Woodbridge Board of Education
Woodbridge Board of Education Regular Meeting
Monday, June 17, 2024 7:00 PM

South Assembly Room

Agenda

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

https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m68fbffee4fac0e51118fdda2e4372718

Meeting Number: 2491 415 6359
Meeting Password: cAmWkC7KM89

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. Pledge of Allegiance
C. Service Award Recognition - John Laudano, QVHD
D. Correspondence - *Correspondence may be submitted via email no later than 4:00 PM on the day of the meeting to mdegennaro@woodbridgeps.org*
E. 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*

II. **Consent Agenda**

A. Approval of May 21, 2024 Regular Meeting Minutes
B. Budget Narrative Report
C. Budget Summary Report
D. Budget Detail Report
E. Combining Financial Statements
F. Accept Policies for 30-Day Review
    1. 9011 - Accountability; 9273 - Civility; 1316 - Conduct on School Property (Civility)
    2. 9121 - Chairperson
    3. 9122 - Vice Chairperson
    4. 9123 - Secretary
    5. 9124 - Clerk of the Board
    6. 9125 - Attorney

7. 9130 - Committees
8. 9150 - Consultants

III. **Reports**

A. Superintendent's Report
   1. BRS Update
B. Curriculum Committee
C. BRS Infrastructure Upgrade Building Committee Update
D. Finance Committee
   1. 2023/24 Budget Surplus
   2. 2024/25 Budget Reconciliation
E. Policy Committee
F. CABE Liaison Report

IV. **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
   1. Conduct the Annual Evaluation of the Superintendent

V. **New Business**

A. Act on 2024/25 Superintendent's Contract *(please note action will occur after Executive Session)*

VI. **Adjournment**


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

The ABC AWARD

Advocate Beyond the Classroom

WBOE Recognition Award for Excellence

The award is established and given by the Woodbridge Board of Education to recognize the efforts of individual staff members who lead a task or project, outside the scope of their job, for the sole purpose of positively and significantly affecting student learning and/or the learning environment at Beecher Road School.

This award is an opportunity for public recognition within and beyond the Beecher Road School community to highlight efforts of Beecher Road School staff who act as an advocate for children beyond the classroom.

Achievement must be beyond the nature of the candidate's job responsibilities.
Achievement must positively and significantly affect student learning and/or the learning environment.

Marsha DeGennaro <mdegennaro@woodbridgeps.org>

[External Email] Fwd: Mathematics Instruction Update

1 message

Cindy's Super family <cindywarnerkruger@gmail.com> Sun, Jun 16, 2024 at 7:34 PM
To: Beecher Road School <asherman@woodbridgeps.org>, Vonda Tencza <vtencza@woodbridgeps.org>, Woodbridge School District / Beecher Road School <mdegennaro@woodbridgeps.org>
Cc: Lynn Piascyk <lpiascyk@woodbridgeps.org>, Michael Strambler <mstrambler@woodbridgeps.org>

Dear Mrs. Sherman, Ms. Tencza, and the WBOE,

As the school year ends, I reflect on our "community conversation" about math and come to the very disappointing conclusion that nothing has changed, and in fact, no meaningful "conversation" has even occurred. The parents have spoken up at school board meetings and made passionate pleas for an engaging and exciting math education for our children, based on current math educational knowledge, and appropriate social-emotional support. The school wrote the note below. The teachers had nothing else to add. Once again, only 3 of so many talented 5th grade children passed the newly created "district assessment" to qualify for a pre-algebra test. It has been a frustrating engagement. Perhaps it is time for a new approach.

You promised below to "compact curriculum in upper grades," and "to support all of your learners, academically and emotionally." The school identified children with strong math aptitude. These students were gathered into a room and told, in sum, "you are good at math; you can expect people to make fun of you; we will be testing you." This sort of "Breakfast Club" attitude is one we need to break, if the school is really committed to a culture of kindness. My son's teacher commented that she could see my son (and other students) were ready to learn higher level math, but she was not allowed to teach it to them. Administrators told me not to seek tutors, as they do not recommend going ahead. And, of course, the biggest issue is that the school assessed the children of their knowledge of 6th grade math without teaching it to them. In fact, it is amazing that so many of these students were able to score as high as they did, given the lack of instruction.

As a community leader, I have tried very hard to encourage a civil and respectful conversation about math and changes that parents would like to see in the school. Now I request that you fulfill your promise to these students, and place the students (I only personally know of 17 who met the criteria to take the test, but that is enough for a class) in a class where they may learn math together, with a teacher who is prepared to accelerate and work with students who already know so much of the curriculum you plan to teach them, with the aim of keeping them engaged beyond "enrichment" (where certainly my son learned public speaking skills, but not new math) and encourage them to soar. Sixth grade is often in middle school, and grouping students by math ability at this stage should not be controversial, and would help meet the needs of this cohort. This solution would address your concern that no math is skipped, but also the parents' concern that children be engaged and a pace of math learning that is engaging for them.

We are a community that strongly values education -- almost every one of us moved here for the school system -- and we have more than our fair share of talented young people. It is time for a culture change -- to value our students who love and excel at math and encourage them, just as the school does today with reading. I hope that the school will take this moment to reflect on how they can provide meaningful advanced math education to these students (and the ones coming up behind them), who deserve it, and deserve it now.

Respectfully submitted,
Cindy Kruger

---------- Forwarded message ---------
From: **Beecher Road School** <asherman@woodbridgeps.org>
Date: Fri, Mar 8, 2024 at 8:31 AM
Subject: Mathematics Instruction Update
To: <cindywarnerkruger@gmail.com>

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

Analisa Sherman, Principal
asherman@woodbridgeps.org

James Sapia, Assistant Principal
jsapia@woodbridgeps.org
Cheryl Tafel, Assistant Principal
ctafel@woodbridgeps.org

March 8, 2024

Dear BRS Community,

I hope this letter finds you well, and enjoying the longer days that are slowly coming our way! I am writing to share with you an important update regarding mathematics instruction at Beecher Road School. The information below was shared at the February 26th Board of Education meeting.You can view both the BRS and the Amity math powerpoints at this link. You can listen to the math presentation by viewing the February meeting since Board of Education meetings are videotaped and can be viewed by following this link.

Recently, questions regarding mathematics education at Beecher have been raised. Ongoing data and curriculum review, collaborative discussions and vertical conversations occur regularly. However, the questions raised by the community prompted us to take a deeper look at mathematics, as well as to engage with some additional learning. Our research included conversations with districts within our District Reference Group (DRG), meetings with our colleagues in the Bethany, Orange and Amity area, conversations with respected professionals in the field (including UCONN NEAG School of Education, Renzulli Center for Creativity, Gifted Education, and Talent Development) and reading and discussion of relevant articles. All of this research brought us to some key conclusions and allowed us to define our beliefs. Some of these beliefs include:

- Mathematical Practice Standards are a critical component of instruction in today's classroom
- All learners deserve opportunities to think deeply and practice inquiry
- Growth mindset research guides BRS instruction

- Gaps in student understanding are created by skipping foundational learning standards
- Passion, perseverance and being able to communicate mathematically are just as important as computational skills
- Teacher-student relationships drive instructional decisions

Our research guides us to make the following recommendations:

- 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 in upper grades rather than skip important foundational content
    - "The term compacted means to compress content, which requires a faster pace to complete; it does not involve skipping content."
- Use high quality research based resources
- Provide ongoing, targeted professional learning

Finally, we recognize a need for continuous improvement. To that end we have identified several areas that we will grow in. Those areas include improving communication from a variety of staff, continued conversations with our colleagues in Bethany, Orange and Amity, a review and revision of resources utilized for curriculum compacting, professional learning focused around mathematics instruction and, finally an ongoing commitment to the strategic plan which includes work around inquiry teaching and learning and project based learning.

I'd like to end by mentioning that the teachers and staff at Beecher care deeply for all of their students. We want to continue to partner with you to support all of our learners, both academically and emotionally. If you have questions or concerns about what is happening in math or about your child's progress, please reach out to your child's teacher or a member of the administration team.

Sincerely,

Analisa Sherman	Jimmy Sapia	Cheryl Tafel
Principal	Assistant Principal	Assistant Principal

Our Mission
Beecher Road School is a caring, creative community that models and inspires the joy of life-long learning, embraces diversity, and celebrates the unique qualities of each person.

Woodbridge School District
40 Beecher Road, Woodbridge, CT 06525
District Office: 203-387-6631 ~ Main Office 203-389-2195

Contact Us & Directions | Website

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Beecher Road School

Marsha DeGennaro <mdegennaro@woodbridgeps.org>

Fwd: [External Email] Pre-Algebra

1 message

Lynn Piascyk <lpiascyk@woodbridgeps.org> Mon, Jun 17, 2024 at 8:13 AM
To: Marsha DeGennaro <mdegennaro@woodbridgeps.org>

Marsha -
Please include this in Boardbook under Board Correspondence.
Thanks you, Lynn

---------- Forwarded message ---------
From: **Joyce Shavers** <joyceshavers@gmail.com>
Date: Mon, Jun 17, 2024 at 12:38 AM
Subject: [External Email] Pre-Algebra
To: <lpiascyk@woodbridgeps.org>, <lfrancese@woodbridgeps.org>, <sdelprete@woodbridgeps.org>, <jdahya@woodbridgeps.org>, <bhopkins@woodbridgeps.org>, <jhughes@woodbridgeps.org>, <slawrence@woodbridgeps.org>, Michael Strambler <mstrambler@woodbridgeps.org>, <ewilliamson@woodbridgeps.org>, <vtencza@woodbridgeps.org>

Dear Board Members,

I write to ask you to consider offering Pre-Algebra to the 21 rising sixth grade students who have shown high math aptitude by achieving a Math STAR score at or above the 97th percentile. Below I outline why offering Pre-Algebra would further the educational mission of our District, be in line with what other high-achieving districts offer, and be likely to succeed at Beecher.

The 21 fifth grade students sat for an exam to establish eligibility to take Pre-Algebra in sixth grade. The exam took place over three days for 90 minutes each day. What was the purpose of the test?

If the answer is to ensure that the students have a good grasp of 6th grade math, that would be a reasonable answer. However, that answer then would call into question the type of questions on the test. For example, there were questions about box and whisker plots, stem and leaf plots and interquartile ranges. Based on my experience with my older son, at no time were these subjects covered at school, at least up to Pre-Calc (the extent of my son's math education so far), and certainly not in sixth grade at Beecher. I know because I taught my son these concepts for the first time in preparation for the upper level ISEE, a standardized test for private high schools. These concepts are straightforward and take about 10 minutes to explain. While they are not complicated concepts, they do need to be taught in order for students to grasp them. They are also not fundamental for high level math. There may be other examples, but these are the ones my daughter mentioned to me.

One solution would be to give these identified students the post test for each unit in sixth grade. This approach would ensure that there are no meaningful gaps in math education for this group of advanced math students. At the same time, the students would not be held to a different and higher standard than any other graduating sixth grade student.

These 21 students have performed above grade level on STAR exams. They have therefore demonstrated more math knowledge and the ability to learn faster than their peers. If the district's mission is to meet every child where they are, Beecher should teach these 21 students at their level. 21 students make up an entire class.

Beecher Road School is a wonderful school in many important ways. Please help the district address the one area -- advanced math education -- that has generated many years of significant frustration in our community. Woodbridge has one of the highest educated populations in the country. There is a lot of talent and educational expectation in our town. Most of the districts in our DRG, including Orange, offer Pre-Algebra. There will be bumps in the road for the first few years of Pre-Algebra at Beecher, but the same would happen whenever we try to effect change. Change and progress begin at the end of our comfort zone.

The mission of our school district is to help each student grow. Please help our district fulfill this mission for 21 rising sixth graders in the area of math.

Joyce Shavers

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Beecher Road School

Marsha DeGennaro <mdegennaro@woodbridgeps.org>

[External Email] Sixth Grade Mathematics

1 message

Daniel Vatner <dvatner@gmail.com> Mon, Jun 17, 2024 at 9:05 AM
To: mdegennaro@woodbridgeps.org
Cc: Amy Vatner <amyvatner@gmail.com>

Mrs. Sherman, Ms. Tencza, and the WBOE,

We are writing to request that the district support 5th grade students who were identified as eligible to take the advanced math placement test receive some type of tracked or accelerated teaching in math during their sixth grade year.

These students have demonstrated commitment to their learning: they received extremely high scores on standardized testing, and in TAG, and they even complied with being tested on a curriculum they had not been taught. They should be provided with an opportunity to remain so engaged and learn at an accelerated pace.

Thank you,
Dan & Amy Vatner

Beecher Road School

Marsha DeGennaro <mdegennaro@woodbridgeps.org>

[External Email] 5th/6th grade Math requesting Steam Teacher priority

1 message

Hillary Drumm <hiljor@gmail.com> Mon, Jun 17, 2024 at 12:40 PM
To: Marsha Degennaro <mdegennaro@woodbridgeps.org>, lpiascyk@woodbridgeps.org, sdelprete@woodbridgeps.org, bhopkins@woodbridgeps.org, jdahya@woodbridgeps.org, ewilliamson@woodbridgeps.org, jhughes@woodbridgeps.org, slawrence@woodbridgeps.org, mstrambler@woodbridgeps.org, lfrancese@woodbridgeps.org
Cc: Analisa Sherman <asherman@woodbridgeps.org>, Vonda Tencza <vtencza@woodbridgeps.org>

Dear members of the Woodbridge Board of Education,

I am writing to provide an update of the Advanced Math options at Beecher Road School from prior discussions and to ask for support in making advanced 6th grade math a priority for the incoming STEAM teacher.

In early May, the 5th grade children were identified who had scored >97% on at least 2/3 of their STARS testing and were invited to take the end of 6th grade test. The assessment was given with 1 day notice via email, children were instructed not to prepare and given no information as to content/themes that would be covered. As discussed at prior requests at WBOE meetings, our children were neither taught the material for this test nor given an outline of the content so that they could explore the content on their own.

Out of 20+ children who were identified to take the assessment (according to our children who counted who else was in the room with them) we have been told by administration that 3 scored over 80% (pass) on the test to qualify for pre algebra. This leaves at least 17 kids who have the capacity to do high level math work, but who were not exposed to enough of the specific material to do well enough on this assessment.
As a result of only a small amount (3) children passing, it is my understanding that plans for next year are unclear and I am concerned they will be a repeat of last year, with no Pre Algebra class for 6th graders and only enrichment and extension for other identified high achieving kids-- which we have seen from this assessment-- does not prepare them for much.

I have already reached out to our administration with respect and optimism but I also understand we need full support to allow our children to succeed.

I implore the WBOE to work with the administration and the incoming STEAM teacher to prioritize developing a comprehensive curriculum for these 6th graders. Expose them to new material and foster their curiosity and learning. They have demonstrated capacity with their STARS, SBAC scores, TAG placement and overall math performance over the years.
If many of these learners can achieve over 50% on an assessment when they have had no exposure to the content and have not prepared, imagine what they could do if they were actually exposed to the material and taught the concepts. Please give them access to the content that they need to succeed and continue to work hard.

Please please please work with the administration, 6th grade teachers and new STEAM staff to teach these children and make advanced 6th grade math a priority.
Allow them to learn what they do not know and learn how to learn new and hard things.
Allow them to be challenged and fail and become resilient.
Allow them to learn study skills, struggle, get frustrated and to hate math for a bit because it has become difficult.
Allow them to love math because they have conquered something that is challenging.
Allow them to learn these lessons at Beecher Road School so they can soar in their next pursuits.

Just please do not hold them back and willingly keep them in the dark.
Thank you for your consideration.
Sincerely,
Hillary Drumm

MINUTES OF THE HYBRID REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING
Tuesday, May 21, 2024
Via WebEx https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m5d140f18d2d91a6552a4bc687cda03c8
Meeting Number: 2497 284 8317 **Meeting Password:** 3sTSm5qTpb7

CALL TO ORDER: Ms. Lynn Piascyk, Chair, called the meeting to order (6:29 PM).

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (in-person); Mr. Jeff Hughes (in-person); Ms. Sarah Beth Del Prete (in-person); Mr. Steven Lawrence, Vice Chair (in-person); Dr. Michael Strambler (in-person) and Ms. Erin Williamson (in-person)

STAFF: Vonda Tencza, Superintendent

Executive Session
The Board entered Executive Session in accordance with State statute to discuss the 2024/25 contract for the Director of Business Services / Operations.

MOTION #1 – EXECUTIVE SESSION (6:29 PM)
Move that we enter Executive Session to discuss the 2024/25 contract for the Director of Business Services / Operations and invite the Superintendent to join the Board.
Mr. Lawrence
Second by Mr. Hughes
UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (in-person); Mr. Jeff Hughes (in-person); Ms. Sarah Beth Del Prete (in-person); Mr. Steven Lawrence, Vice Chair (in-person); Dr. Michael Strambler (in-person) and Ms. Erin Williamson (in-person).

STAFF: Vonda Tencza, Superintendent

MOTION #2 – RETURN TO PUBLIC SESSION
Move that we return to Public Session (6:51 PM).
Mr. Lawrence
Second by Dr. Strambler
UNANIMOUS

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

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

STAFF: Vonda Tencza, Superintendent; Analisa Sherman, Principal; Jimmy Sapia, Assistant Principal; Cheryl Tafel, Assistant Principal; Carrie Borcherding, Special Services Director; and Marsha DeGennaro, Clerk of the Board.

CAPSS SUPERINTENDENT / STUDENT AWARD RECIPIENTS – Awards were presented to Grade 6 students: Mason Ackerman, Sadie Berkowitz, Jonah Cohen, Riaan Godawat, Annabel Maley, Sydney Reed and Qihan Yang. This award is designed to honor students who excel in three categories: community service and/or service to others; academic prowess relative to their ability; and leadership to their school community. The Board held a brief recess to congratulate the students and their families.

Return to order (7:27 PM).

CORRESPONDENCE – Ms. Del Prete acknowledged receipt of correspondence available in BoardBook.
PUBLIC COMMENT – None

PTO Update – Ms. Kruger noted completion of the successful Spring Book Fair which raised over $12,000 in scholastic dollars and $10,000 in teacher grants, subscriptions and literacy anthologies. Other highlights included Arts Night, the Fun Run, Quassy Night, Grade 6 robotics project, Birds of Prey and the MAG garden.

CONSENT AGENDA
MOTION #3 – CONSENT AGENDA
Move that we approve the consent agenda as presented.
Mr. Lawrence
Second by Ms. Del Prete
UNANIMOUS

Superintendent Report – Superintendent Tencza provided a brief update on the Literacy Master Science / Reading course, the upcoming changeover from the Swift K12 parent communication program to another communication platform during the summer, the recent reassignment of Kristina Conroy to a Literacy Specialist creating another elementary teaching vacancy for the 2024/25 school year, finalization of the 2023/24 budget surplus recommendations for the June WBOE meeting as well as the reconcilation of the 2024/25 budget based on the reduction by the BOS/BOF. Also noted was the anticipated cost for asbestos remdiation which could range from $18,000-20,000 with an additional $12,000 for flooring replacement in those areas. It was suggested that the Board develop a contingency fund line item, similar to Amity, for purposes of targeting projects for completion as funding becomes available. It was noted that as a regional district Amity has different statute requirements and that the Town has been gracious in funding additional unanticipated expenditures when necessary.

BRS Update – Principal Sherman extended sincere thank you to the Board and PTO for their acknowledgements during staff / teacher appreciation week, completion of PreAlgebra, SBAC and STAR testing, Kindergarten Orientation, Grade 6 Field day occurring and the review of the HMH pilot in Grades K, 1 and 2.

Facilities Committee – Mr. Hughes reviewed the May 2 meeting detailing completion of building repairs and grounds projects. Support was voiced for the asbestos remediation to occur over the summer of 2024 as the building will not be occupied by staff nor students as a result of the roofing project.

BRS Town Building Committee Update – Mr. Hughes noted this committee met recently to interview firms regarding space utilization and will meet again on Thursday.

Finance Committee – Mr. Lawrence reviewed the May 7 meeting inclusive of the standard monthly reports. It is anticipated that there will be a projected surplus in the 2023/24 budget and possible areas of use will be discussed at the June 11 meeting. It was recently discovered that an adjustment was required to cover funding of non-certified and certified 12-month employees which will result in an allocation of $140,000 to rectify the payroll schedule, which has been in error since 2004. The Committee also discussed the anticipated costs associated with asbestos remediation and use of surplus funds to cover this unanticipated cost of approximately $32,000 in order to expedite the funding process. It was suggested that surplus funds be used to directly impact students, i.e. class supplies, consummables, bulk buying etc. and not the building and that teacher input be solicited on the use of surplus dollars. It was noted that the facility is the Town's largest asset, and as such, should be a primary focus and maintained accordingly. Discussion ensued as to whether the use of the surplus should be the Town's decision or the Board of Education.

MOTION #4 – ASBESTOS REMEDIATION
Move that we appropriate funding from the 2023/24 budget surplus for asbestos remediation in the summer of 2024
Dr. Lawrence
Second by Dr. Strambler
UNANIMOUS

Policy Committee – Ms. Williamson presented the policies currently under 30-day review for adoption.

MOTION #5 – ADOPT POLICY 9000 (ROLE OF BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)

Move that we adopt Policy 9000 as revised

Ms. Williamson
Second by Mr. Lawrence
UNANIMOUS

MOTION #6 – ADOPT POLICY 9005 (STATEMENT OF INTEGRITY)

Move that we adopt Policy 9005 as revised.

Ms. Williamson
Second by Mr. Hughes
UNANIMOUS

MOTION #7 – ADOPT POLICY 9010 (LIMITS OF AUTHORITY)

Move that we adopt Policy 9010 as revised.

Ms. Williamson
Second by Dr. Strambler
UNANIMOUS

MOTION #8 – ADOPT POLICY 9012 (LEGAL RESPONSIBILITIES OF BOARDS OF EDUCATION)

Move that we adopt Policy 9012 as revised.

Ms. Williamson
Second by Dr. Dahya
UNANIMOUS

MOTION #9 – ADOPT POLICY 9020 (PUBLIC STATEMENTS)

Move that we adopt Policy 9020 as revised.

Ms. Williamson
Second by Ms. Del Prete
UNANIMOUS

MOTION #10 – ADOPT POLICY 9020.1 (ADVOCACY)

Move that we adopt Policy 9020.1 as revised.

Ms. Williamson
Second by Mr. Lawrence
UNANIMOUS

MOTION #11 – ADOPT POLICY 9030 (COMMITMENT TO DEMOCRATIC PRINCIPLES IN RELATION TO COMMUNITY, STAFF AND STUDENTS)

Move that we adopt Policy 9030 as revised.

Ms. Williamson
Second by Mr. Hughes
UNANIMOUS

MOTION #12 – ADOPT POLICY 9040 (BOARD RELATED RESPONSIBILITIES)

Move that we adopt Policy 9040 as revised.

Ms. Williamson
Second by Dr. Strambler
UNANIMOUS

MOTION #13 – ADOPT POLICY 9110 (NUMBER OF MEMBERS, TERMS OF OFFICE, ELECTION OF MEMBERS)

Move that we adopt Policy 9110 as revised.

Ms. Williamson
Second by Dr. Dahya
UNANIMOUS

MOTION #14 – ADOPT POLICY 9120 (OFFICERS AND AUXILIARY PERSONNEL)
Move that we adopt Policy 9120 as revised.
Ms. Williamson
Second by Ms. Del Prete
UNANIMOUS

MOTION #15 – MODIFY AGENDA
Move that we add Policy 9011 to the agenda.
Ms. Williamson
Second by Dr. Strambler
UNANIMOUS

MOTION #16 – ADOPT POLICY 9011 (ACCOUNTABILITY)
Move that we adopt Policy 9011 as revised.
Ms. Williamson
Second by Dr. Dahya
UNANIMOUS

CABE Liaison Report – Ms. Del Prete apprised the Board of the CABE Leadership meeting on August 8.

NEW BUSINESS
As discussed in Executive Session earlier in the meeting, the Board presented the contract for the Director of Business Services / Operations. Dr. Dahya noted that as he was not part of that discussion, he would abstain.

MOTION #17 – DIRECTOR OF BUSINESS SERVICES CONTRACT
Move that we extend the contract of the Director of Business Services/Operations through June 30, 2027 including a three (3) % increase in salary for the 2024/25 school year.
Ms. Piascyk
Second by Mr. Lawrence
IN FAVOR: Ms. Piascyk, Ms. Del Prete, Mr. Hughes, Mr. Lawrence, Dr. Strambler and Ms. Williamson
ABSTAIN: Dr. Dahya
MOTION PASSES 6-0-1

Upcoming WBOE Committee / Meeting Schedule – Curriculum Committee on June 6 at 4:00 PM, Policy Committee on June 3 at 4:30 PM, Finance Committee on June 11 at 4:30 PM and the regular WBOE Regular Meeting on Monday, June 17 at 7:00 PM. Chair Piascyk asked that all Board members complete and return the CABE Superintendent Evaluation document either via hard copy or electronicly by June 3.

PUBLIC COMMENT – None

MOTION TO ADJOURN: (8:57 PM)
Mr. Hughes
Second by Dr. Strambler
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge Public School's 2023-2024 Budget Narrative

June 7, 2024

The attached financial reports represent eleven months (92%) of the fiscal year.

100 Series Salaries - Salaries represent 61% of the budget. Total projected saving in salaries are estimated at $50K. Teachers and para who elected them will receive their balloon payments in June and all remaining payroll encumbrances will get paid out.

200 Series Benefits – Benefits are 21% of our budget is based on the health elections of last year's staff. This month we increased our estimated savings in the benefits category to a total of $159K. A combination of para vacancies and the CMERS rate coming in 4% less than budgeted continues to be a driver of savings in this category. Additional savings are in health insurance are due to changes in staff elections and some insurance now being paid for in a grant.

300 Series Purchased Professional Services- This category represents 3% of our budget and includes legal, audit, substitute teachers and other expenses that are generated on a month-by-month basis. This saving in this category was reduced by $14K from the prior month to a total of $58K. This change is the result of additional substitute expense which is a common pattern at the end of the school year.

400 Series Purchased Property Services - Purchased Property Services are 4% of the total budget and the projected savings was increased to $109K for the year. The combination of mild to average winter coupled with the pool being empty for 6 months continue to be the main drivers of this projected savings. As this is a significant variance from our budget we will analyze the usage of our utilities at the meter level.

500 Series Other Purchased Services - This category is 9% of our budget and includes student transportation, tuition, interns, liability insurance and items that do not fall within the professional services/property services categories. The overall budget deficit increased by about $10K due to some additional special education transportation invoices that came in. The current budget overage in this category is now $164K.

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 increased our projected deficit in this category by pre-buying a $10K software subscription for next year.

700 Series Furniture and Equipment - This category represents 6/10 of one percent of the budget and we anticipate utilizing all of the funds before the end of the fiscal year. We anticipate utilizing all of these funds and there is no change from the prior month.

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. We are anticipating a $4K saving in this expense this year.

WOODBRIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 5-31-2024

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	10,298,303	222,768	26,385	50,455
200	TOTAL BENEFITS	3,497,674	530,754	371,500	159,254
300	TOTAL PROFESS. SERVICES	522,182	173,108	115,176	57,932
400	TOTAL PROPERTY SERVICES	728,899	186,116	76,874	109,242
500	OTHER SERVICES	1,512,357	(97,217)	66,884	(164,101)
600	SUPPLIES & MATERIALS	322,601	60,009	76,881	(16,872)
700	TOTAL PROPERTY SERVICES	98,400	36,479	36,479	-
800	TOTAL DUES, FEES, MISC.	36,675	11,872	7,074	4,798
	TOTAL ADOPTED BUDGET	**17,017,091**	**1,123,889**	**777,253**	**200,708**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	41,800	(30,478)	-	(30,478)
510	TRANSPORTATION	225,274	(56,698)	(14,000)	(42,698)
560	TUITION SPECIAL ED	328,480	(79,736)	30,000	(109,736)
	SPECIAL EDUCATION CARVEOUT	**595,554**	**(166,912)**	**16,000**	**(182,912)**

SUMMARY	
Special Ed Surplus / (Deficit)	(182,912)
Under / (Over) Spending in OTHER programs	383,620
Total Surplus / (Deficit) Projected	200,708

WOODBRIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED May 31, 2024

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	964,865	943,366	9,920	11,579		11,579
120	Teachers - Regular	5,808,080	4,964,682	752,840	90,558	21,563	68,995
120	Teachers - Special Education	948,002	821,959	120,599	5,444		5,444
1201	Psychologist	201,290	113,145	23,820	64,325		64,325
1203	Counselor	52,573	19,538	8,088	24,947		24,947
	Sub-Total Certified Salaries	**7,974,810**	**6,862,690**	**915,267**	**196,853**	**21,563**	**175,290**
1303	Custodians	450,218	441,249	5,884	3,085	(7,000)	10,085
140	Nurses	170,995	152,477	21,675	(3,157)		(3,157)
150	Secretaries, Clerical	383,229	361,371	13,938	7,920	822	7,098
160	Paraprofessionals	581,232	464,698	45,448	71,086		71,086
1601	Special Education Paraprofess.	545,517	447,696	70,193	27,628	(28,000)	55,628
170/10	Salaries OT / PT	60,793	95,389	17,330	(51,926)		(51,926)
190	IT Manager	79,568	79,181	-	387		387
190	Salaries, Miscellaneous	51,941	75,949	5,100	(29,108)	39,000	(68,108)
	Sub-Total Non-Certified Salaries	**2,323,493**	**2,118,010**	**179,568**	**25,915**	**4,822**	**21,093**
	Less Pay Calendar Adjustment						(145,928)
	TOTAL SALARIES	**10,298,303**	**8,980,700**	**1,094,835**	**222,768**	**26,385**	**50,455**
220	FICA	303,375	261,451		41,924	38,500	3,424
230	CMERS	498,265	319,836		178,429	113,360	65,069
270	Medical Insurance	2,649,631	2,349,238	41	300,352	217,000	83,352
280	Life Insurance	29,353	28,381		972	2,640	(1,668)
2902	Other Employee Benefits	17,050	7,973		9,077		9,077
	TOTAL BENEFITS	**3,497,674**	**2,966,880**	**41**	**530,754**	**371,500**	**159,254**
320	Professional Development	45,425	8,691	1,011	35,724	35,468	256
330	Legal Fees	62,000	37,292		24,708	24,708	-
340	Software Support	26,959	26,290	550	119		119
350	Substitutes	143,000	153,347		(10,347)	10,000	(20,347)
390/01	Consultant Services	41,800	46,558	25,721	(30,478)		(30,478)
3902	Financial Audit	32,680			32,680	35,000	(2,320)
390	Other Prof/Tech. Services	170,318	26,225	23,391	120,702	10,000	110,702
	TOTAL PROFESSIONAL SERVICES	**522,182**	**298,402**	**50,672**	**173,108**	**115,176**	**57,932**
410/01	Utilities - Electric and Water	205,500	124,392		81,108	24,000	57,108
420	Heating	151,602	72,377		79,225	10,000	69,225
430	Repairs and Maintenance	72,000	55,452	15,674	874	7,874	(7,000)
450	Leases and Rentals	109,123	100,495		8,628	18,000	(9,372)
4501	Building Improvements	-		4,058	(4,058)	-	(4,058)
490	Other Purchased Services	27,412	22,830		4,582	2,000	2,582
4901	Service Contracts	163,262	102,002	45,504	15,757	15,000	757
	TOTAL PROPERTY SERVICES	**728,899**	**477,547**	**65,235**	**186,116**	**76,874**	**109,242**
510	Pupil Transportation-Regular	457,642	457,928		(286)	45,000	(45,286)
510	Pupil Transportation-Spec. Educ.	225,274	227,161	54,811	(56,698)	(14,000)	(42,698)
520	Insurance-General Liability	134,307	134,358	979	(1,029)	-	(1,029)
5201	Worker's Compensation	239,734	230,043	-	9,691	-	9,691
530	Telephone Services	17,070	19,499		(2,429)	1,000	(3,429)

WOODBRIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED May 31, 2024

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
535	Internet	27,500	22,880	2,106	2,514		2,514
537	Postage	4,400	4,066		334	334	-
540	Advertising	1,000	250		750	-	750
550	Interns	57,000	39,300		17,700		17,700
560	Tuition - Wintergreen	6,000	-	-	6,000		6,000
560	Tuition - Out of District	328,480	337,161	71,055	(79,736)	30,000	(109,736)
590	Other Purchased Services	13,950	7,951	27	5,972	4,550	1,422
	TOTAL OTHER PURCH SERVICES	**1,512,357**	**1,480,597**	**128,978**	**(97,217)**	**66,884**	**(164,101)**
610	Instructional Supplies	115,185	73,172	11,606	30,407	30,407	-
620	Computer Software	73,796	41,880	1,750	30,166	40,500	(10,334)
625	Supplies Nurses	5,370	3,368	692	1,310	1,310	-
630	Supplies Custodial	52,300	42,148	22,344	(12,192)		(12,192)
635	Supplies Office	12,800	4,114	4,022	4,665	4,665	-
640	Books and Audio Visual	16,000	4,606	10,957	437		437
645	Subscriptions	26,500	11,955	6,002	8,543		8,543
650	Testing	17,650	16,676	2,952	(1,978)		(1,978)
690	Misc. Supplies - DW Security	3,000	4,347	-	(1,347)		(1,347)
	TOTAL SUPPLIES & MATERIALS	**322,601**	**202,268**	**60,324**	**60,009**	**76,881**	**(16,872)**
730	Equipment - Office	-			-		-
732	Computer Hardware	76,500	23,179	31,464	21,857	21,857	-
735	Equipment - Teaching	10,900	1,173	397	9,330	9,330	-
740	Equipment - Building	5,000	1,562		3,438	3,438	-
745	Furniture	6,000	3,606	540	1,854	1,854	-
	TOTAL PROPERTY	**98,400**	**29,520**	**32,401**	**36,479**	**36,479**	**-**
810	Dues and Fees	23,475	23,201	900	(626)	(626)	-
900	Other Fees	13,200	702		12,498	7,700	4,798
	TOTAL DUES AND FEES	**36,675**	**23,903**	**900**	**11,872**	**7,074**	**4,798**
	TOTAL ADOPTED BUDGET	**17,017,091**	**14,459,815**	**1,433,387**	**1,123,889**	**777,253**	**200,708**

WOODBRIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 5-31-2024

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	$267,207	$316,763	$17,505	$90,185	
Intergovernmental	$93,305				
Donations					
Other income					
Additions					
Total Revenues:	**$360,512**	**$316,763**	**$17,505**	**$90,185**	**$0**
Expenditures:					
Wages, FICA, MERF	$198,137	$236,776		$71,433	
Medical Insurance					
Cost of food sold	$166,697				
Equipment		$13,904			
Repairs	$11,123				
Other Expenses	$10,836	$62,875	$19,325	$4,858	$2,500
Total Expenditures:	**$386,793**	**$313,555**	**$19,325**	**$76,291**	**$2,500**
Year to Date Net Income / (Loss):	**($26,281)**	**$3,209**	**($1,820)**	**$13,894**	**($2,500)**
BOE Year to Date Cost of Health Insurance	$11,400				

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	$300,363	$188,529	$5,718	$92,927	$19,494
Prepaid Expenses					
Accounts Receivable	$4,003	$250	$11	$3,329	
Intergovernment Receivable	$29,220				
Inventory	$7,830				
Due From Other Funds				$23,245	
Total Assets:	**$341,417**	**$188,779**	**$5,729**	**$119,501**	**$19,494**
Liabilities:					
Amounts Held As Agent					
Accounts Payable	$3,459				
Deferred Revenue	$22,300	$4,390		$23,245	
Wages Payable	$27,925				
Due to Other Funds		$108,301		$894	$3,600
Total Liabilities:	**$53,684**	**$112,691**	**$0**	**$24,139**	**$3,600**
Fund Balance:					
Prior Year Ending Fund Balance	$314,014	$72,880	$7,549	$81,468	$18,394
Year to Date Income / (Loss)	($26,281)	$3,209	($1,820)	$13,894	($2,500)
Current Fund Balance	**$287,733**	**$76,089**	**$5,729**	**$95,362**	**$15,894**
	-	-	-	-	-

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
# of Days Expenses in Fund Balance	396	60	N/A	N/A	N/A
Fund Balance Excess	$222,368	($37,105)	N/A	N/A	N/A

Existing bylaw, number 9011 adopted 10/17/2011, appropriate as written.

Bylaws of the Board

Accountability

The public is accountable for:

1. Maintaining a vigorous interest in, concern for, and constructive criticism of the schools;
2. Electing the most able men and women available to represent them on the Board of Education;
3. Providing the resources necessary for the Board and staff to accomplish publicly endorsed goals and objectives of the school district.

The Board is accountable for:

1. Being responsive to the community's desires and concerns regarding the quality and performance of the school system;
2. Carrying out its mandate to plan, to make policy, and to lead in the identification of goals and objectives;
3. Requesting the resources necessary for the achievement of the goals and objectives through the budget process;
4. Evaluating the degree to which the goals and objectives are accomplished;
5. Selecting and evaluating the Superintendent of Schools.

The Superintendent is accountable for:

1. Providing creative professional leadership counsel and management in all aspects of the school district programs;
2. Being responsive to the Board of Education's desires and concerns regarding the quality and performance of the school district;
3. Effecting the policies, goals and objectives established by the Board of Education;
4. Providing fiscal leadership in the implementation of the budget process;
5. Overseeing the selection ~~Selecting~~ and evaluation~~ing~~ of all professional staff.

The administration, the teachers and other employees are accountable for:

I. Achieving the goals and objectives related to their stated job responsibilities;
2. Being responsive to the Superintendent of School's desires and concerns regarding the quality and performance of their job responsibilities;
3. Maintaining communications with students, parents and the community regarding their stated job responsibilities;
4. Conforming to the policies established by the Board of Education.

Bylaws of the Board

Accountability

The parents are accountable for:

1. Providing an atmosphere that supports the education of their child;
2. Maintaining close communication with the school.

The students are accountable for:

1. Diligently pursuing their own learning;
2. Following the rules of the school district.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education.

Bylaw adopted by the Board:

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Community Relations

Relations Between Public and School Personnel

Conduct on School Property

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

This policy promotes mutual respect, civility and orderly conduct among Board members, district employees, parents and the public. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff. Volatile, hostile or aggressive actions and words cannot be tolerated, and individuals who engage in these activities may face legal penalties.

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

Staff may not always be immediately available to speak with families. The best way to ensure communication can occur with administration or staff is to schedule an appointment. Staff and administration have a practice of attempting to return calls/emails within 24 hours.

Based upon the above, the Board expects that no person on school property or at a school event or **in communication with the school district** shall:

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

Standards for a peaceful, safe, respectful school environment:

A. Expected behaviors include but are not limited to:

1. Respect and courtesy in language, demeanor, and actions
2. Moderate tone and volume of voice
3. Active and respectful listening
4. Respectful acknowledgement of cultural differences
5. Respect for the personal, civil, and property rights of others
6. Appropriate and courteous use of telephone, public address systems, electronic devices and any other verbal communication device
7. Appropriate and courteous written communication, including notes, letters, email and text messages

B. Unacceptable behaviors include but are not limited to:

1. Rude, insulting or demeaning language and/or actions, **either in person, by email/text, voice/phone or other written or verbal communication**
2. Persistently **pursuing** unreasonable ~~demands~~ **requests**
3. Intrusive and/or interruptive behavior
4. Displays of temper
5. Harassment and intimidation
6. Threatening and/or abusive gestures and behavior
7. **Posting disparaging remarks on social media**

C. Incidents of uncivil behavior should be resolved cooperatively with the individual(s) most directly involved. **Following the protocol and chain of command to air concerns is expected. Start with teacher, then building administration then District Office then Board of Education if concerns are not addressed and/or resolved.**

D. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the staff member to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee will terminate the meeting or conversation.

(cf. 1110.1 - Parent Involvement)

(cf. 1120 - Public Participation at Board of Education Meetings)

(cf. 1250 - Visits to Schools)

(cf. 1251 - Loitering or Causing Disturbances)

(cf. 1310 - Relations Between the Public and School Personnel)

(cf. 1312 - Public Complaints)

(cf. 1330 - Use of School Facilities)

(cf. 1700 - Otherwise Lawful Possession of Firearms on School Property)

(cf. 6145.71 - Use of Alcohol by Adults)

Legal Reference: Connecticut General Statutes

1-225 Meetings of the government agents to be public.

1-232 Conduct of the meeting

10-221 Boards of education to prescribe rule(s), policies, and procedures.

10-238 Petition for hearing by board of education.

10-239 Use of school facilities for other purposes.

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

Policy adopted:

Existing bylaw, number 9121 adopted 6/20/22, appropriate as written.

Bylaws of the Board

Chairperson

A Chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board biannually at the organizational meeting of the Board. There is no restriction on the number of terms a Board member may serve as Chairperson.

The Chairperson shall preside at all meetings of the Board, appoint committees, sign financial and other records of the Board, and perform such other duties as may be prescribed by law, State Department of Education regulations, or the action of the Board.

In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint members to committees in accordance with Bylaws 9132 and 9133.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.
9. Declare the meeting adjourned.

Bylaws of the Board

Chairperson (continued)

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

The Chairperson of the Board may be removed as Chairperson by the affirmative vote of six (6) members taken at a duly constituted meeting for which the matter appeared as an agenda item.

(cf. 9121 - Bylaws of the Board of Education Officers)
(cf. 9132 - Standing Committees)
(cf. 9133 - Special Committees)
(cf. 9324 - Meeting Conduct and Parliamentary Procedure)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

10-224 Duties of the Secretary.

10-225 Salaries of Secretary and Attendance Officers.

Bylaw adopted by the Board: June 20, 2022

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9122 adopted 7/18/22, appropriate as written.

Bylaws of the Board

Vice-Chairperson

A Vice-Chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board bi-annually at the organizational meeting of the Board.

In the absence or inability of the Chairperson, the Vice-Chairperson shall preside at Board meetings and shall perform such other duties of the Chairperson as necessary.

(cf. 9321 Time, Place and Notification of Meetings)
(cf. 9324 Meeting Conduct and Parliamentary Procedure)
(cf. 9121 Chairperson)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

10-224 Duties of the Secretary.

10-225 Salaries of Secretary and Attendance Officers.

Bylaw adopted by the Board: July 18, 2022

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9123 adopted 6/20/22, appropriate as written.

Bylaws of the Board

Secretary of the Board

A Secretary of the Board of Education shall be selected by a majority of the members of the Board bi-annually at the organizational meeting of the Board.

In the absence of the Clerk of the Board, the Secretary shall record and maintain a record of all meetings and proceedings of the Board.

In the absence of the Chairperson and the Vice-Chairperson, the Secretary shall preside at Board meetings and perform such other duties as necessary.

(cf. 9324 - Meeting Conduct and Parliamentary Procedure)
(cf. 9121 - Bylaws of the Board of Education Officers)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

10-224 Duties of the Secretary.

10-225 Salaries of Secretary and Attendance Officers.

Bylaw adopted by the Board: June 20, 2022

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9124 adopted 10/17/11, appropriate as written.

Bylaws of the Board

Clerk of the Board

The Woodbridge Board of Education shall be staffed by an individual who will serve as Clerk of the Board.

The Clerk of the Board shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board; reports of the Chairperson and reports of the Superintendent.

Legal Reference: Connecticut General Statutes

10-218 Officers.

10-224 Duties of secretary.

10-225 Salaries of secretary and attendance officers.

Bylaw adopted by the Board: October 17, 2011

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Sample bylaw to consider.

Bylaws of the Board

Attorney

The attorney of the **Woodbridge** Board of Education shall be the legal advisor of the Board and its officers in questions related to their official duties.

A decision to seek legal advice or assistance on behalf of the District shall be made by the Superintendent or Board Chairperson in accordance with Board policy and when an obvious need exists.

Legal services required by the District may include, but not be limited to:

1. Providing general legal advice to the Board and/or administration;
2. Assisting with labor negotiations;
3. Assisting with personnel matters;
4. Assisting with expulsions and other disciplinary matters;
5. Conduct and/or assist with pending or actual litigation involving the District;
6. Other specialized legal services; and
7. Attendance at Board meetings or other activities as appropriate.

The Board retains the right to terminate the service of any attorney.

Bylaw adopted by the Board:

Existing bylaw, number 9150 adopted 10/17/11, appropriate as written.

Bylaws of the Board

Board Consultants

The Woodbridge Board of Education will from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which present staff is unable to provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to the following:

1. Conducting fact-finding studies, surveys, and research;
2. Providing counsel or services requiring special expertise; **and**
3. Assisting the Board in developing policy and program recommendations.

Before engaging a consultant, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the tasks;
4. The target dates for completion of tasks;
5. The method to be used to report results to the Board and/or to deliver any product" (e.g., long-range plans, codified policy manual, etc.) to the Board; and
6. Costs.

Woodbridge Board of Education Curriculum Committee
Superintendent's Conference Room
June 6, 2024

https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mced7f1342d4d17224e1516b475f3aee3

Meeting Number: (access code): 2496 302 8914 **Meeting Password:** Rb79s2injAd

CALL TO ORDER: Dr. Strambler, Chair called the meeting to order at 4:03 PM.

IN ATTENDANCE: Dr. Michael Strambler, Chair (remote), Lynn Piascyk (in person), Sarah Beth Del Prete (remote), Dr. Lauren Francese (remote), Board Members; Vonda Tencza, Superintendent; Cheryl Tafel, Assistant Principal; Monique MacDonald, WEA Liaison and Marsha DeGennaro, Clerk of the Board.

Public Comment - None

ELA Update – Ms. Tafel and Ms. MacDonald presented an overview of the process utilized to select and pilot the HMH resource as part of the mandated CSDE requirement since the denial of our Reading Waiver. The Literacy Review Committee was comprised of two (2) teachers from each grade level (Grades K-3), two (2) MAG teachers, two (2) SpEd teachers, three (3) Literacy specialists and administration. The committee utilized a shared rubric to review and select resources as well as school visits. The Committee reviewed *HMH into Reading*, *ARC (American Reading Company, Wit and Wisdom, Bookworms and Amplify CKLA (Core Knowledge Language Arts Program).* The sample rubric included whole group instruction meeting varied student needs / differentiation, assessments, opportunities for independent reading, phonics resources, and alignment with standards and opportunities for process writing.

The frontrunner resource identified to pilot in the spring was HMH. The committee determined the strength of the resource, alignment to BRS curriculum and student needs and alignment to current practices and beliefs. Based on the recent pilot, while there will be an initial learning curve, there is also general agreement that it will be a beneficial resource support in the long-term. Over the summer required resources will be purchased, a rollout plan developed and summer curriculum work will identify by grade level which module components will be implemented in year 1 / and incorporated into the current ELA curriculum and identification of a calendar for staff training with full integration of all modules slated for the 2025/26 school year. It is anticipated a five-year program subscription, inclusive of program development, will be funded through utilization of two grants ($200,000) specifically awarded by the CSDE for this purpose.

STEAM Update – The position has been posted with interviews slated to occur the week of June 10. This position will not be a "specialist" although they will have some teaching responsibilities and will collaborate with different grade levels, integrate technology / software, enrichment clusters, assist in support of TAG students and possibly PreAlgebra, budgeting and professional learning. It was noted that coding / robotics is already embedded and part of our technology program and will not be a primary focus of this position.

Other Topic Updates – Summer Curriculum Writing will encompass Math as well as Reading with nearly a 1/3 of our staff across all grade levels and specialists participating. A long-range curriculum planning calendar encompassing achievement growth data, curriculum implementation, content, mapping / pacing guides, scope / sequence alignment etc. is under development. Also, Ms. MacDonald will return during various parts of the 2024/25 school year to assist in the implementation of the reading curriculum initiative. It was noted that there are free professional learning / resources and funding available on Social Studies and the new standards.

Meeting Adjourned 5:21 PM

MINUTES OF THE REMOTE WBOE FINANCE COMMITTEE MEETING
Tuesday, June 11, 2024
https:// woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mfda2f1cef378f1b2c7460431a36738c8
Meeting number (access code): 2483 362 4189 **Meeting password:** CZhFd8BFf35

Attendees: Steven Lawrence, Dr. Lauren Francese, Sarah Beth Del Prete, Lynn Piascyk, WBOE; Vonda J. Tencza, Superintendent; Donna Coonan, Business Operations Manager; and Maureen Krawec, WEA Liaison.
Mr. Lawrence, Chair called the meeting to order at 4:34 PM.

Public Comment: None

Items reviewed and discussed included the monthly financials inclusive of the FY Budget Narrative, Summary, Detail and Combined Financial Reports. Financials are running close to budget with significant savings identified in certified / non-certified salaries / vacancies and purchased property services. Increases continue to occur in legal fees, substitutes and special education consultant line items. Possible summer help in technology, new hire replacement in the Business Office.

2023/24 Budget Surplus – It is anticipated there will be a significant projected surplus upon completion of the 2023/24 school year. Projects identified and categorized by priority include:

Highest Priority projects
- Asbestos removal / rug replacement by band area
- Replace ramp carpet by band and sped classroom

Possible Priority projects identified by administration include:
- Replenishment of classroom libraries in Grades 4-6
- Non-consumable classroom supplies
- Refinishing of North Office conference room floors

Possible additional projects identified by administration include:
- Gravel / brick / tree repair work in the loop area
- Elevator door modernization
- Heat exchanger leak alarm
- Backup battery operated safety light units
- Teacher desks / student desks/chairs
- Exterior painting in south and D-Wing areas and possibly the pool wall

2024/25 Budget Reconciliation – The reduction from the BOS/BOF is $65,000. Items suggested by administration include:
- Retirement Salary Savings
- CMERS Rate Adjustment
- Medical Premiums
- Certified Staff Premium Increase
- Audit Fee Increase
- SpEd Out-of-District Placement Increase

There was consensus that asbestos abatement remains the top priority. A committee member suggested to elevate the loop repair to a slightly higher priority level.

Public Comment: None

Meeting Adjourned: 5:15 PM

	2024 Budget Surplus Possible Considerations for Board of Education		
Priority	**Item/Area for Consideration**	**Cost Estimate**	**Notes**
1	Asbestos removal area by band- DO NOT have to do any abatement on the band ramp or rec office.The loading dock and landing at the bottom of the ramp needs to be abated. SPED room likely.	$20,000	We have all 3 quotes. The all-in prices range from $17,738 - $20,108. This includes abatement of the loading dock tiles AND the tiles and glue hidden beneath the carpet in the SPED room.
1	Replace ramp (down to band room) carpet, SPED room (Merriam)	$12,000	Band Room not included. We just need to decided on exactly what brand and color of the flooring.
	Prioritized		
2	Lexia 3 Year Subscription (gives $12K of savings)	$25,100	
3	Classroom libraries- maybe start with grades 4-6 and establish a replacement plan	$91,000	G4- 29,000 G5- 31,000 G6- 31,000
4	Non Consumable Classroom Supplies	$20,000	
5	North Office Flooring (entire office to LVT)	$15,000	
	Below the Line		
6	Loop repair- replenish the gravel/dirt, trim the trees, brick dedication stones, etc	$6,000	
7	Elevator Door Edge Modernization	$8,509	
8	Heat Exchanger Leak Alarm	$5,300	
9	Repair fence behind tennis court and replace gate on K-Wing fence	$4,975	
10	Teacher Desks	$16,000	$800 each x 20 desks
11	Student desks and chairs	$25,200	$420 per student/ $8400 per class
12	Exterior painting- (no mural areas) front of south through D wing	$15,000 -D-Front $15,000 - S-Front $27,000 - E-Front (E-quote may include pool wall)	
	Capital Expense		
	Educational Expense		
	Facility Maintence Expense		

FY2025 BUDGET RECONCILIATION SUMMARY OF ADJUSTMENTS

Requsted Additions/Subtractions

Org	Obj	Description	Amount	Notes
various		Salary Savings Teacher Turnover	($63,500)	3 retirements
1432	62200	CMERS Rate True Up	($28,350)	16.68% orig budgeted at 18.02%
1432	62700	Medical Premiums	($135,000)	Now est 4.85% increase orig. budgeted at 9%
1432	62700	Teacher turnover premium increases	$58,850	losing 3 waivers, 1 Single, 1 Family
1401	63902	Audit Fee increase	$12,000	
1303	65600	SPED Tuition	$91,000	
		Total	($65,000)	

MINUTES OF THE WBOE POLICY COMMITTEE

Superintendent's Conference Room

June 6, 2024

WebEx https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mb1544a763640c6bf1e4dd539a1ea6e47
Meeting Number (access code): 2482 190 8498 **Meeting Password:** mvVM5pSaH33

CALL TO ORDER: Ms. Williamson called the meeting to order at 2:36 PM.

IN ATTENDANCE: Erin Williamson, Chair (in person), Lynn Piascyk (in person), Steven Lawrence (remote), Board of Education Members; Vonda Tencza, Superintendent; Mary Vincitorio, WEA Liaison and Marsha DeGennaro, Clerk of the Board.

PUBLIC COMMENT: None

The Committee reviewed the following policies:

- 9011-Accountability, 9273 – Civility, 1316 - Conduct on School Property (Civility)
- 9121 - Chairperson
- 9122 - Vice Chairperson
- 9123 - Secretary
- 9124 - Clerk of the Board
- 9125 - Attorney
- 9130 - Committees
- 9150 - Consultants

Changes were made as follows:

- Policy 9011 – at the prior meeting (April 1) under Superintendent (5) was modified to "*overseeing the selection"*. The committee also reviewed current Policy 9273 and the CABE recommended Policy of 1316 as they were similar topics to 9011. There was consensus that Policy 9011 would be submitted for 30-day review with no additional changes made. It was agreed Policy 9273 would be deferred to future review in the process.
- Policy 1316 – was not current a policy in Woodbridge. Changes were made to the recommended language provided by CABE as follows:
  - In the first sentence "*in communications with the school district*" was added after "*events or*" as well as in the 5th paragraph before "*shall*".
  - A fourth paragraph was added "*Staff may not always be immediately available to speak with families. The best way to ensure communication can occur with administration or staff is to schedule an appointment. Staff and administration have a practice of attempting to return calls/emails within 24 hours.*"
  - On Page 2, after Alternate language to consider: "*for a peaceful, safe respectful school environment*" was added after the "*Standards*" heading.
  - Under B (1) "*either in person, by email/text, voice/phone or other written or verbal communication"* was added after "*actions*".
  - Under B (2) "*pursuing*" was added after "*Persistently*" and "*demands*" was changed to "*requests*".
  - Under B a #7 was added "*posting disparaging remarks on social media*".
  - Under C and additional sentence was added "*following the protocol and chain of command to air concerns is expected. Start with teacher, then building administration then District Office then Board of Education if concerns are not addressed and/or resolved.*
  - D was added *"If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the staff member to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee will terminate the meeting or conversation."*

- Policy 9125 not currently a policy was modified to include "*Woodbridge*" in the first sentence before "*Board*". The 3rd paragraph and items 1-4 under it were deemed no necessary and deleted.
- Policy 9150 – following the first paragraph, in #2 the word *"and"* was added following "*expertise*".

No changes were made to 9121, 9122, 9123, 9124 and 9273. There was general consensus that Policy 9273 would be deferred to future review and that as Policy 9130 was not currently a policy in Woodbridge it was not necessary as this language was covered in other policies.

With the exception of 9130 and 9273, all other policies will be forwarded to the WBOE for 30-day review at the June 17, 2024 meeting.

The CABE policy chart was shared with committee members and will be updated accordingly as we proceed through the 9000 series.

PUBLIC COMMENT: None

Meeting Adjourned: 3:36 PM

WOODBRIDGE SCHOOL DISTRICT

Superintendent Evaluation Plan

SUPERINTENDENT PERFORMANCE EVALUATION OVERVIEW

Disclaimer: This evaluation document, or its ratings, comments, or recommendations, may contain legally privileged and confidential information, and is intended only for the use of the individual Woodbridge Board of Education member or whole board only. You are hereby notified that any dissemination, distribution, electronic distribution or copying of this communication is strictly prohibited.

Underlying Principles

1. Even accomplished leaders are continuous learners. They are relentless in their quest to find the right combination of management, communication with and motivation of others, vision, and leadership that ensures all students will excel. The rubrics provide the Superintendent and the Board with the opportunity to reflect upon the performance patterns relative to the Woodbridge School District strategic plan and the Standards for School Leaders. The rubrics are designed to provide the Board and the Superintendent with a profile of strengths and areas for growth relative to Woodbridge's expectations for exceptional leadership. Through regular and annual reflection on four defined areas of leadership, we can more efficiently and thoroughly evaluate and increase our impact on student achievement.

2. Based on the rubrics, there are four ratings:
    - Exceeds Expectations
    - Meets Expectations
    - Needs Improvement
    - Does Not Meet Expectations

3. Having four ratings allows the Superintendent and Board to clearly distinguish between effective and ineffective leadership practices. "Meets Expectations" is the *expected* standard for Woodbridge, however, the Superintendent shall strive for attaining "Exceeds Expectations," which represents the ideal – a reachable, but truly exceptional goal.

1. Educational Leadership

Expectation: Demonstrated vision and learning in education quality, with specific efforts and results.

	Unacceptable Performance		Acceptable Performance	
	1 Does Not Meet Expectations	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
Vision: Works with the BOE, staff, and community to develop and implement a vision for students' high academic achievement.	1	2	3	4
Culture: Promotes a positive school culture for effective learning and high achievement; fosters a spirit of collaboration, camaraderie, and team support.	1	2	3	4
Instructional Materials: Ensures teachers and students are provided with the highest quality instructional materials and cutting-edge technologies to support superior instruction and learning across all subject areas.	1	2	3	4
Curriculum: Manages the development and effective continuous improvement of curriculum across all academic and specials subject areas.	1	2	3	4
Hiring: Ensures the hiring of highly qualified, high performing, and caring administrators, teachers, and staff.	1	2	3	4
Training: Leads the design and implementation of effective and comprehensive professional development for administrators, teachers, and staff.	1	2	3	4
Performance: Ensures administrators, teachers, and staff are held to high standards of performance, including timely and effective performance reviews according to District policies.	1	2	3	4
Issue Management: Deals with staff, personal, performance, or other issues in a timely, considerate, and effective manner, ensuring the smooth-running of the District.	1	2	3	4

	Unacceptable Performance		Acceptable Performance	
	1 Does Not Meet Expectations	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
Measurable Results: Leads the District towards improved student achievement as evidenced by multiple sources of data.	1	2	3	4
Presence: Creates a leadership presence in the District by regularly visiting classrooms, attending special programs, and meeting with staff.	1	2	3	4
Personal Development: Actively participates in professional organizations (e.g. CAPSS, CABE, AASA, NSBA) for her own development.	1	2	3	4
EDUCATIONAL LEADERSHIP OVERALL RATING	1	2	3	4

Comments:

2. Organizational Management

Expectation: Effective management and reporting of all aspects of the District's Finances and Operations.

	Unacceptable Performance		Acceptable Performance	
	1 Does Not Meet Expectations	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
Budget Process: Develops and implements a timeline and process that provides sufficient opportunity for thorough scrutiny, discussion, and decision making in all budget areas.	1	2	3	4
Budget Development: Works with staff, BOE, and the Town Board of Finance to develop a sound budget that adequately funds all vital areas of the District's operations and meets the needs of all students.	1	2	3	4
Budget Management: Effectively manages all expenses in the District.	1	2	3	4
Contract Negotiation: Develops contract terms for all contracted parties that are fair to the contracted parties and manageable by the BOE.	1	2	3	4
Grants & Excess Cost: Keeps abreast of available federal and state grants (including Excess Cost) and actively pursues and obtains all monies available.	1	2	3	4
Expense Reporting: Reports to the BOE monthly on the status of the budget and all key areas of revenue and expense.	1	2	3	4
Day-to-Day Management: Through personal oversight and a network of managing staff, maintains oversight of the day-to-day operations of the District, ensuring performance at a high level of excellence.	1	2	3	4
Facilities Planning: Works with staff and BOE to develop an effective long-term facilities plan.	1	2	3	4

	Unacceptable Performance		Acceptable Performance	
	1 Does Not Meet Expectations	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
Facilities Maintenance: Ensures all aspects of the facilities and equipment are cleaned, maintained, fixed and/or replaced in a timely, cost effective manner.	1	2	3	4
School Environment Safety and Health: Ensures all aspects of the school environment are safe and healthy, and all government standards are met.	1	2	3	4
ORGANIZATIONAL MANAGEMENT OVERALL RATING	1	2	3	4

Comments:

3. Community and Board of Education Relations

Expectation: Effective relationship with the Board of Education, including communication, collaboration, and commitment to priorities. Focus on a culture of effective, collaborative, mutually supportive relationships with the parent community.

	Unacceptable Performance		Acceptable Performance	
	1 Does Not Meet Expectations	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
BOE Communication-Proactive: Communicates proactively and effectively with the BOE on key operational, staffing, financial, educational, and other issues.	1	2	3	4
BOE Communication-Responsive: Responds to Board Chair's requests for information in a timely fashion.	1	2	3	4
Policy: Performs continuous review of Board policies and provides timely and thorough information to the Board for effective policy decision making.	1	2	3	4
Commitment to Board Priorities: Works diligently to implement Board priorities and directives; implements all policies adopted by the Board.	1	2	3	4
Information and Advice: Provides professional advice and informs the Board on educational issues, statutory requirements, and needs in the District, by providing appropriate recommendations and supporting data.	1	2	3	4
Collaboration: Works collaboratively and collegially with members of the Board and with Board committees.	1	2	3	4
Community Communication-Proactive: Keeps parents informed of key events, programs, staff changes, education issues, emergencies, and any other issues of concern to parents.	1	2	3	4
Community Communication-Responsive: Responds to communications in a timely, caring, professional manner.	1	2	3	4

	Unacceptable Performance		Acceptable Performance	
	1 Does Not Meet Expectations	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
Follow Through: Takes action on parent concerns, suggestions, and expressed needs.	1	2	3	4
Collaboration: Solicits input and feedback from parents, actively involving them in the education process and decision making where possible and appropriate.	1	2	3	4
COMMUNITY & BOE RELATIONS OVERALL RATING	1	2	3	4

Comments:

4. Personal and Professional Qualities

Expectation: The highest standards of personal integrity, professionalism, and leadership.

	Unacceptable Performance		Acceptable Performance	
	1 Does Not Meet Expectations	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
Personal Integrity: Demonstrates the highest standards of ethics, honesty, and integrity in all dealings with all parties.	1	2	3	4
Professionalism: Exhibits poise and diplomacy in all professional interactions.	1	2	3	4
Personal Interaction Skills: Exhibits strong "people skills," including empathy, listening skills, and powers of speech.	1	2	3	4
Communication Style: Demonstrates facility in balancing modes of communication (emails, formal letters, and face-to-face interactions) to communicate effectively with others.	1	2	3	4
Work Ethic: Demonstrates strong time commitment and task commitment, going "above and beyond the call of duty."	1	2	3	4
Transparency: Hides nothing and owns up to mistakes.	1	2	3	4
Commitment to Excellence: Demonstrates the highest degree of commitment to personal excellence, continually striving to develop and improve.	1	2	3	4
PERSONAL AND PROFESSIONAL QUALITIES OVERALL RATING	1	2	3	4

Comments:

SUPERINTENDENT EVALUATION SUMMARY

Board Member Name: _____

Date: _____

1. Educational Leadership

- ☐ 1 – Does Not Meet Expectations
- ☐ 2 – Needs Improvement
- ☐ 3 – Meets Expectations
- ☐ 4 – Exceeds Expectations

2. Organization Management

- ☐ 1 – Does Not Meet Expectations
- ☐ 2 – Needs Improvement
- ☐ 3 – Meets Expectations
- ☐ 4 – Exceeds Expectations

3. Community and Board of Education Relations

- ☐ 1 – Does Not Meet Expectations
- ☐ 2 – Needs Improvement
- ☐ 3 – Meets Expectations
- ☐ 4 – Exceeds Expectations

4. Personal and Professional Qualities

- ☐ 1 – Does Not Meet Expectations
- ☐ 2 – Needs Improvement
- ☐ 3 – Meets Expectations
- ☐ 4 – Exceeds Expectations

OVERALL RATING

- ☐ 1 – Does Not Meet Expectations
- ☐ 2 – Needs Improvement
- ☐ 3 – Meets Expectations
- ☐ 4 – Exceeds Expectations

SUPERINTENDENT EVALUATION SUMMARY

Completed by the Board Chairman Based On Board's Discussion

Superintendent Name: _____

1. Educational Leadership

☐ 1 – Does Not Meet Expectations ☐ 3 – Meets Expectations

☐ 2 – Needs Improvement ☐ 4 – Exceeds Expectations

2. Organization Management

☐ 1 – Does Not Meet Expectations ☐ 3 – Meets Expectations

☐ 2 – Needs Improvement ☐ 4 – Exceeds Expectations

3. Community and Board of Education Relations

☐ 1 – Does Not Meet Expectations ☐ 3 – Meets Expectations

☐ 2 – Needs Improvement ☐ 4 – Exceeds Expectations

4. Personal and Professional Qualities

☐ 1 – Does Not Meet Expectations ☐ 3 – Meets Expectations

☐ 2 – Needs Improvement ☐ 4 – Exceeds Expectations

OVERALL RATING

☐ 1 – Does Not Meet Expectations ☐ 3 – Meets Expectations

☐ 2 – Needs Improvement ☐ 4 – Exceeds Expectations

Comments:

_____

_____

_____

Superintendent: Your signature confirms that you have read and discussed this evaluation with the BOE Chair. Your signature does not imply agreement with the evaluation. If you wish to comment, you may do so within 10 school days from the date the evaluation was signed.

_____ _____

Superintendent's Signature Date

_____ _____

Board of Education Chairman's Signature Date