Woodbridge Board of Education
Woodbridge Board of Education Regular Meeting
Monday, February 24, 2025 7:00 PM

Town Hall Main Meeting Room

Agenda

I. ***Mission – To create and foster a learning community that prepares children to be flexible, lifelong learners, and responsible global citizens.***
Vision – To empower and inspire future leaders who will positively impact our world.

II. **Preliminary Business / Motions**
- A. Call to Order
- B. 6:00 PM Executive Session - Selectmen's Conference Room
  1. Superintendent Mid-Year Review
- C. 7:00 PM - Public Session - Town Hall Main Meeting Room
- 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 Comment may be submitted electronically to mdegennaro@woodbridgeps.org*

III. **Consent Agenda**
- A. Approval of Minutes from the December 9, 2024 Special Meeting and the January 22, 2025 Regular Meeting
- B. Budget Narrative Report
- C. Budget Summary Report
- D. Budget Detail Report
- E. Combining Financial Statements
- F. Accept Policies for 30-Day Review
  1. 6000 - Concept and Roles in Instruction
  2. 6111 - School Calendar (Revised)
  3. 6114 - Emergencies and Disaster Preparedness
  4. 6114.1 - Fire Emergency Drills / Crisis Response Drills (Revised)
  5. 6121 - Affirmative Action: Instruction Program
  6. 6142.10 - Physical Exercise and Discipline of Students (Revised)

IV. **Reports**
- A. Superintendent's Report
  1. Technology Presentation

2. BRS Update

B. BRS Infrastructure Building Committee
   1. Approve Ed Specs
C. Curriculum Committee
D. Finance Committee
   1. Act on 457 Deferred Comp Plan Option
E. Policy Committee
F. CABE Liaison Report
G. Upcoming Meeting Presentation(s): WBOE Member Appreciation

V. **New Business**

A. Department of Labor 2025 CT Paid Sick Leave Law

VI. **Other**

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

VII. **Adjournment**

MINUTES OF THE SPECIAL WOODBRIDGE BOARD OF EDUCATION MEETING
Monday, December 9, 2024
Town Hall Main Meeting Room

CALL TO ORDER: Ms. Lynn Piascyk, Chair, called the meeting to order (7:04 PM).

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

STAFF: Vonda Tencza, Superintendent; Donna Coonan, Director of Business Services/ Operations; Analisa Sherman, Principal; and Marsha DeGennaro, Clerk of the Board.

2025/26 Superintendent Budget Proposal – Superintendent Tencza presented the 2025/26 budget proposal, which reflected a 6.11% increase over the 2024/25 Board approved budget. Salaries and benefits are 81% of the total budget and consistent with the prior year. The key drivers remain consistent with past budgets and include:

- District Strategic Plan focus
- Salary and Benefit Increases
- Continued Increasing Enrollment and Increasing Student Needs Special Education
- Increasing Transportation Needs
- Technology improvements and replacements
- Reallocation of Resources

It was noted that the overall increase would be 4.52% without the four (4) additional sped paras and the additional grade level teacher added in August. Board members were asked to forward any questions regarding the budget to the Superintendent prior to the December 16 meeting.

MOTION TO ADJOURN: (7:50 PM)
Mr. Lawrence
Second by Dr. Strambler
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board.

MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING
Wednesday, January 22, 2025
Town Hall Main Meeting Room

CALL TO ORDER: Ms. Lynn Piascyk, Chair, called the meeting to order (7:02 PM).

BOARD MEMBERS PRESENT: Lynn Piascyk, Chair; Dr. Jay Dahya (7:06 PM); Sarah Beth Del Prete, Secretary; Dr. Laura Francese; Jeff Hughes; Steven Lawrence, Vice Chair; Dr. Michael Strambler, and Erin Williamson.

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

CORRESPONDENCE – None

PUBLIC COMMENT – None

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

Superintendent Report – Superintendent Tencza reviewed current enrollment numbers, provided an update on Literacy and Math with an in-depth Literacy discussion slated for the Curriculum meeting on February 6 and website enhancement to include the World Language and Art curriculums. It is anticipated that a comprehensive review of the Math curriculum will occur upon conclusion of the 2024/25 sy. Curriculum is not a textbook nor a compilation of lesson plans. It is a framework, aligned to standards with grade level expectations and a specified timeline for what and when will be taught and what students will be expected to know at the end of a unit of study. Also, noted was recent collaboration with Amity on the use of "AI", the 2025/26 budget presentation to the Boards of Selectmen and Finance, completion of the recent roofing project and the Community Workshops related to the work being conducted by the BRS Town Infrastructure Upgrade Building Committee.

BRS Update – Ms. Sherman noted the "Double Good" popcorn fund raiser by the PTO, the visit of various educators from around the state as part of our designation as an "Apple Distinguished School", intergenerational art experience at the Senior Center, the upcoming book swap and HMH literacy work in Grades K-3. It was questioned whether the Powerschool data breach has been fully addressed.

BRS Infrastructure Upgrade Building Committee Update – Mr. Hughes noted this committee meets via WebEx at 3:30 PM on the first and third Thursdays of the month, and that he is now the Chair of this committee.

Facilities Committee – Mr. Hughes reviewed the January 9 meeting which focused on a $13,000 savings on the fire sprinkler system repair, minor roof leaks, multiple HVAC repairs, tennis court fencing repairs, and upgrades to the fire control panel.

Finance Committee – Mr. Lawrence noted this committee met on January 14 to review the standard monthly financial reports. We are half-way through the 2024/25 budget year and there is now an approximate projected surplus of $66,000 as a result of lower benefit costs associated with new staff hires.

Policy Committee – Ms. Williamson presented polices currently under 30-day for adoption. This completes the review of the 9000 series.

MOTION #2 – POLICY 9322 PUBLIC AND EXECUTIVE SESSIONS
Move that we adopt 9322 - Public and Executive Sessions as revised.
Ms. Williamson
Second by Ms. Del Prete
UNANIMOUS

MOTION #3 – POLICY 9323 CONSTRUCTION OF AGENDA

Move that we adopt Policy 9323 - Construction of Agenda as revised.

Ms. Williamson
Second by Mr. Lawrence
UNANIMOUS

MOTION #4 – POLICY 9324 ADVANCE DELIVERY OF MEETING MATERIALS

Move that we adopt Policy 9324 - Advance Delivery of Meeting Materials as revised.

Ms. Williamson
Second by Dr. Dahya
UNANIMOUS

MOTION #5 – POLICY 9325 MEETING CONDUCT

Move that we adopt Policy 9325 - Meeting Conduct as submitted.

Ms. Williamson
Second by Dr. Francese
UNANIMOUS

MOTION #6 – POLICY 9325.2 ORDER OF BUSINESS / AGENDA

Move that we adopt Policy 9325.2 - Order of Business / Agenda as revised.

Ms. Williamson
Second by Mr. Hughes
UNANIMOUS

MOTION #7 – POLICY 9325.21 ORDER OF BUSINESS

Move that we adopt Policy 9325.21 - Order of Business as revised.

Ms. Williamson
Second by Ms. Del Prete
UNANIMOUS

MOTION #8 – POLICY 9325.3 PARLIAMENTARY PROCEDURES

Move that we adopt Policy 9325.3 - Parliamentary Procedures as submitted.

Ms. Williamson
Second by Dr. Strambler
UNANIMOUS

MOTION #9 – POLICY 9325.4 - VOTE RECORDING

Move that we adopt Policy 9325.4 - Vote Recording as revised.

Ms. Williamson
Second by Mr. Lawrence
UNANIMOUS

MOTION #10 – POLICY 9325.43 ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

Move that we adopt Policy 9325.43 - Attendance at Meetings via Electronic Communications as revised.

Ms. Williamson
Second by Dr. Dahya
UNANIMOUS

MOTION #11 – POLICY 9327 ELECTRONIC MAIL COMMUNICATION

Move that we adopt Policy 9327 - Electronic Mail Communication as submitted.

Ms. Williamson
Second by Mr. Hughes
UNANIMOUS

MOTION #12 – POLICY 9330 BOARD / SCHOOL DISTRICT RECORDS
Move that we adopt 9330 - Board / School District Records as revised.
Ms. Williamson
Second by Dr. Dahya
UNANIMOUS

MOTION #13 – POLICY 9340 SCHOOL BOARD MEMBERSHIPS
Move that we delete Policy 9340 - School Board Memberships in its entirety.
Ms. Williamson
Second by Mr. Lawrence
UNANIMOUS

MOTION #14 – POLICY 9360 LEGISLATIVE PROGRAM
Move that we adopt Policy 9360 - Legislative Program as revised.
Ms. Williamson
Second by Dr. Strambler
UNANIMOUS

MOTION #15 – POLICY 9400 - MONITORING PRODUCTS AND PROCESSES
Move that we adopt Policy 9400 - Monitoring Products and Processes as revised.
Ms. Williamson
Second by Dr. Francese
UNANIMOUS

MOTION #16 – POLICY 9420 RECOGNITION OF ACCOMPLISHMENTS BY CITIZENS, STUDENTS, STAFF MEMBERS OR MEMBERS OF THE BOARD
Move that we adopt Policy 9420 - Recognition of Accomplishments by Citizens, Students, Staff Members or Members of the Board as submitted.
Ms. Williamson
Second by Ms. Del Prete
UNANIMOUS

MOTION #17 – POLICY 5131.81 - ELECTRONIC DEVICES
Move that we adopt Policy 5131.81 - Electronic Devices as revised.
Ms. Williamson
Second by Ms. Del Prete
UNANIMOUS

CABE Liaison Report – The Legislative Breakfast is January 29 at Seymour Middle School Library from 8:15 – 9:15 AM and CABE Day on the Hill is March 12.

Upcoming Meeting Presentations – The regular February meeting will be held on February 24 in the Main Meeting Room at Town Hall and will include a technology presentation. Committee meetings will be held as follows: Curriculum February 6 at 4:00 PM, Policy February 1 at 4:30 PM, Finance February 11 at 4:30 PM and the Tri-Board meeting is February 12 at 5:00 PM.

Superintendent Tencza presented the retirement a special education resource teacher, Kathy Marlor, upon conclusion of the 2024/25 school year.

MOTION #18 – CERTIFIED STAFF RETIREMENT (MARLOR)
Move that we accept the retirement of Kathy Marlor, effective June 30, 2025, with regret.
Ms. Piascyk
Second by Ms. Williamson
UNANIMOUS

PUBLIC COMMENT – None

MOTION TO ADJOURN: (7:53 PM)
Mr. Lawrence
Second by Dr. Dahya
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board.

Woodbridge Public School's 2024-2025 Budget Narrative

February 10, 2025

The attached financial reports represent seven months (58%) of the fiscal year.

100 Series Salaries - Salaries represent 61% of the budget. Our projected deficit in salaries decreased to only $3K for the year. After a closer examination of the grants, we were able to move an additional $16K of a teacher to the Title I grant this year. Unfortunately, we don't expect to do this again next year. We also moved $10K of our Armed Security Officer to the Title IV grant. Which gave us savings in the non-certified category. A combination of vacancy and worker's compensation leave is giving us a small amount of deficit decrease in the para categeory.

200 Series Benefits – Benefits are 21% of our budget is based on the elections of last year's staff. During the month we had three additional employees come on to our district insurance. This reduced our projected savings in this category to $15K for the year.

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. We increased our projected deficit in this category to $60K for the year. The change is mostly in the Substitute line. The new Connecticut Paid Sick leave law that took effect in January will cause the district to spend significantly more on Subs. Furthermore, January was terrible month for illness among the staff (and students) in the district which will negatively impact this line.

400 Series Purchased Property Services - Utility budgets are 4% of the total budget. Although we projected a little more expense for Heating this winter and a little less for Repairs, the bottom line of this category is very similar to last month with a $26K surplus projected.

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 now project a slightly better position for our outplaced student transportation line, this savings will bring our projected surplus in this category for the year to $79K.

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. In January we learned that about $13K of consumable Instructional Supplies that were planned for the Right to Read grant, do not qualify and will have to be paid by the General Fund. If we cannot find savings elsewhere, this category may have a deficit balance at the end of the year.

700 Series Furniture and Equipment - This category represents 6/10 of one percent of the budget and we currently project to utilize all budgeted funds.

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

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

WOODBRIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 1-31-2025

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	10,663,097	67,903	70,775	(2,872)
200	TOTAL BENEFITS	3,606,867	1,610,722	1,599,060	14,662
300	TOTAL PROFESS. SERVICES	534,168	218,121	278,000	(59,879)
400	TOTAL PROPERTY SERVICES	688,276	294,633	268,410	26,224
500	OTHER SERVICES	1,565,229	190,465	110,945	79,521
600	SUPPLIES & MATERIALS	371,543	155,275	168,275	(13,000)
700	TOTAL PROPERTY SERVICES	148,300	37,191	37,191	-
800	TOTAL DUES, FEES, MISC.	37,545	16,030	13,616	2,414
	TOTAL ADOPTED BUDGET	**17,615,025**	**2,590,341**	**2,546,272**	**47,069**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	190,400	(31,386)	-	(31,386)
510	TRANSPORTATION	258,091	21,485	13,000	8,485
560	TUITION SPECIAL ED	288,928	92,806	67,350	25,456
	SPECIAL EDUCATION CARVEOUT	**737,419**	**82,904**	**80,350**	**2,554**

SUMMARY	
Special Ed Surplus / (Deficit)	2,554
Under / (Over) Spending in OTHER programs	44,515
Total Surplus / (Deficit) Projected	47,069

WOODBRIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED January 31, 2025

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	999,860	570,897	428,313	650		650
120	Teachers - Regular	5,853,312	2,730,399	3,074,671	48,242	33,875	14,367
120	Teachers - Special Education	1,128,525	569,820	576,647	(17,942)	16,330	(34,272)
1201	Psychologist	197,202	79,651	105,741	11,809		11,809
1203	Counselor	53,690	25,669	28,910	(889)		(889)
	Sub-Total Certified Salaries	**8,232,589**	**3,976,437**	**4,214,282**	**41,870**	**50,205**	**(8,335)**
1303	Custodians	473,399	245,726	189,608	38,065	25,000	13,065
140	Nurses	184,192	86,139	92,815	5,239	5,239	-
150	Secretaries, Clerical	431,376	232,579	189,983	8,815	4,815	4,000
160	Paraprofessionals	291,244	114,556	131,006	45,682		45,682
1601	Special Education Paraprofess.	797,954	395,728	460,346	(58,120)	15,000	(73,120)
170/10	Salaries OT / PT	114,668	52,309	59,954	2,405		2,405
190	IT Manager and Asst.	81,161	48,319	36,522	(3,681)		(3,681)
190	Salaries, Miscellaneous	56,514	32,536	36,350	(12,372)	(29,483)	17,111
	Sub-Total Non-Certified Salaries	**2,430,508**	**1,207,891**	**1,196,584**	**26,033**	**20,570**	**5,462**
	TOTAL SALARIES	**10,663,097**	**5,184,328**	**5,410,866**	**67,903**	**70,775**	**(2,872)**
220	FICA	317,410	142,428		174,982	159,947	18,035
230	CMERS	430,145	153,180		276,965	281,436	(4,471)
270	Medical Insurance	2,808,916	1,685,569		1,123,347	1,133,347	(10,000)
280	Life Insurance	33,346	14,090		19,257	15,830	3,427
2902	Other Employee Benefits	17,050	878		16,172	8,500	7,672
	TOTAL BENEFITS	**3,606,867**	**1,996,145**	**0**	**1,610,722**	**1,599,060**	**14,662**
320	Professional Development	45,220	6,441	1,445	37,334	37,334	-
330	Legal Fees	65,000	6,493		58,507	52,000	6,507
340	Software Support	29,750	11,870		17,880	17,880	-
350	Substitutes	143,000	58,850		84,150	119,150	(35,000)
390/01	Consultant Services	190,400	78,731	143,055	(31,386)		(31,386)
3902	Financial Audit	46,400			46,400	46,400	-
390	Other Prof/Tech. Services	14,398	9,162		5,236	5,236	-
	TOTAL PROFESSIONAL SERVICES	**534,168**	**171,547**	**144,500**	**218,121**	**278,000**	**(59,879)**
410/01	Utilities - Electric and Water	190,500	82,465		108,035	78,035	30,000
420	Heating	114,000	26,337		87,663	74,000	13,663
430	Repairs and Maintenance	75,000	66,378	6,612	2,010	10,000	(7,990)
450	Leases and Rentals	110,123	86,690		23,433	32,433	(9,000)
4501	Building Improvements	10,500		600	9,900	9,900	-
490	Other Purchased Services	27,620	21,969	6,101	(450)		(450)
4901	Service Contracts	160,533	55,632	40,859	64,041	64,041	-
	TOTAL PROPERTY SERVICES	**688,276**	**339,471**	**54,172**	**294,633**	**268,410**	**26,224**
510	Pupil Transportation-Regular	479,802	264,386	231,954	(16,538)	(16,538)	-
510	Pupil Transportation-Spec. Educ.	258,091	133,621	102,985	21,485	13,000	8,485
520	Insurance-General Liability	144,380	132,033	20,115	(7,768)		(7,768)
5201	Worker's Compensation	263,707	186,638	62,213	14,857		14,857
530	Telephone Services	18,531	11,321		7,210	8,000	(790)
535	Internet	27,000	8,425		18,575	4,212	14,363
537	Postage	6,840	1,922		4,918	4,000	918

WOODBRIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED January 31, 2025

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
540	Advertising	1,000			1,000		1,000
550	Interns	57,000	16,000		41,000	24,000	17,000
560	Tuition - Wintergreen	6,000			6,000		6,000
560	Tuition - Out of District	288,928	148,880	47,242	92,806	67,350	25,456
590	Other Purchased Services	13,950	5,629	1,400	6,921	6,921	-
	TOTAL OTHER PURCH SERVICES	**1,565,229**	**908,855**	**465,909**	**190,465**	**110,945**	**79,521**
610	Instructional Supplies	127,345	70,511	2,225	54,608	67,608	(13,000)
620	Computer Software	88,928	46,407		42,521	42,521	-
625	Supplies Nurses	5,370	1,951		3,419	3,419	-
630	Supplies Custodial	56,050	34,641	9,813	11,597	11,597	-
635	Supplies Office	13,000	3,501	330	9,169	9,169	-
640	Books and Audio Visual	25,000	7,459	5,844	11,697	11,697	-
645	Subscriptions	27,500	15,606	1,755	10,139	10,139	-
650	Testing	24,650	14,875	1,041	8,734	8,734	-
690	Misc. Supplies - DW Security	3,700	310		3,390	3,390	-
	TOTAL SUPPLIES & MATERIALS	**371,543**	**195,260**	**21,008**	**155,275**	**168,275**	**(13,000)**
732	Computer Hardware	114,500	97,156	2,203	15,141	15,141	-
735	Equipment - Teaching	11,000	5,519	349	5,132	5,132	-
740	Equipment - Building	5,000	-	1,756	3,244	3,244	-
745	Furniture	17,800	4,126		13,674	13,674	-
	TOTAL PROPERTY	**148,300**	**106,801**	**4,308**	**37,191**	**37,191**	**-**
810	Dues and Fees	24,345	17,719	510	6,116	6,116	-
900	Other Fees	13,200	3,286		9,914	7,500	2,414
	TOTAL DUES AND FEES	**37,545**	**21,005**	**510**	**16,030**	**13,616**	**2,414**
	TOTAL ADOPTED BUDGET	**17,615,025**	**8,923,412**	**6,101,273**	**2,590,341**	**2,546,272**	**47,069**

WOODBRIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 1-31-2025

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	$135,977	$165,717	$9,754	$53,455	
Intergovernmental	$39,074				
Donations				$71	$2,233
Other income					
Additions					
Total Revenues:	**$175,051**	**$165,717**	**$9,754**	**$53,526**	**$2,233**
Expenditures:					
Wages, FICA, MERF	$89,632	$138,056		$47,646	
Medical Insurance					
Cost of food sold	$84,010				
Equipment					
Repairs	$1,965				
Other Expenses	$8,642	$32,954	$10,527	$17,914	$380
Total Expenditures:	**$184,250**	**$171,010**	**$10,527**	**$65,560**	**$380**
Year to Date Net Income / (Loss):	**($9,199)**	**($5,293)**	**($773)**	**($12,034)**	**$1,852**
BOE Year to Date Cost of Health Insurance	$21,376				

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	$190,941	$107,675	$1,362	$79,839	$16,898
Prepaid Expenses					
Accounts Receivable	$7,855	$250	$11	$3,329	
Intergovernment Receivable	$19,009		$720	$160	
Inventory	$6,839				
Total Assets:	**$224,645**	**$107,925**	**$2,093**	**$83,328**	**$16,898**
Liabilities:					
Amounts Held As Agent					
Accounts Payable	$3,459	$60,086	$1,195		
Deferred Revenue	$33,499	$11,780			
Wages Payable					
Due To Other Funds		$4,675			
Total Liabilities:	**$36,958**	**$76,541**	**$1,195**	**$0**	**$0**
Fund Balance:					
Prior Year Ending Fund Balance	196,886	36,677	1,672	95,362	15,046
Year to Date Income / (Loss)	($9,199)	($5,293)	($773)	($12,034)	$1,852
Current Fund Balance	**$187,687**	**$31,384**	**$898**	**$83,328**	**$16,898**
	$0	(0)	-	-	-

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Current Fund Balance	$187,687	$31,384	N/A	N/A	N/A
Baseline - Minimum Fund Balance (30 days)	$21,788	$37,731	N/A	N/A	N/A
Operating Reserve Fund Balance (90 days)	$65,364	$113,194	N/A	N/A	N/A
# of Days Expenses in Fund Balance	258	25	N/A	N/A	N/A
Fund Balance Excess	$122,323	($81,810)	N/A	N/A	N/A

Existing policy, adopted 5/20/14, appropriate as updated.

Instruction

Concept and Roles in Instruction

The Board of Education believes the instructional program of the public schools to be among its highest priorities, and it is, therefore, important for the Board and the professional staff to work cooperatively in determining educational goals and objectives which meet the needs of students.

Within limitations of budgets made available to it by the Town, the Board of Education will provide personnel, equipment, instructional supplies and materials, and other support required to meet professional staff needs and community goals. The Board, understanding that education requires continuing change, also supports continuing in-service education for certified and non-certified staff.

The Superintendent of Schools shall present regular evidence of student progress and of program modifications based on evaluations which are consistent with district goals and objectives. Evidence of educational productivity is important in order to evaluate the educational system, to guide improvement efforts and to develop public support for the schools.

~~Legal Reference: No Child Left Behind Act, §1116, 20 U.S.C. §6316.~~

~~105 ILCS 5/2-3.63, 5/2-3.64, 5/10-21.3a, and §5/27-1.~~

Policy adopted: May 20, 2014

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, adopted 5/20/14 not reflective of PA 19-195, PA 22-47 and PA 22-145.
Recommended replacement follows for comparison.

Instruction

School Calendar

The school calendar shall show the beginning and ending of school dates, legal and local holidays, orientation meeting days, number of teaching days, vacation periods, and other pertinent dates providing for at least 182 school days for students.

The Superintendent shall recommend to the Board of Education a school calendar that meets all statutory requirements.

The calendar recommended to the Board may include the operation of schools on state holidays providing a suitable nonsectarian educational program is held to observe the holiday, except for those holidays that occur in December and January.

The Board of Education may declare a holiday in the schools under its jurisdiction when good reason exists.

~~To benefit children, families, and school staff in their planning, multiple year school calendars are preferable to single year school calendars~~.

Legal Reference: Connecticut General Statutes
1-4 Days designated as legal holidays
10-15 Towns to maintain schools
10-16 Length of school day
10-29a Certain days to be proclaimed by Governor.
Distribution and number of proclamations.
10-261 Definitions.
10-161 Establishment of graduation date.
10-233j Student possession and use of telecommunication devices.

Policy adopted: May 20, 2014

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, adopted 5/20/14 while appropriate as written, a CABE sample follows for comparison and review.

Instruction

Emergencies and Disaster Preparedness

The Board of Education recognizes its obligation to students, staff and the community to be prepared to deal with various emergencies as they arise, ensuring to the greatest extent possible the safety of District students, staff and visitors.

All employees of the school system are responsible for doing everything in their power to promote the safety of all of the students at all times.

District staff shall be prepared to respond immediately and responsibly to any combination of events which threaten to result in a disaster when it occurs.

The Superintendent shall develop and maintain an emergency preparedness plan. The emergency plan shall be kept current. Governmental agencies and bodies vested with the responsibility for directing and coordinating emergency services on local and state levels shall be included in the preparation and implementation of the plan.

The plan shall specify procedures to be taken in the District in the event of an emergency. As appropriate, the Board shall enter into cooperative agreements with other governmental entities to assure proper coordination and support during emergencies.

The administration shall require the Building Principal to maintain procedures for fire, civil defense, and other emergencies, in accordance with the District's plan and to insure the maintenance of the fire alarm system and regular and emergency exits of all buildings.

(cf. 5141.6 – Crisis Prevention/Response)
(cf. 5142 – Student Safety)
(cf. 6114.1 – Fire Emergency/Drills)
(cf. 6114.3 – Bomb Threats)
(cf. 6114.6 – Emergency Closings)

Legal Reference: Connecticut General Statutes
10-221 Boards of education to prescribe rules
10-231 Fire drills
52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Policy adopted: May 20, 2014

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, adopted 5/26/20, appropriate as written.

Instruction

Fire Emergency ~~(~~Drills~~)~~/Crisis Response Drills

A fire drill shall be held at least once a month in each school building. The initial fire drill must be held not later than ~~thirty~~ 15 days after the first day of each school year. A crisis response drill shall be substituted for one of the required monthly school fire drills every three months. Each Building Principal shall prepare a definite fire emergency plan, and furnish to all teachers and students information as to route and manner of exit. Fire drills shall be planned in such a way as to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills. Such drills shall incorporate the basic protocols of lockdown, evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of the crisis response drills.

Principals shall keep a record of all fire and crisis response drills held in their schools, stating the date the drill was held and the time required for the response protocols utilized in the drill. They shall furnish such reports to the Superintendent or his designate as may from time to time be required.

Local law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills conducted pursuant to Connecticut General Statutes 10-231. "Public Safety Officials" include the local emergency management director, fire marshal, building inspector and emergency medical services representative. Each of the named officials should evaluate and provide feedback on a representative sampling of fire/crisis response drills each year. The Administration shall annually submit reports to the Department of Emergency Services and Public Protection regarding such fire drills and crisis response drills.

(cf. 5141.6 – Crisis Management Plan)
(cf. 5142 – Student Safety)
(cf. 6114 – Emergencies and Disaster Preparedness)

Legal Reference: Connecticut General Statutes

10-231 Fire drills. (as amended by PA 00-220 and PA 09-131)

Policy adopted: May 26, 2020

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy adopted 5/20/14, appropriate as written.

Instruction

Affirmative Action: Instruction Program

The school district pledges itself to avoid any discriminatory actions, and instead seeks to foster good human and educational relations which will help to attain:

1. Equal rights and opportunities for students and staff members in the school community.

2. Equal opportunity for all students to participate in the total program of the school.

3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.

4. Training opportunities for improving staff ability and responsiveness to educational and social needs.

5. Opportunities in educational programs which are broadly available to all students.

6. An appropriate learning environment for students which includes (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology; (2) equitable allocation of resources; and (3) a safe school setting.

Each student, at the time s/he becomes eligible for participation, will be advised of his/her right to an equal opportunity to participate in school programs without discrimination of any kind.

Legal Reference: Connecticut General Statutes
10-15 Towns to Maintain Schools.
10-15c Discrimination in Public School Prohibited.
10-18a Contents of Textbooks and other General Instructional Materials.
10-226a Pupils of Racial Minorities.
10-145a(b) Certificates of Qualification for Teachers; Intergroup Relations Programs.
10-220 Duties of Boards of Education, As Amended by PA 97-290, An Act Enhancing Educational Choices and Opportunities.
Title IX of the Education Amendments of 1972
Section 504, U.S. Rehabilitation Act. 1973, 29 U.S.C. 791

Policy adopted: May 20, 2014

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, presently numbered 5144.4 adopted 4/29/19, appropriate as renumbered.

Students

Discipline

Physical Exercise and Discipline of Students

The Board of Education (Board) recognizes that a positive approach toward exercise and physical activity is important to the health and well-being of students. ~~All aspects of the school experience should encourage students to have a healthy attitude toward exercise and promote the life-long enjoyment of physical activity.~~ Therefore, when school employees impose disciplinary consequences for student misconduct during the regular day, the following restrictions shall apply:

1. **Loss of Recess as Disciplinary Consequence**

   Except as provided below, school employees may NOT prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline. Recess and other physically active learning opportunities may include movement-oriented learning activities in the academic environment, physical activity breaks, and regularly scheduled school wide routines and events that engage students in physical activity that is the time devoted each day (at least 20 minutes) to physical exercise in the District's elementary schools.

   Loss of recess or other physically active learning opportunities as a form of discipline may be permitted on a case-by-case basis if approved in writing by the building administration prior to the imposition of the discipline. Such approval may be granted for safety reasons, as a last resort before in-school suspension, or in extraordinary situations when alternative strategies to address student misconduct have been ineffective.

   This restriction shall not apply to students who are receiving in-school suspension.

2. **Physical Activity as Punishment**

   School employees may NOT require students enrolled in grades K-12, inclusive, to engage in physical activity as a form of discipline during the school day.

3. **Wellness Instruction**

   School employees shall not prevent students from participating in physical exercise during wellness instruction as a form of discipline.

   This restriction does not apply to brief periods of respite/time-outs, referrals to the building administrator, or for safety reasons.

   At no time shall an entire class be prevented from participating in wellness instruction or physical exercise activity as a disciplinary consequence.

Students

Discipline

Physical Exercise and Discipline of Students (continued)

Nothing in this policy shall prevent a school employee from acting in accordance with an Individualized Education Plan (IEP) developed by the student's Planning and Placement Team (PPT).

For the purpose of this policy, "school employee" means a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or any other individual who, in the performance of ~~his or her~~ their duties, has regular contact with students and who provides services to, or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.

Any employee who fails to comply with this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of District students and who fails to comply with the requirements of this policy may be subject to having their ~~his/her~~ contract for services suspended by the District.

(cf. 6142.10 — Health Education Program)
(cf. 6142.101 — Wellness)
(cf. 6142.61 — Physical Activity)
(cf. 6142.6 — Physical Education)

Legal Reference: Connecticut General Statutes
10-221o Lunch periods. Recess (as amended by P.A. 12-116, An Act Concerning Educational Reform, and P.A. 13-173, An Act Concerning Childhood Obesity and Physical Exercise in Schools)
10-221u Boards to adopt policies addressing the use of physical activity as discipline. (as amended by PA 18-15)

Policy adopted:

WOODBRTDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

MINUTES OF THE WBOE POLICY COMMITTEE
Superintendent's Conference Room
February 3, 2025

CALL TO ORDER: Ms. Williamson called the meeting to order at 4:35 PM.

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

PUBLIC COMMENT: None

Title IX: Based on recent changes from the CSDE, we do not need to adopt the new 2024 policy language, and we should stay with 2020 policy language. The U.S. Department of Education's Office for Civil Rights (OCR) issued guidance that notes that the Kentucky decision vacated the 2024 Title IX Regulations nationwide. Specifically, in footnote 2 on the last page of the document, OCR states: "*On January 9, 2025, a federal district court issued a decision vacating the 2024 Final Rule.* ***Consistent with the court's*** *order, the 2024 Title IX regulations are not effective in any jurisdiction.*"

School Climate: We have to adopt the *CT School Climate Policy 5131.911* in June. No need for 30-day review and this policy will replace our Bullying policy, 5131.911. There are new climate standards, a new structure which is school-based, new training requirements, new survey requirements, and a strong focus on restorative practices. Next year we will need to adopt a new Restorative Practices policy as well. Administration has completed required trainings on the development of our new school climate plan and on restorative practices. The policy is required to be adopted 'as is' and we are in the process of developing our reporting forms, as the ones suggested by the state are not required, and we do have great ideas on what fits our school needs.

6000 Series - Instruction: Most of the 6000 series appears to have been reviewed in 2014, making this section perhaps a bit easier as the lens is more current.

- No changes were made to Policies 6000 and 6114.
- 6111 – The last paragraph was deleted in its entirety.
- 6114.1 – Remove parentheses around (Drills) in the title and thirty (30) days was changed to (15).
- 6115 – Deferred until it could be determined if local / town guidance was necessary for inclusion or if the reference "10-29a" sufficed.
- 6121 – Clarification would be sought from CABE on whether the legal reference "Title IX of the Education Amendments of 1972" should be changed to reflect 2020.
- 6142.10 – In the first paragraph the second sentence was deleted. On the second page, second paragraph, fourth line "his or her" was changed to "their" and in the last paragraph, last sentence "his/her" was changed to "their".
- 6154 – Deferred as Board discussion posed questions regarding the effectiveness of homework as a research-based practice that improves learning and whether the time guidelines were accurate. Board shared previous history with this topic and parent opinions supporting pro and cons of homework. Research will be conducted and input sought from both administration and teachers. It is also possible that this information could be presented at a future Curriculum meeting either in June or the fall.

Policies 6000, 6111, 6114, 6114.1, 6121 and 6142.10 will be submitted to the Board for 30-day review at their February 24, 2025 meeting.

PUBLIC COMMENT: None

Meeting Adjourned: 5:20 PM

NOTICE

Connecticut General Statutes §§ 31-57r - 31-57w – Paid Sick Leave

Each employer with 25 or more employees, based on the number of employees on its payroll for the week containing January 1st annually, shall provide paid sick leave annually to each of its employees in the state. The paid sick leave shall accrue beginning January 1, 2025, for current employees, or for employees hired after January 1, 2025, beginning on the employee's date of employment.

Accrual

The accrual is at a rate of 1 hour of paid sick leave for each 30 hours worked by an employee up to a maximum of 40 hours per year (the employer shall choose any 365-day period used to calculate employee benefits in order to administer paid sick leave).

- No employee shall be entitled to use more than the maximum number of accrued hours.

Carry Over

Each employee shall be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current year period to the following year period.

Use of Paid Sick Leave

An employee shall be entitled to the use of accrued paid sick leave 120 calendar days after their date of hire.

Employees may use accrued paid sick leave in one-hour increments.

Recordkeeping

Employers must track and keep records of hours worked and paid sick leave accrued and used for every employee.

Pay

Each employer shall pay each employee for paid sick leave at a pay rate equal to the greater of either:

- the normal hourly wage for that employee; or
- the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave.

Reasons for Use of Leave

An employee may use paid sick leave for his or her own:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition;
- preventative medical care; or
- mental health wellness day.

An employee may use paid sick leave for a family member's:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or
- preventative medical care.

An employee may use paid sick leave when either:

- the employer's place of business; or
- a family member's school or place of care

closes by order of a public official due to a public health emergency.

An employee may use paid sick leave when a health authority, the employer of the employee or the employee's family member, or a health care provider determines that the employee or the employee's family member poses a risk to the health of others because of exposure to a communicable disease.

An employee may use paid sick leave if the employee or the employee's family member is a victim of family violence or sexual assault:

- for medical care or psychological or other counseling for physical or psychological injury or disability;
- to obtain services from a victim services organization;
- to relocate due to such family violence or sexual assault;
- to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

"Family member" means a spouse, sibling, child, grandparent, grandchild, or parent of an employee, or an individual who is related to the employee by blood or by an affinity whose close association the employee shows to be equivalent to those family relationships.

Documentation

No employer shall require an employee to provide any documentation that paid sick leave is being taken for a reason covered by the paid sick leave law.

Prohibition of Retaliation or Discrimination

No employer shall take retaliatory personnel action or discriminate against an employee because the employee:

- requests or uses paid sick leave either in accordance with the act; or
- in accordance with the employer's own paid sick leave policy, as the case may be; or
- files a complaint with the Labor Commissioner alleging the employer's violation of the act.

Collective Bargaining

Nothing in the act shall diminish any rights provided to any employee under a collective bargaining agreement, preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012, or July 1, 2012, pursuant to chapter 319pp.

Complaint Process

Any employee aggrieved by a violation of the provisions of the law may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, said Commissioner may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or award other relief.

Employees may file a complaint on the Department of Labor website: https://portal.ct.gov/dol/divisions/wage-and-workplace-standards/wage-complaint?language=en_US

This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information.

Effective 1/1/25