Woodbridge Board of Education
Woodbridge Board of Education Regular Meeting
Monday, August 17, 2026 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.***

**2026/27 Goals**
***To foster a dynamic learning environment that prepares learners for a rapidly evolving world.***

***To create and adopt a long-range plan that ensures the BRS building meets the needs of all students.***

II. **Preliminary Business / Motions**
   A. Call to Order
   B. Pledge of Allegiance
   C. Correspondence - *Correspondence may be submitted via email no later than 4:00 PM on the day of the meeting to mdegennaro@woodbridgeps.org*
   D. 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 June 15, 2026 Regular Meeting, the July 20, 2026 Special Meeting and the July 20, 2026 Regular Retreat Meeting
   B. Budget Narrative Report
   C. Budget Summary Report
   D. Budget Detail Report with 2025/26 Transfers
   E. Combining Financial Statements

IV. **Reports**
   A. Superintendent's Report
      1. Staffing Update 2026/27
      2. Summer Programs Update
      3. BRS Update

B. BRS Building Committee
C. Finance Committee
    1. Approve Chiller Repair
    2. Proposed 2027/28 Budget Calendar
D. Policy Committee / Adopt Policies
    1. Policy 3000 - Concept and Roles in Business and Non-Instructional Operations
    2. Policy 3100 - Budget/Budgeting System
    3. Policy 3150 - Adoption of Budget
    4. Policy 3160 - Transfer of Funds Between Categories
    5. Policy 3170 - Extended School Day and Extended School Year Programs
    6. Policy 3250 - Materials/Services Fees, Charges
    7. Policy 3260 - Disposal of Obsolete Books, Equipment and Supplies
    8. Policy 3280 - Gifts, Grants Bequests and Memorials
    9. Policy 3313 - Relations with Vendors
    10. Policy 3320 - Purchasing Procedures
    11. Policy 3321 - Requesting Goods and Services
    12. Policy 3324.1 - Contracts
    13. Policy 3326 - Paying for Goods and Services
    14. Policy 3434 - Periodic Audit
    15. Policy 3510 - Operation and Maintenance of Plant
    16. Policy 3560 - Capital Outlay
E. CABE Liaison Report
F. Upcoming Meeting Presentation(s): PTO Update, Tenure / Years of Service Recognition, Strategic Plan Update

V. **New Business**
A. Adopt 2026/27 WBOE Goals
B. Class Size Discussion, Action as Appropriate

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 REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING**
**Monday, June 15, 2026**
**Town Hall Main Meeting Room**

**CALL TO ORDER**: Chair Lawrence, called the meeting to order (7:02 PM).

**BOARD MEMBERS PRESENT**: Steven Lawrence, Chair; Jackie Cappiello; Megan Conatser; Sarah Beth Del Prete, (Secretary); and Erin Williamson.

**STAFF:** Christopher Montini, Superintendent; Analisa Sherman, Principal; Matthew Madruga, Assistant Principal; Carrie Borcherding, Special Services Director; Donna Coonan, Director of Business Services/Operations; and Marsha DeGennaro, Clerk of the Board.

**CORRESPONDENCE** – all correspondence received is available in BoardBook.

**PUBLIC COMMENT** – None

**MOTION #1 – CONSENT AGENDA** Move that we approve the consent agenda as presented. (*Conatser*/*Cappiello* **Unanimous**)

*PTO* – Monica Phillip, PTO President provided an overview of the school year. The theme for this year was to "Grow the Good Together", in the classroom, in the community and to demonstrate appreciation for staff. Approximately, $83,168 was raised during the year through various events. Teacher grants were restructured and were increased to $20,000 from $12,000, each grade level had a PTO sponsored enrichment activity and volunteers rose to an all-time high of 70.

*Superintendent Report* – Superintendent Montini noted enrollment remains steady at 875, with Kindergarten registration currently at 92. The FBI recognized Grade 6 students for the safe online surfing competition where they were 1st in the nation for April. BRS has a strong sense of community with students celebrating growth, development, connections and achievements with books, blankets and breakfast, a 4th Grade fantasy Brunch, as well as numerous other memorable events. Kindergarten registration was held on May 26 with current registration being 92. It is anticipated this number will increase over the summer. Retiring teachers Sue Simoniello and Dan Chase were wished a happy retirement.

*EDay* – Anthony Taddei, EDay Director, provided an overview of the year. Average daily attendance was 85-100 students, which has been consistent over the last three years. The program provides a fun, engaging and safe environment for students. Popular classes were Cooking, Minecraft and 3D Printing. Staffing is comprised of former and current staff members who have worked in the program for many years. The program is running a profit, although in-kind services of charge backs to the district (electricity, heating, payroll coordination, etc.) were not assessed this year. The program was acknowledged for its inclusivity of all children at BRS.

*Wellness Committee* – Jessica Hill, Cafeteria Manager, noted that Beecher has a wonderful Wellness plan that is put in place in the cafeteria, classroom and beyond. Students are encouraged and taught to make healthy choices at school. The hope is the choices may be reinforced in the community as the students grow. Events held during the school year included an All School Corn Shucking event followed by a tasting, Hydroponic lettuce tasting (on the salad bar daily), Massaro Farm Salsa Tasting (now on menu when salsa is served), Pasta tasting-local 2 ingredient fresh pasta made with CT grown grain fresh milled, Sunflower plantings (sponsored by the PTO) and a Milk blind taste test (currently 1% brand vs farm fresh 1%). In addition, all meals and snacks adhere to the CSDE and National School Lunch Standards and are sesame and nut free. BRS also won the CSDE Spring Great Plates competition with their Bolognese sauce.

*Tools for Schools* – Tools for Schools is an Indoor Air Quality (IAQ) and healthy school environment program developed by the EPA to assess and improve indoor air quality and maintain the health of students and staff. Notable accomplishments were the introduction and implementation of the Annihilare cleaning system, a renewed focus on our classroom area rug replacement cycle, 100% staff respondent awareness of the FIXIT work order system & classroom HVAC intake/exhaust locations, identification of areas of improvement for the custodial staff and increased reporting and location monitoring of pest activity and strategies to eliminate pests.

*BRS Update* – Ms. Sherman noted the Amity senior clap-out for Grade 6 students, the upcoming Grade 6 promotion ceremony on the 17th, the 2nd annual Book Bracket competition with *Don't Trust Fish* as the winning book and the availability of the summer Reading and Math packets on the website.

*BRS Building Committee* – Chair Lawrence noted the Community Conversation on June 9th inclusive of a building tour that outlined the work of the committee, provided details on why a new school was necessary and cost estimates for constructing a new building. Another Community Conversation is scheduled for June 23.

*Curriculum Committee* – Chair Lawrence noted the June 3 meeting focused on Social Studies and included on overview of covered topics in all grade levels, HMH standard content, instruction alignment, gap analysis and critical next steps.

*Finance Committee* – It is anticipated there will be a surplus of $99,000 from the 2025/26 budget. Administration recommended the following uses for the surplus:

| | |
|---|---|
| Classroom Supplies | $15,000 |
| Snow Blower Replacements (2) | 8,000 |
| Advanced Lock-Down Style Radios | 8,000 |
| Cover Reduced Lunch Fees | 2,800 |
| "Kids Are Rolling" Bikes | 9,000 |
| **TOTAL** | **$42,800** |

It was suggested that consideration be given to include funding for all classroom supplies in next year's budget to eliminate the burden on parents.

**MOTION #2 – 2025/26 BUDGET SURPLUS**
Move that we use the projected surplus 2025/26 operating budget as recommended by administration with any remaining dollars returned to the town. (*Lawrence / Williamson* **Unanimous**)

*Budget Reconciliation 2026/27* – It is anticipated there will be an estimated savings of $80,000 due to a "0" % increase of health insurance and the shifting of teacher devices to a 6th year replacement cycle instead of 5 years. (*Lawrence / Conatser* **Unanimous**)

**MOTION #3 – 2026/27 BUDGET RECONCILATION**
Move that we approve the reconciliation of the 2026/27 Operating Budget as presented by administration. (*Lawrence / Conatser* **Unanimous**)

Policy Committee – Ms. Williamson reviewed the policy changes.

*CABE Liaison Report* – The Board was invited to attend the August 6 Leadership Meeting at Waters Edge.

*Upcoming Meeting Presentations* – The July 20 meeting will be the annual Board Retreat to set Board Goals and Committee schedules for the upcoming year. The BRS Building Committee will meet on June 17 with a building tour and June 23 for a community conversation.

**NEW BUSINESS**
Superintendent Montini apprised the Board that in collaboration with the BOWA districts there would be a $250 increase in PreK tuition to $3,500. The program will continue to be a 5-day model.

**MOTION #4 – PreK TUITION INCREASE**
Move that we authorize an increase in PreK tuition for the 2026/27 school year to $3,500 based on a 5-day model. (*Lawrence / Williamson* **Unanimous**)

Ms Coonan outlined the transfer from Xerox to Prism copiers. Prism is on the state contract list, which avoids the bidding process, and they have an established relationship with the Town.

**MOTION #5 – COPIER LEASE**
Move that we approve the multi-year copier lease with Prism Office Solutions as presented. (*Lawrence / Conatser* **Unanimous**)

Ms. Coonan prsented the bid results for the HVAC maintenace contract. It was recommended that we continue with Tucker Mechanicals.

**MOTION #6 – HVAC MAINTENANCE CONTRACT**
Move that we authorize the Superintendent and/or designee to enter into a three-year contract agreement with Tucker Mechanicals to perform the annual HVAC Maintenance. (*Lawrence / Del Prete* **Unanimous**)

**PUBLIC COMMENT** – None

**MOTION #7 – EXECUTIVE SESSION (8:55 PM)**
Move that we enter Executive Session in accordance with state statute and invite the Superintendent to join the Executive Session. (*Lawrence / Del Prete* **Unanimous**)

**BOARD MEMBERS PRESENT**: Steven Lawrence, Chair; Sarah Beth Del Prete, Secretary; Megan Conatser; Jackie Cappiello; and Erin Williamson.

**STAFF:** Christopher Montini, Superintendent.

The Board reviewed the evaluation of the Superintendent.

**MOTION #8 – RETURN TO PUBLIC SESSION (9:27 PM)**
Move that we return to Public Session (*Lawrence / Williamson* **Unanimous**)

**BOARD MEMBERS PRESENT**: Steven Lawrence, Chair; Sarah Beth Del Prete, Secretary; Megan Conatser; Jackie Cappiello; and Erin Williamson.

**STAFF:** Christopher Montini, Superintendent.

**MOTION #9 – SUPERINTENDENT SALARY / CONTRACT EXTENSION**
Move that we extend the contract of the Superintendent through June 30, 2029 approving a three percent (3%) salary increase for the 2026/27 school year. (*Lawrence / Conatser* **Unanimous**)

**MOTION #10 – BUSINESS MANAGER SALARY / CONTRACT EXTENSION**
Move that we extend the contract of the Director of Business Services/Operations through June 30, 2029 including a three percent (3%) increase in salary for the 2026/27 school year. (*Lawrence / Cappiello* **Unanimous**)

**MOTION TO ADJOURN:** 9:29 PM (*Conatser / Cappiello* **Unanimous**)

Recorded by Marsha DeGennaro, Clerk of the Board

**MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION RETREAT MEETING**
**Monday, July 20, 2026**
**Superintendent's Conference Room**

**CALL TO ORDER**: Steven Lawrence, Chair, called the meeting to order (7:15 PM).

**BOARD MEMBERS PRESENT**: Steven Lawrence, Chair; Lynn Piascyk, Vice Chair; Sarah Beth Del Prete, Secretary; Jackie Cappiello, Megan Conatser, Jeff Hughes, Dr. Michael Strambler and Ms. Erin Williamson.

**STAFF:** Christopher Montini, Superintendent.

The Board reviewed 2026/27 meeting protocols / topics, goals, procedures and general functionalities in accordance with current board policies. Committee Chairs provided overviews of the work of each committee and new meeting schedules were developed. As it is anticipated schedule and topic modifications could occur, the schedule will remain in effect through June 2027. Based on the discussion committee membership and adjustments are as follows:

*CURRICULUM* will meet bi-monthly on the *FIRST WEDNESDAY*, meeting in *October 8 (Thursday), December 2, February 3, April 7 and June 2 at 4:00 PM* with membership comprised of *Chair – Dr. Michael Strambler*, Sarah Beth Del Prete and Jackie Cappiello.

*FACILITIES* will meet bi-monthly on the *FIRST THURSDAY* in *September 3, November 5, January 7, March 4 and May 6* at 7:30 AM with membership comprised of *Chair – Jeff Hughes*, Lynn Piascyk and Saurabh Vilekar.

*FINANCE* will meet monthly on the *SECOND MONDAY*, meeting monthly on *September 8*, October 13* (2nd Tuesday), November 9, December 14, January 11, February 8, March 8, April 5 (1st Monday), May 10 and June 14 at 4:30 PM* with membership comprised of *Chair – Steven Lawrence*, Lynn Piascyk, Sarah Beth Del Prete and Megan Conatser.

*POLICY* will meet bi-monthly on the *FOURTH MONDAY* in *September 28, November 23, January 25, March 22 and May 24* at 4:30 PM with membership comprised of *Chair – Erin Williamson*, Lynn Piascyk and Megan Conatser.

The 2026/27 Board Goals were identified as

- *To foster a dynamic learning environment that prepares learners for a rapidly evolving world.*
- *To create and adopt a long-range plan that ensures the BRS building meets the needs of all students.*

**MOTION TO ADJOURN** 9:06 PM (*Strambler / Hughes* **Unanimous**)

**MINUTES OF THE SPECIAL WOODBRIDGE BOARD OF EDUCATION MEETING**
**Monday, July 20, 2026**
**Superintendent's Conference Room**

**CALL TO ORDER**: Steven Lawrence, Chair, called the meeting to order (6:41 PM).

**BOARD MEMBERS PRESENT**: Lynn Piascyk, Steven Lawrence, Sarah Beth Del Prete, Jackie Cappiello, Megan Conatser, Jeff Hughes, Dr. Michael Strambler, Saurabh Vilekar and Ms. Erin Williamson.

**STAFF:** Christopher Montini, Superintendent; Analisa Sherman, Principal; Matthew Madruga, Assistant Principal; Carrie Borcherding, Special Services Director.

**MOTION #1 – Executive Session** (6:37 PM) Move that we enter Executive Session to discuss matters concerning security strategy, the deployment of security personnel, and/or devices affecting public security and to discuss negotiations with respect to collective bargaining, and invite the Superintendent to join the Board. (*Cappiello / Conatser* **Unanimous**)

**MOTION #2 – Return to Public Session** (7:08 PM) Move that we return to Public Session (*Hughes / Del Prete* **Unanimous**)

**MOTION #3 – WASA Contract 2027 – 2030** Move that we approve the Agreement between the Woodbridge Board of Education and the Woodbridge Association of School Administrators (WASA), effective July 1, 2027 through June 30, 2030 (*Lawrence / Cappiello* **Unanimous**)

**MOTION #4 – Revised Ed Specs** Move that we approve the revised May 14, 2026 Education Specifications for the Central Office facilities project at BRS as recommended by the BRS Infrastructure Upgrade Building Committee and presented by Antinozzi Associates and Construction Solutions Group for submission to the CSDE (*Lawrence / Hughes* **Unanimous**).

**MOTION TO ADJOURN:** 7:12 PM (*Piascyk / Conaster* **Unanimous**)

# Budget Narrative for the Year Ended June 30, 2026

After the May reports were created we anticipated a $98K surplus for the year. Almost all of our predicted savings was in **Salaries and Benefits** because we carried a vacant teacher position all year as well has having various staff members out on unpaid leaves of absence. Fortunately, we were able to utilize those savings to cover material deficits in **Professional Services** like Special Education legal fees as well as unbudgeted architectural and communication consultant fees. We also covered an $82K deficit in **Property Services** made necessary by high utility costs from a long cold winter and a large unplanned increase in our micro-turbine maintenance agreement. And lastly, we were able to cover unbudgeted **Other Purchased Services** for out of district tuition and transportation with our savings. After purchasing the following items with surplus funds we expect to return $37,086 to the Town.

| 2025-26 Uses Of Surplus | | |
|---|---|---|
| **Description** | **Amount** | **Notes** |
| Bulk supplies to help defer family contribution | $15,000 | classroom supplies |
| Snow Blowers | $3,839 | Price for two new blowers |
| AED Devices | $5,360 | requested by nursing staff |
| Cover Reduced Lunch Fees | $2,800 | |
| Kids Are Rolling Bikes | $9,000 | 24 strider to balance bikes and training |
| Grade 3 IPads | $73,351 | Pre-bought for the new school year |
| STEAM Supplies | $19,881 | classroom kits for each grade level |
| Total | $129,231 | |
| | | |
| | Capital Equip. | |
| | Educational | |
| | Facilities | |

**WOODBRIDGE BOARD OF EDUCATION**
**MONTH SUMMARY REPORT**
**FOR THE MONTH ENDED 6-30-2026**

| OBJECT | DESCRIPTION | ADOPTED BUDGET | EXPENDED TO DATE | ENCUMBERED TO DATE | TOTAL AVAILABLE | ESTIMATED ADDITIONAL | (OVER) UNDER YEAR END |
|---|---|---|---|---|---|---|---|
| 100 | TOTAL SALARIES | 11,288,309 | 10,959,768 | - | 45,792 | - | 45,792 |
| 200 | TOTAL BENEFITS | 3,707,798 | 3,647,096 | - | - | - | - |
| 300 | TOTAL PROFESS. SERVICES | 533,224 | 455,284 | 45,563 | - | - | - |
| 400 | TOTAL PROPERTY SERVICES | 671,312 | 718,393 | 39,382 | - | - | - |
| 500 | OTHER SERVICES | 1,797,314 | 1,904,300 | 62,056 | - | - | - |
| 600 | SUPPLIES & MATERIALS | 386,993 | 362,446 | 62,066 | 1,523 | - | 1,523 |
| 700 | TOTAL PROPERTY SERVICES | 108,800 | 99,854 | 83,479 | - | - | - |
| 800 | TOTAL DUES, FEES, MISC. | 32,105 | 37,207 | 1,100 | - | - | - |
| | No PO bills to be paid | | | | | | (10,230) |
| | **TOTAL ADOPTED BUDGET** | **18,525,855** | **18,184,348** | **293,645** | **47,315** | **0** | **37,086** |

| OBJECT | DESCRIPTION | ADOPTED BUDGET | EXPENDED TO DATE | ENCUMBERED TO DATE | TOTAL AVAILABLE | ESTIMATED ADDITIONAL | (OVER) UNDER YEAR END |
|---|---|---|---|---|---|---|---|
| 390 | SPED SERVICES/CONSULTING | 216,380 | 166,047 | 8,734 | - | - | - |
| 510 | TRANSPORTATION | 329,662 | 369,786 | 16,891 | - | - | - |
| 560 | TUITION SPECIAL ED | 373,480 | 446,143 | 38,890 | - | - | - |
| | **SPECIAL EDUCATION CARVEOUT** | **919,522** | **981,975** | **64,515** | **0** | **0** | **0** |

| SUMMARY | |
|---|---|
| **Special Ed Surplus / (Deficit)** | 0 |
| **Under / (Over) Spending in OTHER programs** | 37,086 |
| **Total Surplus / (Deficit) Projected** | 37,086 |

**WOODBRIDGE BOARD OF EDUCATION**
**MONTHLY DETAIL BY OBJECT**
**FOR THE MONTH ENDED June 30 2026**

| Object Code | Descriptions | Adopted Budget | Budget Transfers | Adjusted Budget | Expended to Date | Encumbered to Date | Projected Year-End Balance |
|---|---|---|---|---|---|---|---|
| 110 | Administrators | 1,029,488 | (1,515) | 1,027,973 | 1,027,973 | | - |
| 120 | Teachers - Regular | 6,117,471 | (128,196) | 5,989,275 | 5,943,483 | | 45,792 |
| 120 | Teachers - Special Education | 1,181,574 | (5,694) | 1,175,881 | 1,175,881 | | - |
| 1201 | Psychologist | 212,415 | (36,597) | 175,818 | 175,818 | | - |
| 1203 | Counselor | 127,308 | 46,487 | 173,795 | 173,795 | | - |
| | **Sub-Total Certified Salaries** | **8,668,256** | **(125,515)** | **8,542,741** | **8,496,949** | **-** | **45,792** |
| 1303 | Custodians | 480,915 | (5,275) | 475,640 | 475,640 | | - |
| 140 | Nurses | 191,188 | (476) | 190,712 | 190,712 | | - |
| 150 | Secretaries, Clerical | 450,466 | (28,983) | 421,483 | 421,483 | | - |
| 160 | Paraprofessionals | 364,785 | (141,963) | 222,822 | 222,822 | | - |
| 1601 | Special Education Paraprofess. | 857,412 | (5,221) | 852,191 | 852,191 | | - |
| 170/10 | Salaries OT / PT | 93,940 | 43,003 | 136,943 | 136,943 | | - |
| 190 | IT Manager and Asst. | 83,596 | 3,641 | 87,237 | 87,237 | | - |
| 190 | Salaries, Miscellaneous | 97,751 | (21,959) | 75,792 | 75,792 | | - |
| | **Sub-Total Non-Certified Salaries** | **2,620,053** | **(157,234)** | **2,462,819** | **2,462,819** | **-** | **-** |
| | **TOTAL SALARIES** | **11,288,309** | **(282,749)** | **11,005,561** | **10,959,768** | **-** | **45,792** |
| 220 | FICA | 337,719 | (40,080) | 297,639 | 297,639 | | - |
| 230 | CMERS | 457,843 | (48,506) | 409,337 | 409,337 | | - |
| 270 | Medical Insurance | 2,866,923 | 18,816 | 2,885,739 | 2,885,739 | | - |
| 280 | Life Insurance | 34,463 | (3,412) | 31,051 | 31,051 | | - |
| 2902 | Other Employee Benefits | 10,850 | 12,479 | 23,329 | 23,329 | | - |
| | **TOTAL BENEFITS** | **3,707,798** | **(60,702)** | **3,647,096** | **3,647,096** | **-** | **-** |
| 320 | Professional Development | 37,325 | (1,200) | 36,125 | 14,254 | 21,872 | - |
| 330 | Legal Fees | 55,000 | 21,167 | 76,167 | 66,167 | 10,000 | - |
| 340 | Software Support | 30,250 | (1,343) | 28,907 | 23,950 | 4,957 | - |
| 350 | Substitutes | 149,435 | (4,025) | 145,410 | 145,410 | | - |
| 390/01 | Consultant Services | 216,380 | (41,599) | 174,781 | 166,047 | 8,734 | - |
| 3902 | Financial Audit | 29,400 | (1,908) | 27,492 | 27,492 | | - |
| 390 | Other Prof/Tech. Services | 15,434 | (3,470) | 11,964 | 11,964 | | - |
| | **TOTAL PROFESSIONAL SERVICES** | **533,224** | **(32,377)** | **500,847** | **455,284** | **45,563** | **0** |
| 410/01 | Utilities - Electric and Water | 165,500 | 27,766 | 193,266 | 191,410 | 1,857 | - |
| 420 | Heating | 105,000 | 65,483 | 170,483 | 169,874 | 609 | - |
| 430 | Repairs and Maintenance | 84,000 | (10,210) | 73,790 | 49,826 | 23,965 | - |
| 450 | Leases and Rentals | 110,123 | (4,277) | 105,846 | 104,596 | 1,250 | - |
| 4501 | Building Improvements | 10,500 | (4,500) | 6,000 | 6,000 | | - |
| 490 | Other Purchased Services | 27,620 | (5,158) | 22,462 | 21,829 | 633 | - |
| 4901 | Service Contracts | 168,569 | 17,358 | 185,927 | 174,859 | 11,068 | - |
| | **TOTAL PROPERTY SERVICES** | **671,312** | **86,463** | **757,775** | **718,393** | **39,382** | **-** |
| 510 | Pupil Transportation-Regular | 524,118 | (12,727) | 511,391 | 511,391 | | - |
| 510 | Pupil Transportation-Spec. Educ. | 329,662 | 57,015 | 386,677 | 369,786 | 16,891 | - |
| 520 | Insurance-General Liability | 155,209 | 15,747 | 170,956 | 170,956 | | - |
| 5201 | Worker's Compensation | 284,804 | (11,907) | 272,897 | 272,897 | | - |
| 530 | Telephone Services | 18,531 | 18,194 | 36,725 | 36,725 | | - |
| 535 | Internet | 25,120 | (662) | 24,458 | 24,458 | | - |
| 537 | Postage | 6,840 | (2,013) | 4,827 | 3,582 | 1,245 | - |
| 540 | Advertising | 1,000 | (1,000) | - | - | | - |
| 550 | Interns | 57,000 | (24,000) | 33,000 | 33,000 | | - |
| 560 | Tuition - Wintergreen | 6,000 | (6,000) | - | - | | - |
| 560 | Tuition - Out of District | 373,480 | 111,553 | 485,033 | 446,143 | 38,890 | - |
| 590 | Other Purchased Services | 15,550 | 24,844 | 40,394 | 35,364 | 5,030 | - |
| | **TOTAL OTHER PURCH SERVICES** | **1,797,314** | **169,042** | **1,966,356** | **1,904,300** | **62,056** | **-** |

**WOODBRIDGE BOARD OF EDUCATION**
**MONTHLY DETAIL BY OBJECT**
**FOR THE MONTH ENDED June 30 2026**

| Object Code | Descriptions | Adopted Budget | Budget Transfers | Adjusted Budget | Expended to Date | Encumbered to Date | Projected Year-End Balance |
|---|---|---|---|---|---|---|---|
| 610 | Instructional Supplies | 151,925 | 29,673 | 181,598 | 130,119 | 51,479 | - |
| 620 | Computer Software | 85,288 | 3,733 | 89,021 | 89,021 | | - |
| 625 | Supplies Nurses | 5,370 | 5,478 | 10,848 | 5,487 | 5,360 | - |
| 630 | Supplies Custodial | 56,050 | 13,067 | 69,117 | 68,143 | 974 | - |
| 635 | Supplies Office | 13,000 | (5,137) | 7,863 | 7,126 | 737 | - |
| 640 | Books and Audio Visual | 18,000 | | 18,000 | 17,932 | | 68 |
| 645 | Subscriptions | 30,960 | (7,772) | 23,188 | 22,238 | 950 | - |
| 650 | Testing | 22,700 | | 22,700 | 19,563 | 2,347 | 790 |
| 690 | Misc. Supplies - DW Security | 3,700 | | 3,700 | 2,817 | 218 | 666 |
| | **TOTAL SUPPLIES & MATERIALS** | **386,993** | **39,042** | **426,035** | **362,446** | **62,066** | **1,523** |
| 732 | Computer Hardware | 89,800 | 73,300 | 163,100 | 85,749 | 77,351 | - |
| 735 | Equipment - Teaching | 8,000 | (2,166) | 5,834 | 3,546 | 2,289 | - |
| 740 | Equipment - Building | 5,000 | 4,787 | 9,787 | 5,948 | 3,839 | - |
| 745 | Furniture | 6,000 | (1,389) | 4,611 | 4,611 | | - |
| | **TOTAL PROPERTY** | **108,800** | **74,532** | **183,332** | **99,854** | **83,479** | **-** |
| 810 | Dues and Fees | 22,605 | 4,007 | 26,612 | 26,612 | | - |
| 900 | Other Fees | 9,500 | 2,195 | 11,695 | 10,595 | 1,100 | - |
| | **TOTAL DUES AND FEES** | **32,105** | **6,202** | **38,307** | **37,207** | **1,100** | **-** |
| | Non PO bills still to post | | | | | | (10,230) |
| | **TOTAL ADOPTED BUDGET** | **18,525,855** | **(546.00)** | **18,525,309** | **18,184,348** | **293,645** | **37,086** |

# WOODBRIDGE BOARD OF EDUCATION
## SPECIAL REVENUE PROGRAMS
## FINANCIAL REPORT FOR THE MONTH ENDED 6-30-2026

| | Café | Extended Day | Field Trips | Expendable Trust | Activity Fund |
|---|---|---|---|---|---|
| **Revenues:** | | | | | |
| Charges for services | $280,764 | $353,135 | $36,446 | $100,190 | |
| Intergovernmental | $90,859 | | | | |
| Donations | | | | $17,690 | |
| Other income | | | | $375 | |
| Additions | | | | | $2,153 |
| **Total Revenues:** | **$371,623** | **$353,135** | **$36,446** | **$118,255** | **$2,153** |
| **Expenditures:** | | | | | |
| Wages, FICA, MERF | $225,875 | $285,227 | | $75,620 | |
| Medical Insurance | | | | | |
| Cost of food sold | $172,546 | | | | |
| Equipment | | | | | |
| Repairs | $6,901 | | | | |
| Other Expenses | $5,868 | $50,534 | $32,625 | $10,119 | $4,184 |
| **Total Expenditures:** | **$411,190** | **$335,761** | **$32,625** | **$85,739** | **$4,184** |
| **Year to Date Net Income / (Loss):** | **($39,567)** | **$17,374** | **$3,821** | **$32,516** | **($2,031)** |
| BOE Year to Date Cost of Health Insurance | $36,644 | | | | |

| | Café | Extended Day | Field Trips | Expendable Trust | Activity Fund |
|---|---|---|---|---|---|
| **Assets:** | | | | | |
| Cash | $137,674 | $167,408 | $10,738 | $79,884 | $10,660 |
| Prepaid Expenses | | | | | |
| Accounts Receivable | $3,936 | $250 | $67 | $3,329 | $708 |
| Intergovernment Receivable | $14,126 | | | | |
| Inventory | $7,320 | | | | |
| Due From Other Funds | | $5,076 | $2,821 | $87,775 | |
| **Total Assets:** | **$163,055** | **$172,734** | **$13,626** | **$170,989** | **$11,368** |
| **Liabilities:** | | | | | |
| Amounts Held As Agent | | | | | |
| Accounts Payable | $3,459 | $33,170 | $4,399 | $1,801 | |
| Deferred Revenue | $19,666 | | | $76,343 | |
| Wages Payable | | | | | |
| Due to Other Funds | | $111,284 | | | |
| **Total Liabilities:** | **$23,125** | **$144,454** | **$4,399** | **$78,144** | **$0** |
| **Fund Balance:** | | | | | |
| Prior Year Ending Fund Balance | 179,498 | 10,905 | 5,405 | 60,329 | 13,399 |
| Year to Date Income / (Loss) | ($39,567) | $17,374 | $3,821 | $32,516 | ($2,031) |
| **Current Fund Balance** | **$139,931** | **$28,279** | **$9,226** | **$92,845** | **$11,368** |
| | $0 | - | - | - | - |

| | Café | Extended Day | Field Trips | Expendable Trust | Activity Fund |
|---|---|---|---|---|---|
| # of Days Expenses in Fund Balance | 193 | 22 | N/A | N/A | N/A |
| Fund Balance Excess | $74,566 | ($84,915) | N/A | N/A | N/A |

Beecher Road School

# Summer Enrichment Program

*2026*

**Thank You** to the **AMAZING S.E.P. STAFF** that made this year such a success:

Ilknur Akdeniz
Darlene Cavaliere
Peyton Chaplick
Magnus Ciarleglio
Rachel Ciarleglio
Melissa Cologiavani
Nell D'Andrea
Kayla DeGennaro

Jordan Klein
Visna Ngov
Eliza Shepard
Emily Sexton
Laura Sexton
Lucille Smetak
Kate Stokes
Jessica Tagoe

The North Office Staff

The Administrative Team

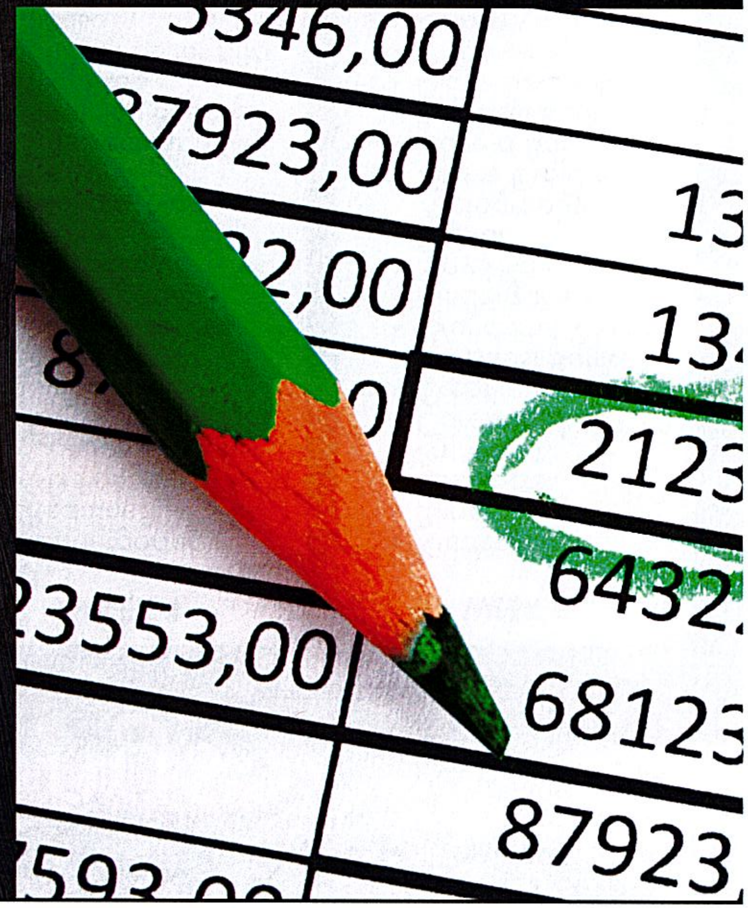
The Business Office

Vincent Lynch - SRO

Mary Naher-Olsen & Kathy DeRosa - Nurses

# By the numbers...

- Increase in enrollment from last year
- **623 total enrollments**
    - Week 1 - 112
    - Week 2 - 122
    - Week 3 - 140
    - Week 4 - 129
    - Week 5 - 120
- **Program Revenue**
    - Final numbers are still being calculated, projected 2026 revenue of $12,500
    - Balance of approximately $80,000
    - Will be working on reinvestment plan to replace consumables and hardware utilized by the program



# Program Offerings

### WEEK 1

- Kindergarten Readiness
- Code Crazy - Smalls
- Nature Explorers - Bugs
- Jewlery Design
- Wacky Science
- Breakfast Battles
- What a Racket!
- Kindergarten - Stay&Play
- Battlebots
- Slime Time
- Beautiful Beecher
- Wonderful Water

4 DAY WEEK - $4^{th}$ of July holiday

### WEEK 2

- Kindergarten Readiness
- Minecraft
- Crochet your way!
- Harry Potter
- Lego Cities
- Edible Science
- Global Games
- Kindergarten - Stay&Play
- Scratch Game Design
- Fabulous Physics
- Suspension Suspense
- Beautiful Beecher
- Critter Creations
- Field Day

### WEEK 3

- Kindergarten Readiness
- Digital Designs
- Nature Explorers - Rocks
- That's Sew Crazy
- American Girl & Me
- Lego Engineers
- Perfect Parfait
- Have a Ball!
- Kindergarten - Stay&Play
- Minecraft
- Wild and Wacky Science
- Beautiful Beecher
- Wonderful Water
- Mexican Masterpieces
- Maker Madness
- Gnome Homes

### WEEK 4

- Kindergarten Readiness
- 3D Printing
- Comic Creations
- Barbie Bliss
- Smoothies &Sweets
- Ninja Warriors
- Kindergarten - Stay&Play
- Movie Makers/Stop motion
- Spectacular Slime
- Beautiful Beecher
- Plant Lab
- Build a better bird house
- Hand-Held Eats
- Wonderful Water

### WEEK 5

- Kindergarten Readiness
- Battlebots
- Paint Party
- Cardboard Creations
- Breakfast Battles
- Wonderful Water
- Kindergarten - Stay&Play
- Digital Photography
- Space Explorers
- Have a Ball
- Beautiful Beecher
- Lego - Let's roll!
- Microwave Cakes!
- DIY Instruments

55 unique classes - total of 80 offerings!

# Positive changes!

- Shift from teacher driven to director created course offerings
  - more diverse
  - easier to manage
  - teachers placed based on areas of expertise, interest, and needs of the program
- Moved from 4 day to 5 day week - with positive feedback from families
- "Beecher Beautification" did just that!
  - Central Mural outside of the cafeteria
  - Bulletin Boards
  - 5 large SEL focused, student created paintings
  - Inspirational signs around the loop
- Implementation of early registration discounts
  - realized savings of $5,180 by Beecher Families

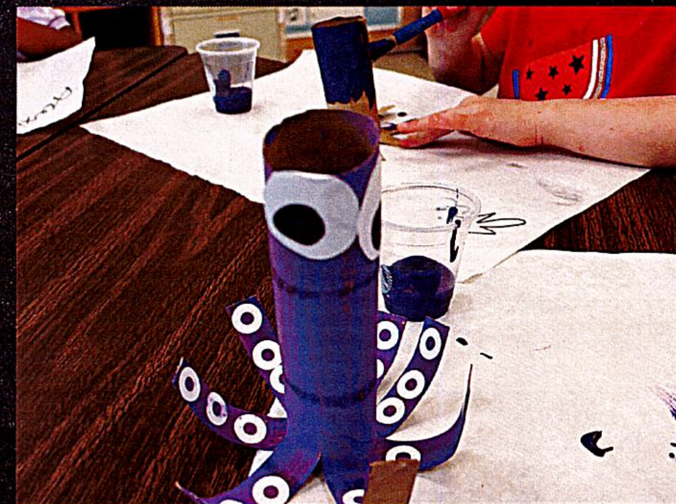
# small Challenges

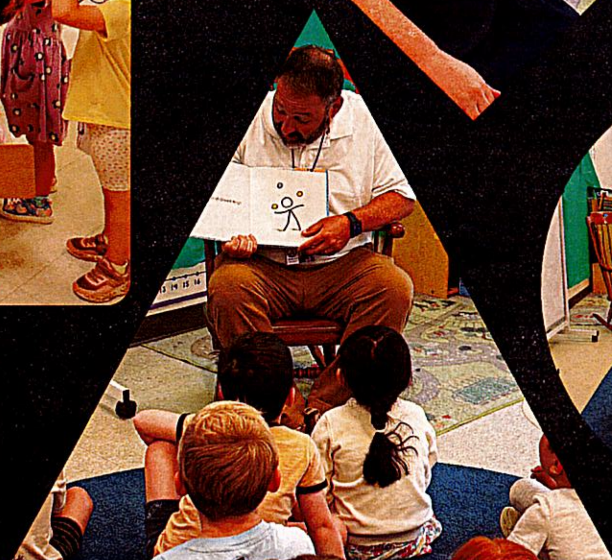
- Unexpected increase in salary due to no longer  sharing an SRO and Nurse with the REC program
- Cooking classes carry higher expenses, and are disproportionate to the other classes in terms of costs
- Unplanned staffing issues

# Moving forward...

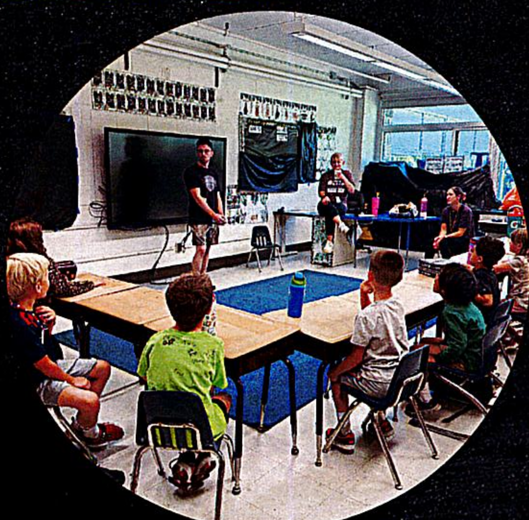
- Parent survey
- Additional classes with transferable skills (pasta making, candle making, advanced 3D printing)
- Add a small course fee to cooking classes
- Revise hiring practices to prioritize staff that can commit to all 5 weeks of the program and streamline the application processes
- Increase community engagement!
    - Invite community leaders to visit the program
        - Fire, Police, Public works, First Selectman
        - Request a touch a truck/fire safety visit
- Discuss possible discount for children of BRS employees

# Kindergarten

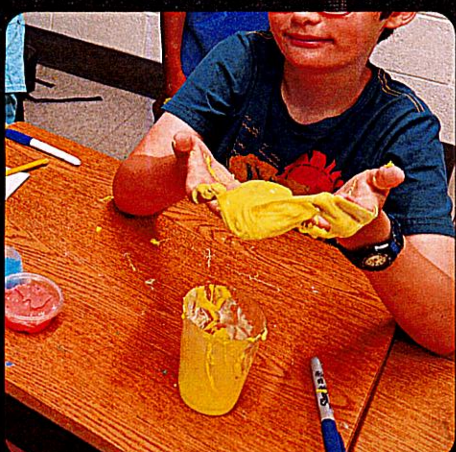


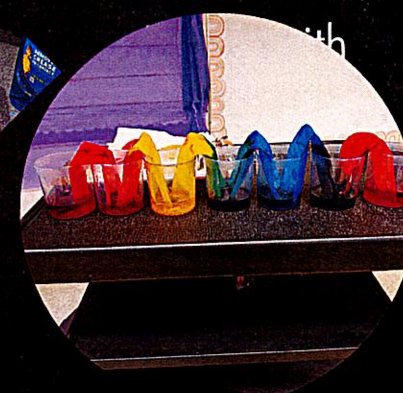


# Active



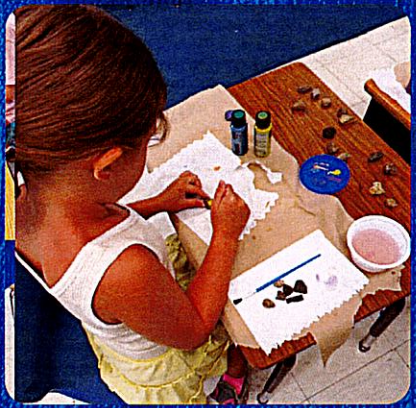
# Science



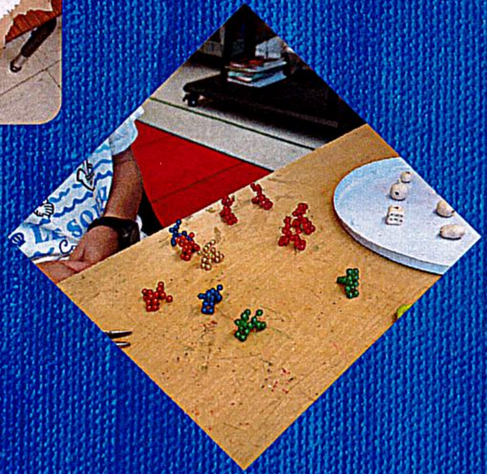


# Technology

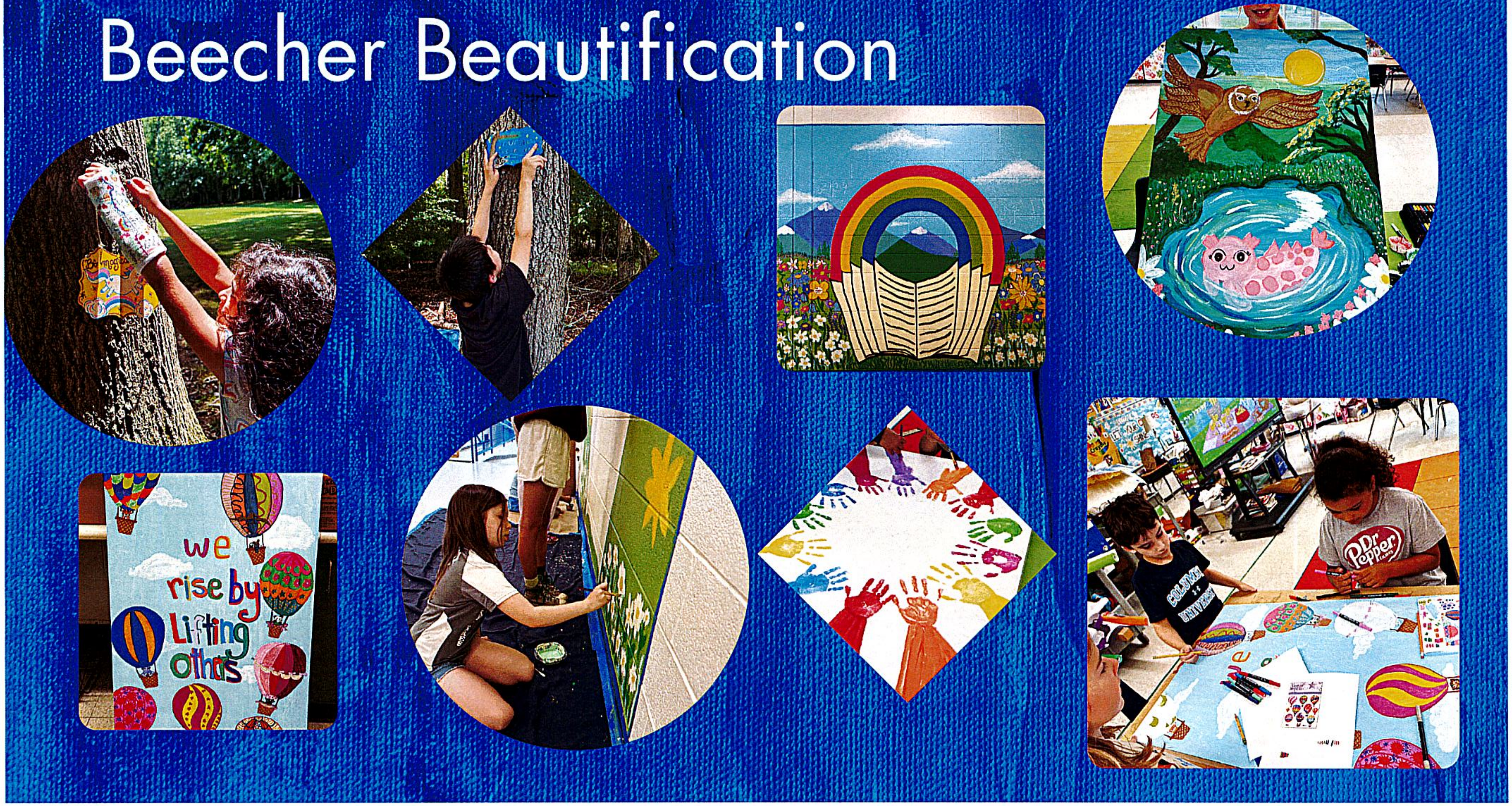
# Art Exploration

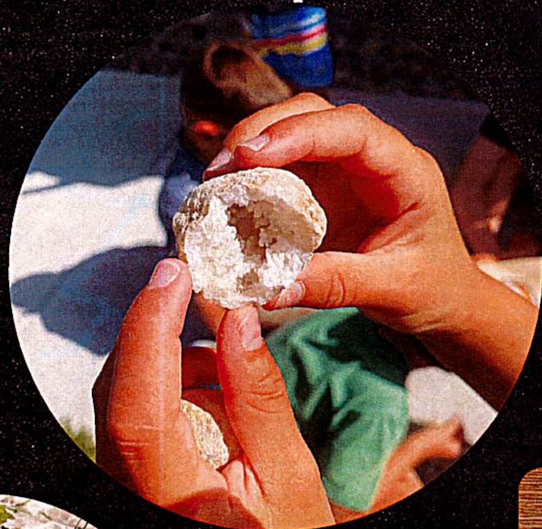




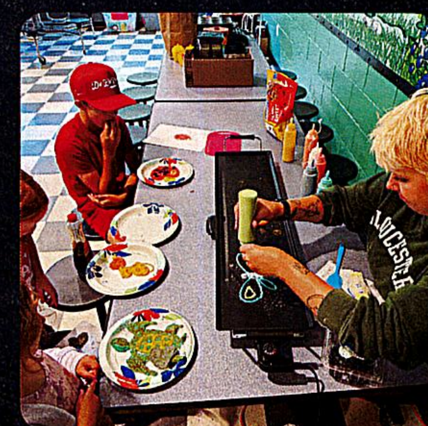

# Beecher Beautification



# Nature Explorers



# Cooking



# Themed Classes

# Family Testimonials

I want to THANK YOU for such a wonderful summer. This year was so great and we are so happy to be apart of it.

I just wanted to say thank you again for giving ****** an amazing experience at the Summer Enrichment Program. He had such a great time, and loved how many choices he had for camps. This program helps tremendously with keeping kids engaged both academically and socially over the summer, and he enjoyed being able to be in the school he loves so much even though it wasn't the "school year."

Thank you for running such a great summer program at Beecher. The classes you offer are just so cool and unique and my girls have always loved all of their camp teachers. They particularly enjoyed the cooking sessions and came home raving about them every day. The hard work you put in every year really shows and as a community we benefit greatly.

Thanks for an amazing summer camp!
You are the best!!

I'm so thankful that Beecher provides these types of opportunities for students, and we're looking forward to next summer when both of our kids can be there!
Thanks again, and I'm looking forward to seeing you this school year!

Thank you so much for running an incredible Summer Enrichment Program! *** had an incredible summer and we are already looking forward to next year!

# 2026 VIDEO RECAP

# BRS ENROLLMENT
## August 17, 2026

| Grade/Teacher | Total | |
|---|---|---|
| | | |
| **PreK - DePalma** | | |
| PK 3 | 13 | |
| PK 4 | 13 | |
| | **26** | |
| **Kindergarten** | | |
| Cadelina | 15 | |
| Cofrancesco | 15 | |
| Demetro | 13 | |
| Farnen | 14 | |
| Grabowski | 14 | |
| Scalia | 13 | |
| | **84** | **+2** |
| **Grade 1** | | |
| DeMarco | 19 | |
| Marcelynas | 18 | |
| Och | 18 | |
| Ortiz | 18 | |
| | **73** | **+1** |
| **Grade 2** | | |
| Fanelli | 18 | |
| Hutchinson | 18 | |
| Ramia | 19 | |
| Sudimick | 19 | |
| Vincitorio | 19 | |
| | **93** | **+2** |
| **Grade 3** | | |
| DePalma | 18 | |
| Fischer | 18 | |
| Glennon | 17 | |
| Ngov | 18 | |
| Rakowski | 19 | |
| Thompson | 19 | |
| | **109** | |

| Grade/Teacher | Total | |
|---|---|---|
| | | |
| **Grade 4** | | |
| Esparo | 20 | |
| Marcellino | 20 | |
| Mumford | 20 | |
| Nolan | 21 | |
| Shepard | 20 | |
| | **101** | |
| **Grade 5** | | |
| Crystal | 22 | |
| Guerra | 20 | |
| McHugh | 20 | |
| Meacham | 20 | |
| Mulligan-Torelli | 21 | |
| Robbins | 20 | |
| Rourke | 21 | |
| | **144** | |
| **Grade 6** | | |
| Blinstrubas | 22 | |
| Guerrera | 20 | |
| Irfan | 22 | |
| Rehm | 20 | |
| Rogerson | 21 | |
| Saunders | 20 | |
| | **125** | |
| **M.A.G.** | | |
| Ahern | 17 | |
| Hart-Rooney | 18 | |
| Wyman-Anctil | 19 | |
| Gerber | 20 | |
| | **74** | |

| | | |
|---|---|---|
| **BRS Enrollment** | **829** | **834** |
| ODD | 3 | |
| **GRAND TOTAL** | **832** | **837** |

***Not yet assigned homeroom***

# Request for Approval to Contract with TRANE for Chiller Repair

**TO:** Woodbridge Board of Education
**FROM:** Donna Coonan, Director of Business Services & Operations
**SUBJECT:** Authorization of Chiller AFD Replacement – Exception to Competitive Negotiation
**DATE:** August 17, 2026

## Recommendation

The Administration recommends that the Board of Education authorize the replacement of both Automatic Frequency Drives (AFDs) on the District's Trane Stealth chiller through Trane's R'Newal program at an approximate cost of **$56,000**, and approve the purchase as an exception to the District's competitive negotiation requirements under the exception for **equipment service contracts**.

## Background

The District's Trane Stealth chiller utilizes two AFDs, each controlling approximately one-half of the chiller's capacity. Since August 2025, one of the drives has experienced a persistent failure, leaving the chiller operating at approximately **50% capacity**.

Since the initial failure, Trane has removed, repaired and reinstalled the affected component on multiple occasions. Reinstallation was attempted in October 2025, May 2026 and July 2026; however, each attempt resulted in the same or additional alarms and the drive remained unreliable. Following the most recent failure, Trane determined that continued refurbishment is not a reliable long-term solution and recommended replacement.

## Proposed Solution

The standard cost to replace one AFD through Trane's normal parts and service process is approximately **$70,000**, or approximately **$140,000** to replace both drives.

Trane has worked with its factory to make available a special **R'Newal/remanufactured drive program** for the District's Stealth chiller. Through this program, **both AFDs can be replaced for approximately $56,000 total**. The replacement drives carry a one-year warranty, equivalent to the warranty provided with the standard replacement option.

Although only one AFD has failed, both drives are approximately 12 years old. Replacing both at this time will restore the chiller to full capacity and reduce the risk that failure of the remaining original drive could result in a complete loss of cooling. The work can be performed on consecutive days, allowing one side of the chiller to remain operational during the replacement.

The proposed $56,000 expenditure represents a savings of approximately **$84,000 compared with the estimated $140,000 cost of replacing both drives through Trane's standard process**, while providing a proactive solution to an ongoing equipment reliability issue.

# Procurement

District purchasing procedures generally require purchases exceeding **$10,000** to be competitively negotiated. The procedures, however, permit the Board of Education to authorize exceptions to this requirement, including for **equipment service contracts**.

Given the specialized nature of the Trane chiller and its controls, Trane's history diagnosing and servicing the existing failure, the availability of the manufacturer's R'Newal program, and the significant cost savings associated with replacing both drives through this program, the Administration recommends that the Board authorize this purchase under the equipment service contract exception.

# Proposed Board Action

**MOVED:** That the Board of Education authorize the Administration to proceed with the replacement of both Automatic Frequency Drives on the District's Trane Stealth chiller through Trane's R'Newal program at an approximate cost of **$56,000**, and further authorize an exception to the competitive negotiation requirement pursuant to the District's purchasing procedures for **equipment service contracts**.

## 2027-2028 UPDTED BUDGET CALENDAR

| | | |
|---|---|---|
| OCTOBER | 10/9/2026 | Distribute Budget Worksheets to Administrators |
| | 10/30/2026 | Administrators return budget worksheets to Business Manager |
| NOVEMBER-DECEMBER | 11/10/2026 | Finance Committee Mtg - Superintendent Budget Update & Capital Budget Presentation |
| | 11/16/2026 | Regular Board Meeting - BOE Votes on Capital Budget |
| | 12/10/2026 | Special Meeting - Operating Budget Presented to BOE |
| | TBD | Preliminary Capital Budget submission due to Town Finance Director |
| | 12/16/2026 | Special Meeting - Budget Workshop Question & Answers |
| | 12/17/2026 | Special Meeting - If needed Budget Workshop |
| | 12/21/2026 | Regular Board Meeting & Budget Vote |
| JANUARY-APRIL | 1/8/2027 | Operating Budget Submitted to Town |
| | TBD | Operating and Capital Budget presentation to BOS & BOF |
| | TBD | Public Hearing |
| MAY-JUNE | TBD | Final BOE Operating Budget approved at Town Meeting (TBD) |
| | TBD | Final BOE Operating Budget approcved by Board of Education (TBD) |
| | TBD | Communicate approved Operating Budget to Administrators (TBD) |

# MINUTES OF THE WBOE POLICY COMMITTEE
## Superintendent's Conference Room
## June 1, 2026

**CALL TO ORDER:** Ms. Williamson called the meeting to order at 4:32 PM.

**IN ATTENDANCE:** Erin Williamson, Chair (in person); Lynn Piascyk (in person), Megan Conaster (in person), Steven Lawrence (remote), Board of Education Members; and Christopher Montini, Superintendent.

**PUBLIC COMMENT:** None

The Committee reviewed the following policies:

- Policy 3000 no changes, submit for 30-day review.
- Policy 3100 no changes, submit for 30-day review.
- Policy 3150 no changes, submit for 30-day review.
- Policy 3160, minor language adjustments were made in the 1st sentence of the 1st paragraph for ease of reading/understanding. In the first bullet "June 1" was added before "Principals" and "Special Education Director" was changed to "Special Services Director". In the last paragraph delete "legislative body … meeting". Submit for 30-day review.
- Policy 3170 "P" was added before the Policy number and R" was added before the Regulation number. In the 2nd sentence, 1st paragraph delete "for extended…." and sentence after "requirements". Under #1, in the 1st sentence change "insure" to "ensure". On the first page of the regulation, 1st paragraph 2nd sentence add "or other early release days" following "days". Under 1a and 2g delete "in" and replace with "prior to". Submit for 30-day review.
- Policy 3250 no changes, submit for 30-day review.
- Policy 3260 first paragraph 1st sentence delete "and shall…" ending sentence after $2,000.
- Policy 3280 add "P" before policy number and "R" before regulation number, submit for 30 day review.
- Policy 3313 change "Business Manager" to "Director of Business Services / Operations", add space before "soliciting" and under "Award of Orders" add a comma after "In general". Submit for 30-day review.
- Policy 3320 change "Superintendent of Schools" to "Superintendent" and "Business Manager" to "Director of Business Services / Operations", submit for 30 day-review.
- Policy 3321 change "Superintendent of Schools" to "Superintendent" and "Business Manager" to "Director of Business Services / Operations", submit for 30 day-review.
- Policy 3324.1 no changes, submit for 30-day review.
- Policy 3326 change "Business Manager" to "Director of Business Services / Operations", submit for 30-day review.
- Policy 3434 no changes, submit for 30-day review.
- Policy 3510 in 2nd paragraph, change "his/her" to "they", "He/she" to "they" and "him/her" to "them"; change "Facilities Supervisor" to "Facilities Manager".
- Policy 3516 in 1st paragraph, last sentence change "insure" to "ensure", delete "by the Board of Education", on 2nd page #3, delete "at all times. It was agreed this policy would be held for further review at the next meeting and crosschecked with statute for the 1-17 list as well as the Shipman Goodwin policy.
- Policy 3517 change "Business Manager" to "Director of Business Services / Operations". It was agreed this policy would be reviewed further at the next meeting.
- Policy 3560 in the 1st paragraph, 1st sentence delete "such as school buses", submit for 30-day review.

**PUBLIC COMMENT:** None

Meeting Adjourned:  5:12 PM

*Existing policy, number 3000 adopted 2/24/14, appropriate as written.*



**Business/Non-Instructional Operations**

**Concept and Roles in Business and Non-Instructional Operations**

The Board of Education recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.

2. Explore all practical sources of dollar income.

3. Guide the expenditure of funds so as to extract the greatest educational returns.

4. Establish top-quality accounting and reporting procedures.

5. Maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.

**Non-Instructional Operations**

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources and to support environmentally the efforts of the staff to provide a good education.

**Policy adopted:** ~~**February 24, 2014**~~

*Existing policy, number 3100 adopted 2/24/14, appropriate as written.*



**Business/Non-Instructional Operations**

**Budget/Budgeting System**

**Annual Operating Budget**

**General**

The Board of Education shall prepare an annual operating budget for the school district, consistent with provisions of State statutes and Board of Finance requirements that govern preparation, timelines and available appeal procedures of reductions to the educational budget.

**Establishing Budget Priorities**

Before developing and adopting a proposed budget, the Board of Education shall study school programs in relation to present and future students and community needs and establish budget priorities for the fiscal year.

**Supplemental Appropriations**

State law provides procedures through which, subsequent to approval of the annual budget, additional appropriations may, if required, be requested by the Board of Education from the Board of Finance. Prior to requesting supplemental funds, the Board shall make every reasonable effort to live within the original appropriation and maintain essential educational programs.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system.

**Policy adopted: ~~February 24, 2014~~**

*Existing policy, number 3150 adopted 2/24/14, appropriate as written.*

**3150**

**Business/Non-Instructional Operations**

**Adoption of Budget**

The Board of Education will present an itemized estimated cost for the operation of the public schools to the Board of Finance on or before the requested date for review prior to the annual town meeting at which appropriations are to be made. The estimated cost for operation of the public schools for the ensuing year shall be the final budget for the schools, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the town for the operation of the schools.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget.

**Policy adopted: ~~February 24, 2014~~**

*Existing policy, number 3160 adopted 6/17/19, appropriate as written.*



**Business and Non-Instructional Operations**

**Transfer of Funds Between Categories**

The Board of Education may transfer any unexpended or uncontracted ~~for~~ portion of any appropriation ~~for school purposes~~ to any other item ~~of such itemized estimate, but~~ as long as all expenditures shall not exceed the total budget ~~appropriation made by the fiscal authority~~ combined with such money as may be received from other sources for school purposes. The approval of such transfers shall be based upon need, emergencies, and/or circumstances that were unforeseen at the time of the adoption of the budget, or a reordering of priorities during the fiscal year.

The Board authorizes the Superintendent and/or Director of Business Services and Operations to make limited transfers under emergency circumstances if the urgent need for a transfer prevents the Board from meeting in a timely fashion to consider such transfer.

The Board establishes the following criteria for authorization of above transfers:

- June 1 Principals and the ~~Director of Special Education~~ Special Services Director have the authority to transfer funds within object codes (i.e. supplies, furniture, equipment, etc. from one department to another) within their budgets for amounts not to exceed $1,000.

The Superintendent has the authority to:

- Transfer funds between line items not to exceed $5,000.

All other transfers shall require authorization from the Board of Education. In all cases transfers will be reported at the subsequent Board of Education meeting and a written explanation of such emergency transfer shall be provided to the ~~legislative body of the municipality or, in a municipality where the legislative body is a town meeting,~~ to the Board of Selectmen.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget as amended by PA 13-60

**Policy adopted:** ~~**June 17, 2019**~~

**WOODBRIDGE PUBLIC SCHOOLS**
Woodbridge, Connecticut

*Existing policy, number 3170 adopted 11/21/22, appropriate as written.*

**P3170**

**Business/Non-Instructional Operations**

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

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

**1. Reports and Record-keeping**
The Superintendent will ~~insure~~ ensure that all legally required and other appropriate and necessary records are maintained on file by the Woodbridge School District, including financial accounts, business records, personnel and program enrollment information and other information appropriate to program operation. The Superintendent will provide periodic income/expense reports to the Board of Education for its review.

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

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

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

Legal Reference: Connecticut General Statutes

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

**Policy adopted:** ~~**November 21, 2022**~~

**WOODBRIDGE PUBLIC SCHOOLS**
Woodbridge, Connecticut

*Existing regulation, number 3170 adopted 11/21/22, appropriate as written.*

**R3170**

**Business/Non-Instructional Operations**

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

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

**Extended Day Program Hiring Protocols**

**1. Director of Extended Day Position**

a. The Superintendent shall post the position for the Director of Extended Day yearly in June for the following school year.

b. 10 ½ month position (Mid-August through last day of the school year in June).

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

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

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

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

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

g. The Superintendent shall post the position for the Assistant Director of Extended Day yearly in June for the following school year.

h. 10 ½ month position (Mid-August through last day of the school year in June)

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

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

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

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

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

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

**Summer Enrichment Program Hiring Protocols**

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

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

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

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

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

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

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

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

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

*Existing policy, number 3250 adopted 4/19/22, appropriate as written.*



**Business/Non-Instructional Operations**

**Materials/Services Fees, Charges**

In line with the responsibility of the state to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

**Copies of Records**

Any person who applies in writing will receive a plain, facsimile, electronic or certified copy of any public record pursuant to State statute. A fee not to exceed fifty cents per page will be established.

(cf. 9330 Board/School District Records)

Legal Reference: Connecticut General Statutes

1-212 Copies and scanning of public records. Fees.
10-221 Boards of education to prescribe rules.
10-228 Free textbooks, supplies, material and equipment.
10-228a Free textbook loans to pupils attending non-public schools.
10-229 Change of textbooks.

**Policy adopted:** ~~**April 19, 2022**~~

**WOODBRIDGE PUBLIC SCHOOLS**
Woodbridge, Connecticut

*Existing policy, number 3260 adopted 4/19/22, appropriate as written.*



**Business/Non-Instructional Operations**

**Disposal of Obsolete Books, Equipment and Supplies**

The Superintendent shall be authorized to dispose of obsolete books, equipment or supplies individually valued at less than $2,000~~, and shall report such disposal to the Board of Education~~. The disposal of books, equipment, or supplies individually valued at $2,000 or more requires approval of the Board of Education. Items with useful life or monetary value may be sold at public sale. If items are otherwise disposed, disposal shall be conducted whenever possible following guidelines supporting best recycling and reuse practices. If property acquired under grant funds is disposed of, such disposal shall follow grant procedures and applicable State and federal guidelines.

Legal Reference: Connecticut General Statute
10-241 Powers of School Districts

**Policy adopted:** ~~**April 19, 2022**~~

**WOODBRIDGE PUBLIC SCHOOLS**
Woodbridge, Connecticut

*Existing policy, number 3280 adopted 12/19/22, appropriate as written.*

**P3280**

**Business/Non-Instructional Operations**

**Gifts, Grants Bequests and Memorials**

The Superintendent of Schools shall be authorized to accept or decline, on behalf of the Board of Education, any gift of money and/or property, grants, bequests and memorials to the school system valued at $1,000 or less and shall inform the Board of such gifts, grants, bequests and memorials. Contributions of gifts, equipment or services in excess of $1,000 in value or that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds, or special requests by donors shall be presented to the Board of Education for approval. Gifts, grants, bequests and memorials from the PTO, however, shall be brought to the Board at the discretion of the Superintendent.

Review and approval of gift, grants, bequests and memorials shall adhere to Board Policies 1313, 1324 and 7551 and the following guidelines:

1. Gifts, grants, bequests and memorials deemed eligible for acceptance may include money, services, programs, equipment, furniture, works of art, library materials and/or other items of value.

2. Anticipated gifts, grants, bequests and memorials shall not supplant Board of Education responsibility for educational funding, nor shall outside funding produce major educational inequities.

3. School staff and the educational program shall be safe-guarded against any inappropriate influence or constraints from individual or corporate donors because of their contributions to the school district.

4. Public recognition for received gifts, grants, bequests and memorials shall be appropriate and balanced.

5. Gifts and equipment contributed to the schools shall become the property of the Board of Education and subject to the same controls and regulations that govern the use of other district-owned property. All gifts and equipment become the sole property of the Board of Education and shall be used and expended at the Board of Education's discretion. The Board shall consider the special requests of donors before the acceptance of any gift and evaluate the donor's requests in light of the laws of this state, the policies and procedures of the school district, and the short and long-term interests of the district. The Board retains the prerogative of deciding how the donation shall be used and/or refusing any donation that requires major alterations to a physical plant, causes any future indebtedness, increases the Board's liability or any other considerations. At no time will the Board be responsible for maintenance and/or replacement of any accepted item.

Legal Reference: Connecticut General Statues
7-194 Powers.
10-9 Bequests for Education Purposes

~~**Policy adopted: February 24, 2014**~~
~~**Policy revised: November 21, 2017**~~
**Policy revised:** ~~**December 19, 2022**~~

**WOODBRIDGE PUBLIC SCHOOLS**
Woodbridge, Connecticut

**Business/Non-Instructional Operations**

**Gifts, Grants Bequests and Memorials**

**Protocols for Gifts, Grants, Bequests, Memorials, Donations**

1. The organization (i.e. PTO) or individuals making the request will review proposed gift/purchase/ donation with building administration.
2. The initial request will be reviewed by the building administration looking for alignment with positive student learning outcomes and curricular connections aligned with BRS.
3. Building administration will review technology related donations (i.e. printers, computers, software, cameras) with the Information Technology Manager. The Information Technology Manager will check for compatibility with existing hardware and the network. The Information Technology Manager will also determine if there are additional costs related to installation, licenses, supplies, maintenance, etc. The Information Technology Manager will communicate findings back to building administration.
4. Building administration will review equipment related donations (i.e. furniture, shelving, structural items, playground equipment, items requiring installation, items requiring electricity) with the Facilities Manager. The Facilities Manager will check for compatibility with existing systems and building layout. The Facilities Manager will also determine if there are additional costs related to installation, licenses, supplies, technicians, re-wiring, upkeep/maintenance, etc. The Facilities Manager will communicate findings back to building administration. The Facilities Manager via consultation with the Superintendent shall bring matters that involve substantive alteration to buildings or grounds to the BOE Facilities Committee for review and approval by the Board of Education.
5. At all times the Superintendent has full discretion in granting or denying gifts, grants, donations. Any request that requires additional costs that impact the LEA budget will need to be reviewed by the Superintendent and the Director of Business and Operations who in turn will consult with the BOE.

**Regulation approved:** ~~**December 19, 2022**~~

**WOODBRIDGE PUBLIC SCHOOLS**
Woodbridge, Connecticut

*Existing policy, number 3313 adopted 2/24/14, appropriate as written.*



**Business/Non-Instructional Operations**

**Relations with Vendors**

The Board of Education desires good working relationships with vendors who supply materials, supplies and services to the school system. Constructive efforts by the administration, and other district employees, to seek the advice and counsel of vendors about how to continue and to improve such relationships are encouraged.

**Cooperative Purchasing**
The Board of Education authorizes the ~~Business Manager~~ Director of Business Services / Operations to participate in cooperative purchasing of materials, equipment, supplies, and services with other school districts or municipal sub-divisions where the participation will serve the best interests of the school system.

**Requisitions**
A requisition, duly signed, must be completed prior to issuance of a purchase order. Exceptions may be made in emergency situations.

**Purchase Orders**
A purchase order is required for all purchases and must be approved by the ~~Business Manager~~ Director of Business Services / Operations or Superintendent.

Routine purchases (such as fuel, some equipment repair, and some maintenance services, and other items of a repetitive nature) do not require a purchase order.

**Estimates**
Where no firm price is obtainable, an estimate shall be made prior to placing a purchase order.

**Soliciting Prices**
Whenever possible and/or practical, competitive pricing will be secured on all materials, equipment, supplies, and services needed by the school system. Competitive pricing may consist of formal bidding, negotiations or informal pricing such as by letter or telephone, and by price quotations.

**Expenditures up to $1,000**
Quotations, verbal or written, should be obtained prior to placing an order, except in emergencies or when specialized equipment or products are involved.

**Expenditures from $1,000 - $10,000**
Quotations based on general specifications FOR A SINGLE ITEM must be obtained from at least two (2) suppliers before placing an order.

**Expenditures in Excess of $10,000**
Formal written bids, based on specific written specifications, shall be invited by advertising in area newspapers or by mailing to a bid list, if one exists, and shall be received sealed at a specified date, time, and place and publicly opened.

**Award of Orders**
In general, the lowest responsible bidder will be awarded the order. Consideration shall be given to quality, delivery, terms, and other conditions required by the order.

**State Bids**
When Connecticut state bids are available for services and materials, such services and materials may be purchased without additional quotes or bids from suppliers who have been awarded the state bids.

**Exceptions**
Professional and consulting services, specialty items, repetitive services and supplies, equipment service contracts, and other non-competitive categories may be exempted from above procedures if it can be demonstrated that such an exception is favorable to the Town of Woodbridge and the Woodbridge School District.

Legal Reference: Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities

4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation

46a-58 through 46a-81 re discriminatory practices

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

**Policy adopted: ~~February 24, 2014~~**

*Existing policy, number 3320 adopted 2/24/14, appropriate as written.*



**Business/Non-Instructional Operations**

**Purchasing Procedures**

The duties of purchasing for the Board of Education shall be directed by the Superintendent through the ~~School Business Manager~~ Director of Business Services / Operations, who shall conduct all purchase transactions for the district in accordance with the annual budget spending plan.

The procurement function is one of the major business responsibilities of the Board of Education. The duties of purchasing for Board of Education approval should be centralized under the ~~Business Manager~~ Director of Business Services / Operations. The ~~Business Manager~~ Director of Business Services / Operations shall conduct all purchase transactions for the district.

The ~~Business Manager~~ Director of Business Services / Operations shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Board of Education policies. Four fundamental functions of the ~~Business Manager~~ Director of Business Services / Operations are as follows:

1. Buy the proper product for the purpose required.

2. Have the product available when needed.

3. Buy the proper amount of the product.

4. Pay the proper price.

Every transaction between a buyer and seller involving the transfer of property shall be by purchase order or formal contract.

Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.

Specifications governing materials are a joint responsibility of the educational and business department. In the procurement of the required materials, the ~~Business Manager~~ Director of Business Services / Operations shall ensure that all materials procured will meet the needs of the educational program.

**Policy adopted: ~~February 24, 2014~~**

**WOODBRIDGE PUBLIC SCHOOLS**
**Woodbridge, Connecticut**

*Existing policy, number 3321 adopted 2/24/14, appropriate as written.*



**Business/Non-Instructional Operations**

**Requesting Goods and Services**

Requisitions for budgeted items shall originate from the key personnel directly responsible for their use. The Superintendent ~~of Schools~~ shall arrange appropriate administrative reviewing channels whereby all requisitions will be examined and approved, or disapproved, for purchasing.

The ~~Business Manager~~ Director of Business Services / Operations shall receive the process requisitions in a manner most beneficial to the overall purposes of the school.

**Policy adopted:** ~~**February 24, 2014**~~

**WOODBRIDGE PUBLIC SCHOOLS**
**Woodbridge, Connecticut**

*Existing policy, number 3324.1 approved 6/17/19, appropriate as written, except for update to legal reference.*



**Business and Non-Instructional Operations**

**Contracts**

All contracts between the district and outside agencies shall conform to prescribed standards as required by law.

All contracts between the district and outside agencies shall be prepared under the supervision of the Director of Business Services and Operations, and where appropriate, subject to approval of the legal advisor of the district.

All contracts or obligations which commit funds to a subsequent budget year shall be approved by the Board of Education.

**Affirmative Action**
The Woodbridge School District shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity or expression, or physical handicap or disability, (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), either in employment practices or in the provision of benefits or services to students or employees.

**Ordering Goods and Services**
The Board of Education authorizes the Superintendent and/or the Director for Business Services and Operations to purchase and to supervise the purchase of all materials, equipment, supplies, services, and contracts for the school division in accordance with accepted purchasing practices and procedures.

Legal References: Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities

4a-60a Contracts of the state and political subdivision

10-248 Payment of school expense

Title VII, Civil Rights Act, 42 U.S.C. 2000e et. seq. as amended by Title IX, Equal Employment Opportunity Act.

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n, et seq (Higher Education Act)

**Policy adopted:** ~~**June 17, 2019**~~

**WOODBRIDGE PUBLIC SCHOOLS**
Woodbridge, Connecticut

*Existing policy, number 3326 adopted 2/24/14, appropriate as written.*



**Business/Non-Instructional Operations**

**Paying for Goods and Services**

The Superintendent is authorized by the Board of Education to pay for goods and services under the following conditions:

1. When contracted for within budgetary limits.

2. When purchased according to relevant purchasing policies and regulations.

3. As certified by the ~~Business Manager~~ Director of Business Services / Operations as having been received in acceptable condition.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses

**Policy adopted: ~~February 24, 2014~~**

**WOODBRIDGE PUBLIC SCHOOLS**
**Woodbridge, Connecticut**

*Existing policy, number 3434 adopted 2/24/14, appropriate as written.*



**Business/Non-Instructional Operations**

**Periodic Audit**

An audit of all accounts of the Woodbridge School District shall be made annually by a certified public accountant selected by the town.

The audit shall include all funds of the district including appropriated budget funds, all student activity funds, cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education, or pursuant to a joint powers agreement. The audit shall identify all expenditures by source of funds, and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the state of Connecticut and (2) a summary of audit exceptions and management recommendations. Auditors also shall follow procedures outlined in CGS 10-260a Auditing of State Grants for Public Education. Review of Procedures Manual.

Any communications from the auditor which result from the annual financial audit will be placed on the agenda of the Board of Education at a regularly scheduled public meeting and shall be reviewed by the Board of Education. The Certified Public Accountant shall be asked to attend the meeting, when appropriate.

Legal Reference: Connecticut General Statutes

7-392 Making of Audits.

7-393 Working papers of accountant; preservation for inspection.

10-260a Auditing of state grants for public education.

**Policy adopted: ~~February 24, 2014~~**

**WOODBRIDGE PUBLIC SCHOOLS**
**Woodbridge, Connecticut**

*Existing policy, number 3510 adopted 4/19/22, appropriate as written.*



**Business/Non-Instructional Operations**

**Operation and Maintenance of Plant**

An effective educational program requires clean, healthful, safe, businesslike and attractive physical facilities. The maintenance and custodial staff is charged with the responsibility of caring for and protecting these facilities. In order to carry out an efficient maintenance program, the custodians must receive the cooperation of the students, the teachers and administrators.

Each custodian must have a daily work schedule in order to accomplish ~~his/her~~ their part of the overall task. ~~He/she~~ They must be given directions on how to perform the various duties assigned to ~~him/her~~ them. The Facilities ~~Supervisor~~ Manager will supervise all members of the maintenance and custodial staff. The Facilities ~~Supervisor~~ Manager shall keep the Superintendent, the Director of Business Services / Operations, and the Principal(s) informed of all of the ongoing maintenance issues and interact on a daily basis with the Principal(s) in matters of daily operation of the school building.

Legal Reference: Connecticut General Statutes

10-203 Sanitation

**Policy adopted:** ~~**April 19, 2022**~~

**WOODBRIDGE PUBLIC SCHOOLS**
Woodbridge, Connecticut

*Existing policy, number 3560 adopted 2/24/14, appropriate as written.*

**Business/Non-Instructional Operations**

**Capital Outlay**

Except for emergencies or reasons of economy, the purchase of major routine pieces of equipment ~~such as school buses~~ shall be scheduled so that annual budgetary appropriations for capital outlay will be of similar size or will show a continuous trend.

A long-range and short-range plan for capital outlay shall be developed by the Superintendent to provide an orderly process for acquisition of needed equipment and facilities within budgetary constraints.

Development of the capital outlay will be carried out in coordination with the Town's Capital Improvement Projects (CIP).

**Policy adopted:** ~~**February 24, 2014**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

# Woodbridge Board of Education Retreat
# July 20, 2026

## Goals 2026/27

1. To foster a dynamic learning environment that prepares learners for a rapidly evolving world.

2. To create and adopt a long-range plan that ensures the Beecher Road School building meets the needs of all students.

# WOODBRIDGE SCHOOL DISTRICT

## CLASS SIZE GUIDELINES

The purpose of establishing guidelines on class size is not simply to establish numbers of students per classroom, but to define conditions that promote and support optimum learning environments, instructional approaches, teacher/student interactions and teacher/parent communications; and to insure that the classroom learning environment meets the needs in the differentiated elementary classroom.

| | |
|---|---|
| Grades K - 3 | 17 to 19 Students per Class |
| Grades 4 - 6 | 19 to 21 Students per Class |

Class sizes are subject to several variables including the actual number of students registered at the start of the school year per grade, safety, fiscal resources to address unanticipated discrepancies in actual student numbers, availability of instructional areas for teachers, and the varying needs of the children.

The principal will monitor class sizes moves outside the recommended range. If student enrollment increases on or after the start of the school year, the Superintendent may exercise judgment in regards to exceeding the class sizes noted above. Administrative exceptions will be exercised to safeguard the educational continuity of students.

The Board of Education is kept apprised of class sizes via a monthly enrollment report and will review any recommendations and act accordingly.

Adopted by the Board of Education October 15, 2018