning

- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the CNP.
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.

General Management

- Employs management techniques to maintain an effective and efficient CNP.
- Develops short and long term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Board of Education.
- Implements policies and procedures to ensure the effective operations of CNPs.
- Develops a long-range program for establishing professional status for the CNP's role in the education community.
- Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information.

Personnel Management

- Implements personnel policies and procedures for the CNP according to local, state, and federal regulations and laws.
- Develops job performance standards that provide for performance improvement.
- Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
- Establishes procedures to implement employee contract agreements, progressive discipline, and formal grievances.
- Establishes standards for the professional development of the district's CNP personnel.

Facility Layout and Design and Equipment Selection

- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow.
- Determines equipment needs and specifications consistent with program needs and budget.

Environmental Management

- Develops and implements policies and procedures to ensure environmental responsibility.
- Establishes a waste management system for the CNP that is effective, economical, and environmentally safe.

Marketing

- Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and community.
- Conducts an on-going evaluation of the marketing plan.
- Communicates program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents, and community.
- Implements a plan for providing foodservice for special functions consistent with Board of Education policies.

Computer Technology

- Implements management information systems that increase the productivity and efficiency of the school food and nutrition operation.
- Trains staff to use computer technology in individual school sites to improve management techniques.

Nutrition Education

- Develops and implements a comprehensive nutrition education program using school cafeterias as learning laboratories.
- Establishes role of the CNP as a resource for expertise in the development and presentation of nutrition education materials and activities.

Other

- Performs and directs job related proficiency with the highest ethical integrity.
- Performs and directs with a commitment to promote a quality CNP that meets the nutritional needs of the customers served.
- Performs and directs with an overall nature that is committed to the goals and visions of the school district.
- Performs and directs appropriate communication skills with the customers served.

POLICY SERVICES

P4113.12

A mandated policy to consider.

Personnel -- Certified

Minimum Duty-Free Lunch Periods for Teachers

The Board of Education, in compliance with P.A. 22-80, shall provide a minimum 30-minute uninterrupted lunch period for teachers and other certified staff.

Legal Reference: Connecticut General Statutes

PA 22-80 An Act Concerning Childhood Mental and Physical Health Services in School.

Policy adopted:
cps 7/22

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