Woodbridge Board of Education WBOE
Regular Meeting
Monday, November 16, 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 - Action as Appropriate**
- A. Approval of Minutes from the October 19, 2026 Regular Meeting
- B. Budget Narrative Report
- C. Budget Summary Report
- D. Budget Detail Report
- E. Combining Financial Statements

IV. **Reports**
- A. Superintendent's Report
  1. EDay Before School Pilot Program - Action as Appropriate
  2. Draft 2027/28 Calendar
  3. 2027/28 Open Choice Slots - Action as Appropriate
  4. BRS Update
- B. Facilities Committee Report
- C. Finance Committee

D. Policy Committee / Adopt Policies - Action as Appropriate
    1. 3524.1 Pesticide Application and Form
    2. 3541.5 Transportation Safety Complaints
    3. 3542.1 Purpose and Facilities
    4. 3542.22 Food Service Personnel - Code of Conduct
    5. 3542.31 Free or Reduced Price Lunches
    6. 3542.41 Food Service
    7. 3542.42 Finance (Food Service)
    8. 3542.43 Charging (Food Service)
    9. 3543.13 Mail and Delivery
E. CABE Liaison Report
F. Upcoming Meeting Presentation(s): 2027/28 Calendar, SpEd Update, 2027/28 Operating and Capital Budgets

V. **New Business**

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, pursuant to CGS Section 1-200 (6)(a)

VII. **Adjournment**

MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING
Monday, October 19, 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; Lynn Piascyk, Vice Chair; Jackie Cappiello, Megan Conatser, Sarah Beth Del Prete, Secretary (7:03 PM); Jeff Hughes; Dr. Michael Strambler; Saurabh Vilekar.and Erin Williamson.

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

CORRESPONDENCE – Correspondence received is available and viewable in BoardBook.

PUBLIC COMMENT – None

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

Superintendent Report – Superintendent Montini apprised the Board on enrollment, the screening process for background checks on volunteers, commencement of the 2027/28 budget process, and finalization of the Title Entitlement Grants in collaboration with Ezra Academy.

School Breakfast Pilot Program – Jessica Hill, Cafeteria Supervisor, indicated that in response to the initiative announced the Governor, we will pilot this program beginning either November 2 or December 1 from 8:20 to 8:40 AM. Upon arrival, participating students will proceed directly to the Café and then their classrooms. Supervision will be provided by existing staff, and will impact wages with an increase of 1 ¼ hours per day per staff member. As with the lunch program, items served will comply with the Connecticut Nutrition Standards.

Open Choice – Open Choice is an inter-district public school program intended to improve academic achievement; reduce racial, ethnic and economic isolation; and provide a choice of educational programs for public school students. The program allows children from Hartford, New Haven, and Bridgeport to voluntarily attend school in other districts that have space in their schools. (Danbury and Norwalk are pilot programs). Participating districts receive reimbursement from the CSDE for transportation services. Participation in this program aligns with the WSD mission of equity, excellence, and belonging; and advances the district's vision of preparing flexible, lifelong learners and responsible global citizens. Superintendent Montini presented a 10-year history and the impact this program has had on increasing diversity in Woodbridge. Currently, Woodbridge has 18 available slots, with one vacant slot for the 2027/28 school year. The vote on the slot allocation for the 2027/28 school year will occur at the November 16 meeting.

SBA Presentation – Mr. Madruga and Ms. Tafel presented an overview for how the assessment is conducted as well as the results from spring testing. SBA is a mandated global assessment aligned to common core standards with testing done completely on-line. SBA measures students' progress/attainment of knowledge and skill and accurately describes student achievement and growth of their individual trajectory. It is a multiple choice Q&A computer adaptive test that adjusts for each student depending upon the answer(s) selected. While SBA testing is only one measurement of a snapshot in time, it does provide helpful information in determining strengths and weaknesses in guiding daily instruction. An in-depth analysis is performed on each of the content data areas by BRS data teams to ascertain individual student growth targets and expected growth levels, cohort growth as well as vertical strengths and weakness that inform and guide instruction not only in individual classrooms but across grade levels as well.

As in past years, overall students performed well with Woodbridge ranking second (2nd) in DRG B for both English/Language Arts and Math. The overall scores for students in Woodbridge (*DRG B*) meeting or exceeding the state standard were ELA (English/ Language Arts) – 80.7 % *(State Average 51 %)* and in Math – 80.3% (*State Average 46.7 %)* and Grade 5 Next Generation of Science – 83.5% (*State Average 66.7 %).* The Growth Rate for students that met or exceeded their individual growth targets as determined by the CT Growth Model were: ELA (English/Language Arts) – 77.5% *(1st in DRG)* and Math – 80.2% (*2nd in DRG)*. It was noted that over the last several years there has been a

continued dip in Grade 5 scores for Math / ELA and Growth, what the cause might be and if the data is able to pinpoint specific patterns, etc. Questions were raised relative to how the BRS data is actually used to determine growth, what the process looks like, are there similar patterns in other assessment tests such as STAR / tools / universal screens and assessing student / classroom trends in addition to the school as a whole. More in-depth dialogue will continue at the December 2 Curriculum Committee.

BRS Update – Ms. Sherman noted Picture Day, the upcoming Halloween Hoot, the BRS News kick-off, the bus evacuation drill in conjunction with the bus driver breakfast next week, the annual fire truck visit and the new kiosk sign-in. Mandated teacher evaluation meetings to establish goals/objectives for the coming year have begun. Students are participating in AAC Awareness Month (*individuals who use methods other than traditional speech to communicate*) through morning announcements.

BRS Building Committee – Chair Lawrence noted the Building Committee would meet tomorrow to review the outcome of the recent referendum and to define next steps. It is important that the BOE partner with administration to think creatively on how to address space concerns that were paused during the referendum process. It was suggested that a special meeting be convened with Vito in attendance to brainstorm and identify immediate challenges/infrastructure needs, identification of what can be addressed now and what could be addressed through the capital budget process as well as a review of the Ed Specs. A capital budget discussion will also be part of the Facilities Committee agenda on November 5.

Curriculum Committee – Dr. Strambler reviewed the October 7 meeting, which focused on the Social Studies curriculum, its alignment with Amity and incorporation of additional curriculum resources possibly through HMH. The December 2 meeting will delve into SBA.

Finance Committee – Chair Lawrence reviewed the October 8 meeting noting that we currently have a $100,000 deficit due to a recent out-of-district placement in SpEd.

Policy Committee – Ms. Williamson reviewed each of the policy changes accepted under the Consent Agenda.

CABE Liaison – Ms. Del Prete reminded the Board of the upcoming CABE/CAPPS conference on November 20/21, the Delegate Assembly on November 19 and the Leadership Conference on December 10.

Upcoming Meetings – the November 16 regular meeting will include an update/program review on Multi-Language Learners, the 2027/28 draft calendar and capital budget requests. Committee meetings are Facilities on November 5 at 7:30 AM and Finance on November 9 at 4:30 PM.

NEW BUSINESS – None

PUBLIC COMMENT – None

MOTION TO ADJOURN: 9:03 PM (*Cappiello / Hughes* **Unanimous**)

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge Public School's 2026-2027 Budget Narrative

October 31, 2026

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

100 Series Salaries - Salaries represent 61% of the budget. Certified salaries remain on budget. For non-certified wages we are showing some savings in the Para line because one of our Paras is hired through a placement agency. We are also showing some savings in both the clerical and Paraprofessional lines for staff that are out on workmen's comp. and temporary vacancies due to turnover. We are however incurring expense in the Other Purchased Services category to cover some those duties. Overall estimated salary savings grew to $108K for the year.

200 Series Benefits – Benefits are 21% of our budget is based on the elections of last year's staff. We are continuing to show savings in payroll taxes and CMERS for the staff we are using from agencies instead of our own employees. This is helping to offset our estimated overage of $19K in projected health insurance expenses. Overall the benefits category is projecting a surplus of $23K.

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. So far this year our Special Services legal fees have run ahead of budget and this month we again increased our estimate for legal fees. We now estimate the projected deficit for this category to be $30K.

400 Series Purchased Property Services - Utility budgets are 4% of the total budget. We are starting the year with an anticipated deficit in the Building Improvements line and the Other Purchases Services line. An expensive chiller repair and contracted staffing for several non-certified positions are causing this category to project at $93K over budget. It's too soon to anticipate our utility costs for the year.

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. As the year is now one third complete we reduced the projected additional outplaced tuition estimate slightly and now this category projects at $85K over budget for the year.

600 Series Materials and Supplies – These supplies account for 2% of our budget. With the exception of custodial/maintenance supplies, this category is direct support for classroom instruction. As we were able to pre-purchase $20K of STEAM supplies with the prior year's surplus, this month we choosing to show those supply funds as not being utilized this year to help offset the unplanned expenses in other categories. This category now projects an $19K surplus for the year.

700 Series Furniture and Equipment - This category represents 6/10 of one percent of the budget. Similar to the Supplies category above, we were able to purchase the grade 3 iPads planned for the current year with prior year surplus. This month we have switch to showing those funds as not being utilized in the current year to help offset large unplanned expenses in other categories. If the picture improves in future months we can of course make those funds available again. This category now shows a $51K surplus.

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. Unfortunately, we received a

large invoice ($10K) related to the prior year that can no longer be charged to the prior year, therefore we will run it through the current year thus causing this category to now show $12K over budget for the year.

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

WOODBRIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 10-31-2026

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	11,642,641	295,733	185,149	110,585
200	TOTAL BENEFITS	3,861,675	2,299,439	2,276,051	23,388
300	TOTAL PROFESS. SERVICES	490,976	261,405	291,621	(30,216)
400	TOTAL PROPERTY SERVICES	615,076	240,630	334,534	(93,904)
500	OTHER SERVICES	1,907,733	40,342	125,389	(85,047)
600	SUPPLIES & MATERIALS	415,782	206,663	187,967	18,696
700	TOTAL PROPERTY SERVICES	94,950	62,072	10,780	51,292
800	TOTAL DUES, FEES, MISC.	32,105	(4,043)	8,500	(12,543)
	TOTAL ADOPTED BUDGET	**19,060,938**	**3,402,240**	**3,419,990**	**(17,750)**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	163,565	4,647	4,647	-
510	TRANSPORTATION	404,633	(2,161)	-	(2,161)
560	TUITION SPECIAL ED	348,000	(21,017)	87,968	(108,985)
	SPECIAL EDUCATION CARVEOUT	**916,198**	**(18,531)**	**92,615**	**(111,146)**

SUMMARY	
Special Ed Surplus / (Deficit)	(111,146)
Under / (Over) Spending in OTHER programs	93,397
Total Surplus / (Deficit) Projected	(17,750)

WOODBRIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED October 31, 2026

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	1,063,262	364,208	699,204	(150)		(150)
120	Teachers - Regular	6,146,846	1,194,209	4,887,111	65,526	63,350	2,176
120	Teachers - Special Education	1,276,394	256,134	1,020,260	-		-
1201	Psychologist	183,972	35,379	148,593	-		-
1203	Counselor	192,848	39,924	153,128	(204)		(204)
	Sub-Total Certified Salaries	**8,863,322**	**1,889,854**	**6,908,295**	**65,172**	**63,350**	**1,822**
1303	Custodians	499,071	160,418	292,641	46,012	46,012	-
140	Nurses	198,294	38,764	149,743	9,787	9,787	-
150	Secretaries, Clerical	465,500	121,664	314,329	29,507	6,000	23,507
160	Paraprofessionals	384,682	49,117	182,181	153,384	29,000	124,384
1601	Special Education Paraprofess.	873,243	181,846	738,675	(47,278)		(47,278)
170/10	Salaries OT / PT	159,946	28,126	111,840	19,980	25,000	(5,020)
190	IT Manager and Asst.	86,112	26,496	59,616	-		-
190	Salaries, Miscellaneous	112,471	23,292	70,009	19,170	6,000	13,170
	Sub-Total Non-Certified Salaries	**2,779,319**	**629,724**	**1,919,034**	**230,561**	**121,799**	**108,763**
	TOTAL SALARIES	**11,642,641**	**2,519,578**	**8,827,329**	**295,733**	**185,149**	**110,585**
220	FICA	354,208	80,485		273,723	269,592	4,131
230	CMERS	479,637	(5,465)		485,102	447,821	37,281
270	Medical Insurance	2,984,124	1,474,053		1,510,071	1,529,360	(19,289)
280	Life Insurance	32,856	13,163		19,693	18,428	1,264
2902	Other Employee Benefits	10,850	-		10,850	10,850	-
	TOTAL BENEFITS	**3,861,675**	**1,562,236**	**0**	**2,299,439**	**2,276,051**	**23,388**
320	Professional Development	40,625	2,298	3,748	34,579	34,579	-
330	Legal Fees	55,000	12,948	7,526	34,526	64,742	(30,216)
340	Software Support	33,175	14,878	1,135	17,162	17,162	-
350	Substitutes	151,182	27,329	-	123,853	123,853	-
390/01	Consultant Services	163,565	24,852	134,066	4,647	4,647	-
3902	Financial Audit	31,700			31,700	31,700	-
390	Other Prof/Tech. Services	15,729	792		14,937	14,937	-
	TOTAL PROFESSIONAL SERVICES	**490,976**	**83,097**	**146,474**	**261,405**	**291,621**	**(30,216)**
410/01	Utilities - Electric and Water	173,500	50,221		123,279	123,279	-
420	Heating	90,000	24,536		65,464	65,464	-
430	Repairs and Maintenance	88,000	14,289	21,791	51,920	51,920	-
450	Leases and Rentals	42,414	26,516	1,054	14,844	18,101	(3,257)
4501	Building Improvements	10,500		56,147	(45,647)	-	(45,647)
490	Other Purchased Services	33,060	18,407	12,440	2,213	47,213	(45,000)
4901	Service Contracts	177,602	104,131	44,915	28,557	28,557	-
	TOTAL PROPERTY SERVICES	**615,076**	**238,099**	**136,347**	**240,630**	**334,534**	**(93,904)**
510	Pupil Transportation-Regular	540,302	181,906	366,318	(7,923)	(15,000)	7,077
510	Pupil Transportation-Spec. Educ.	404,633	107,237	299,558	(2,161)		(2,161)
520	Insurance-General Liability	179,126	185,859	-	(6,733)		(6,733)
5201	Worker's Compensation	300,187	287,932	-	12,255		12,255
530	Telephone Services	23,975	8,789		15,186	15,186	-
535	Internet	25,120	17,468		7,652	7,652	-
537	Postage	6,840	1,350		5,490	5,490	-
540	Advertising	1,000	-		1,000	1,000	-
550	Interns	57,000	24,750		32,250	24,750	7,500
560	Tuition - Wintergreen	6,000	-		6,000		6,000
560	Tuition - Out of District	348,000	92,704	276,313	(21,017)	87,968	(108,985)
590	Other Purchased Services	15,550	17,206		(1,656)	(1,656)	-
	TOTAL OTHER PURCH SERVICES	**1,907,733**	**925,202**	**942,189**	**40,342**	**125,389**	**(85,047)**
610	Instructional Supplies	161,160	57,703	15,779	87,678	67,678	20,000
620	Computer Software	102,456	50,350	500	51,606	51,606	-
625	Supplies Nurses	5,370	975		4,395	4,395	-

WOODBRIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED October 31, 2026

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
630	Supplies Custodial	46,600	13,151	24,858	8,591	8,591	-
635	Supplies Office	13,000	1,435	1,418	10,148	10,148	-
640	Books and Audio Visual	18,000		8,199	9,801	9,801	-
645	Subscriptions	40,496	10,693	1,360	28,443	28,443	-
650	Testing	25,000	15,743	1,953	7,304	7,304	-
690	Misc. Supplies - DW Security	3,700	4	5,000	(1,304)		(1,304)
	TOTAL SUPPLIES & MATERIALS	**415,782**	**150,052**	**59,067**	**206,663**	**187,967**	**18,696**
732	Computer Hardware	79,750	23,029		56,721	3,721	53,000
735	Equipment - Teaching	4,200	965	1,177	2,058	2,058	-
740	Equipment - Building	5,000	-	-	5,000	5,000	-
745	Furniture	6,000	7,327	381	(1,708)		(1,708)
	TOTAL PROPERTY	**94,950**	**31,320**	**1,558**	**62,072**	**10,780**	**51,292**
810	Dues and Fees	22,605	31,899	943	(10,237)		(10,237)
900	Other Fees	9,500	3,306		6,194	8,500	(2,306)
	TOTAL DUES AND FEES	**32,105**	**35,205**	**943**	**(4,043)**	**8,500**	**(12,543)**
	TOTAL ADOPTED BUDGET	**19,060,938**	**5,544,790**	**10,113,908**	**3,402,240**	**3,419,990**	**(17,750)**

WOODBRIDGE SCHOOL DISTRICT
COMBINING STATMENTS
10-31-2026

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	$ 59,599	$ 99,372	$ 7,588	$ 102,690	$ -
Intergovernmental	17,756				-
Donations					-
Other income					-
Additions					-
Total Revenues:	**$ 77,355**	**$ 99,372**	**$ 7,588**	**$ 102,690**	**$ -**
Expenditures:					
Wages, FICA, MERF	41,596	51,397		92,811	-
Medical Insurance					-
Cost of food sold	51,829				-
Equipment					-
Repairs	1,313				-
Other Expenses	1,432	11,487	9,135	6,254	-
Total Expenditures:	**$ 96,170**	**$ 62,884**	**$ 9,135**	**$ 99,065**	**$ -**
Year to Date Net Income / (Loss):	**$ (18,816)**	**$ 36,488**	**$ (1,548)**	**$ 3,625**	**$ -**
BOE Year to Date Cost of Health Insurance					

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	129,881	104,776	168	72,029	10,260
Prepaid Expenses					
Accounts Receivable	2,208	250	67	3,329	
Intergovernment Receivable	23,148				
Inventory	6,474				
Due From Other Funds		5,076	7,588	6,109	
Total Assets:	**$ 161,711**	**$ 110,102**	**$ 7,823**	**$ 81,468**	**$ 10,260**
Liabilities:					
Amounts Held As Agent					
Accounts Payable	3,459				500
Deferred Revenue	39,331	13,260			
Wages Payable		14,211			
Dut To Other Funds		13,877			
Total Liabilities:	**$ 42,790**	**$ 41,347**	**$ -**	**$ -**	**$ 500**
Fund Balance:					
Prior Year Ending Fund Balance	137,737	32,267	9,370	77,843	9,760
Year to Date Income / (Loss)	(18,816)	36,488	(1,548)	3,625	-
Current Fund Balance	**$ 118,921**	**$ 68,755**	**$ 7,823**	**$ 81,468**	**$ 9,760**
	-	-	-	-	-

WOODBRIDGE SCHOOL DISTRICT
2027/28 STUDENT CALENDAR

JULY				
Mon	Tue	Wed	Thu	Fri
			1	2
X5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUGUST (2)				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24*	25*	26*	27
(30)	(31)			

SEPTEMBER (21)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
X6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCTOBER (19)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
X11	(12)	13	(14)	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER (18)				
Mon	Tue	Wed	Thu	Fri
1	2*	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24*	X25	X26
29	30			

DECEMBER (17)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	(23)	X24
X27	28	29	30	X31

JANUARY (19)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
X17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY (19)				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
X21	22	23	24	25
28	29			

MARCH (22)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17*
20	21	22	23	24
27	(28)	29	(30)	31

APRIL (15)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	X14
17	18	19	20	21
24	25	26	27	28

MAY (22)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
X29	30	31		

JUNE (7)				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	(9)
12	13	14	15	16
X19	20	21	22	23
26	27	28	29	30

NO SCHOOL / *BUILDING CLOSED*		X
Jul. 5	*Independence Day*	X
Sep. 6	*Labor Day*	X
Oct. 11	*Yom Kippur*	X
Oct. 11	*Columbus/Indigenous D*	X
Oct. 29	Dewali	
Nov. 2	Teacher Workshop	
Nov. 24	Teacher Workshop	
Nov. 24-26	*Thanksgiving Holiday*	X
Dec. 23-Jan. 1	Holiday Recess	
Dec. 24	*Christmas Eve Holiday*	X
Dec. 27	*Christmas Holiday*	X
Dec. 31	*New Year's Holiday*	X
Jan. 17	*MLK Day*	X
Jan. 26	Lunar New Year	
Feb. 21-22	Winter Break	
Feb. 21	*Presidents' Day*	X
Mar. 17	Teacher Workshop	
Apr. 10-14	Spring Vacation	
Apr. 14	*Good Friday*	X
May 29	*Memorial Day*	X
Jun. 19	*June Nineteenth*	X

ABBREVIATED DAYS ( )	
Aug. 30	First Day for Students
Aug. 31	2nd day for Students
Oct. 12	Parent/Tcher Conference
Oct. 14	Parent/Tcher Conference
Dec. 23	Holiday Recess
Mar. 28	Parent/Tcher Conference
Mar. 30	Parent/Tcher Conference
Jun. 9	Last Day for Students
	Dismissal Time 1:10 PM

Note: No Extended Day Coverage on Parent Conference Days

SNOW DAYS MAKE-UP
June 12-30 Additional Days Starting April 10

WORKSHOP DAYS *
NO SCHOOL FOR STUDENTS
Aug. 23-26, Nov. 2 Nov. 24, Mar. 17

WBOE MEETINGS	
July 19	Jan. 18
Aug. 16	Feb. 28
Sep. 20	Mar. 20
Oct. 18	Apr. 17
Nov. 15	May 16
Dec. 20	June 20

OPEN HOUSES	
Sep. 2	Grades K, 5 and 6
Sep. 7	Grade 3, 4, MAG
Sep. 8	Grades 1, 2 / PK

181 Student Days
184 Staff Days
187 Teacher Days

Report Card Distribution Dec. 10, Mar. 24 and June 9

Kdg. Bus Ride/Safety Demo Aug. 23
New Staff Orientation Aug. 23, 27

Eid al-Fitr February 27, 2028

BOE Approved

Snow Day

DRAFT

Woodbridge School District

Open Choice

Woodbridge Board of Education
October 19, 2026

Background and Purpose

- Open Choice is an interdistrict public school program intended to:
  - **improve academic achievement;**
  - **reduce racial, ethnic, and economic isolation; and**
  - **provide a choice of educational programs for public school students.**
- The program allows children from Hartford, **New Haven**, Bridgeport, Danbury, and Norwalk to voluntarily attend school in other districts that have space in their schools.
- Supported by state funding and administered by Area Cooperative Educational Services (ACES).

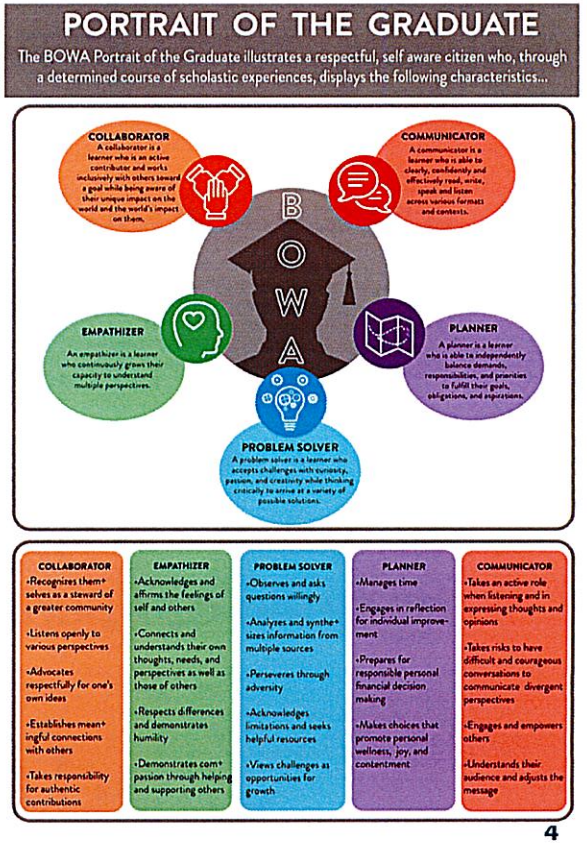
Background and Purpose

- Students living in New Haven have the opportunity to apply to attend public schools in the suburbs, where seats are available. Students must continue to reside in New Haven in order to be eligible for the program.
- Students living in the suburbs have the opportunity to apply to attend specific magnet schools in New Haven, where seats are available.
- A lottery is held to assign students who applied for available seats.

https://www.aces.org/schools-programs/aces-open-choice/about-open-choice
EdSight

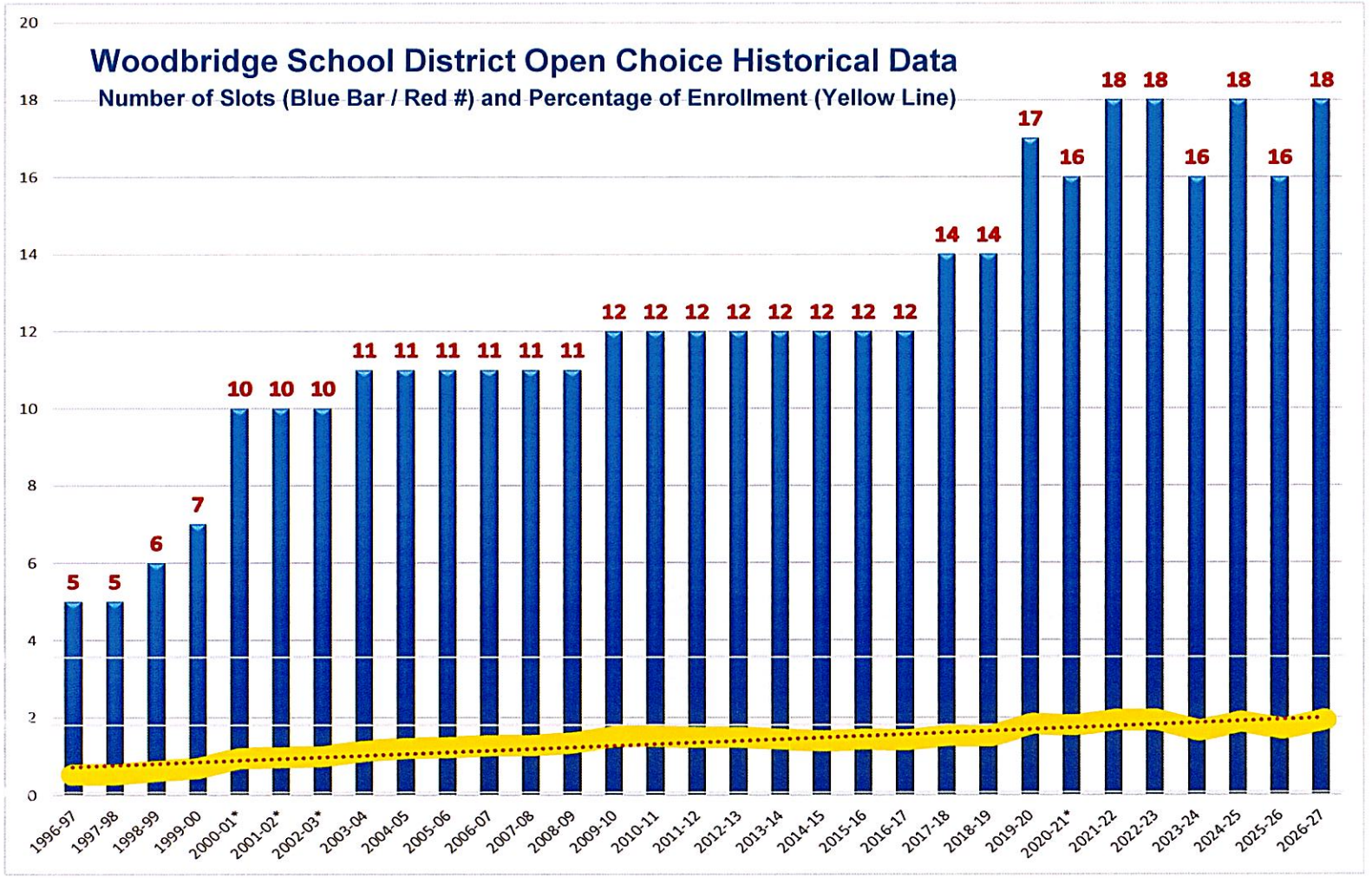
Program Goals and Alignment

- Promote educational equity and access.
- Foster relationships among diverse communities.
- Enhance academic and social outcomes for all students.
- Support regional collaboration and shared responsibility.
- Aligns with the WSD mission of equity, excellence, and belonging.
- Advances the district's vision of preparing flexible, lifelong learners and responsible global citizens.

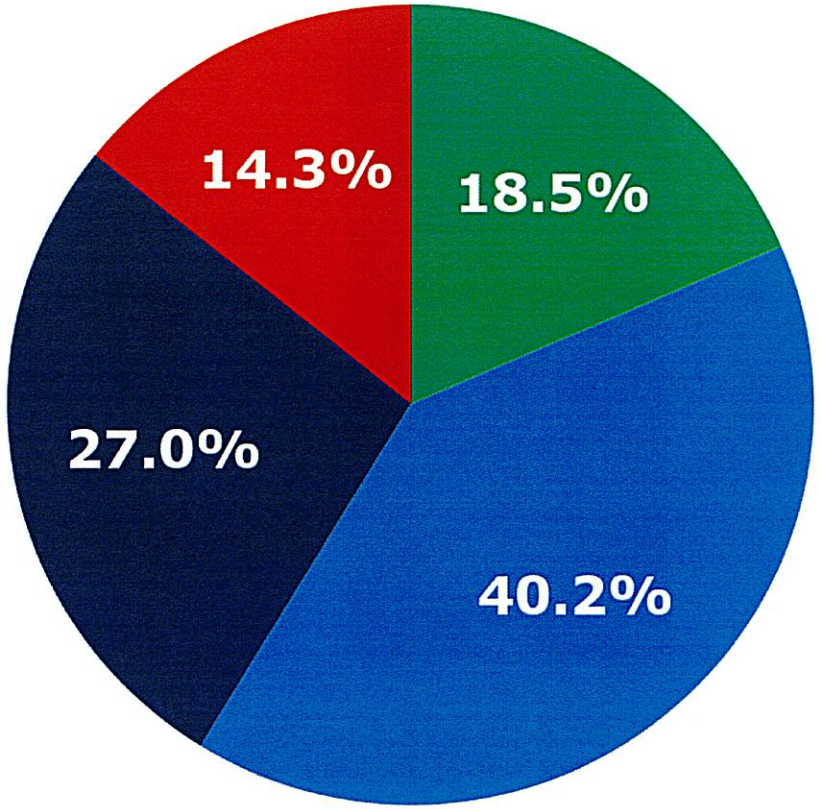


ACES Open Choice Participation by District 2026-2027

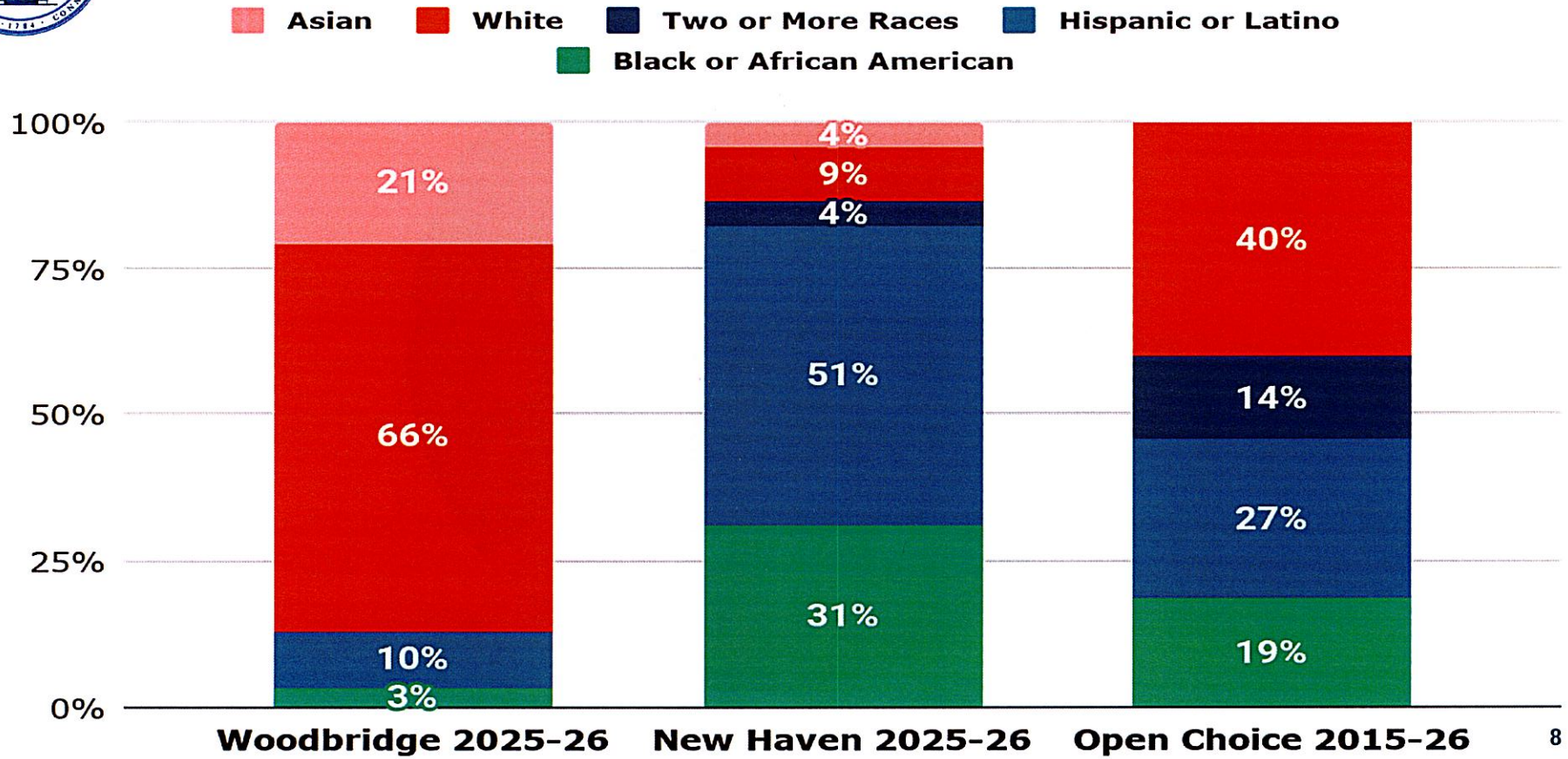
District	Total Slots	Enrollment* (2025-26)	% of Enrollment	District	Total Slots	Enrollment* (2025-26)	% of Enrollment
Ansonia	1	2390	0.04%	New Haven	69	17,837	0.39%
Bethany	5	433	1.15%	North Branford	22	1548	1.42%
Branford	58	2480	2.34%	North Haven	42	3135	1.34%
Cheshire	40	4348	0.92%	Orange	1	1274	0.08%
East Haven	2	2789	0.07%	Region 5	44	2136	2.06%
Guilford	21	3000	0.7%	Woodbridge	18	862	2.09%
Milford	11	5170	0.21%				


Woodbridge School District Open Choice Historical Data
Number of Slots (Blue Bar / Red #) and Percentage of Enrollment (Yellow Line)
0.5%
2.1%
5 5 6 7 10 10 10 11 11 11 11 11 11 12 12 12 12 12 12 12 12 14 14 17 16 18 18 16 18 16 18
1996-97 1997-98 1998-99 1999-00 2000-01* 2001-02* 2002-03* 2003-04 2004-05 2005-06 2006-07 2007-08 2008-09 2009-10 2010-11 2011-12 2012-13 2013-14 2014-15 2015-16 2016-17 2017-18 2018-19 2019-20 2020-21* 2021-22 2022-23 2023-24 2024-25 2025-26 2026-27

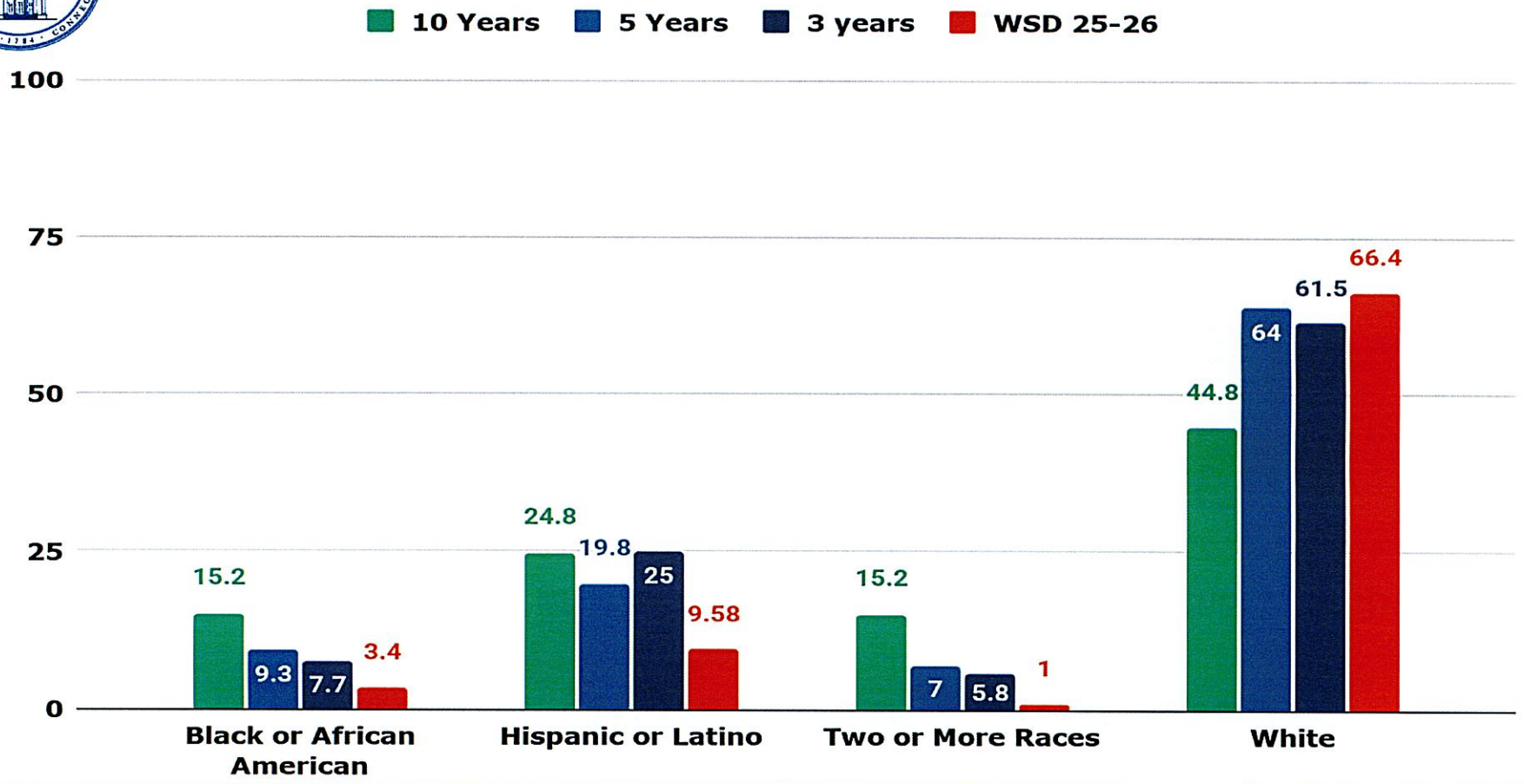
Open Choice Student Race and Ethnicity History since 2015



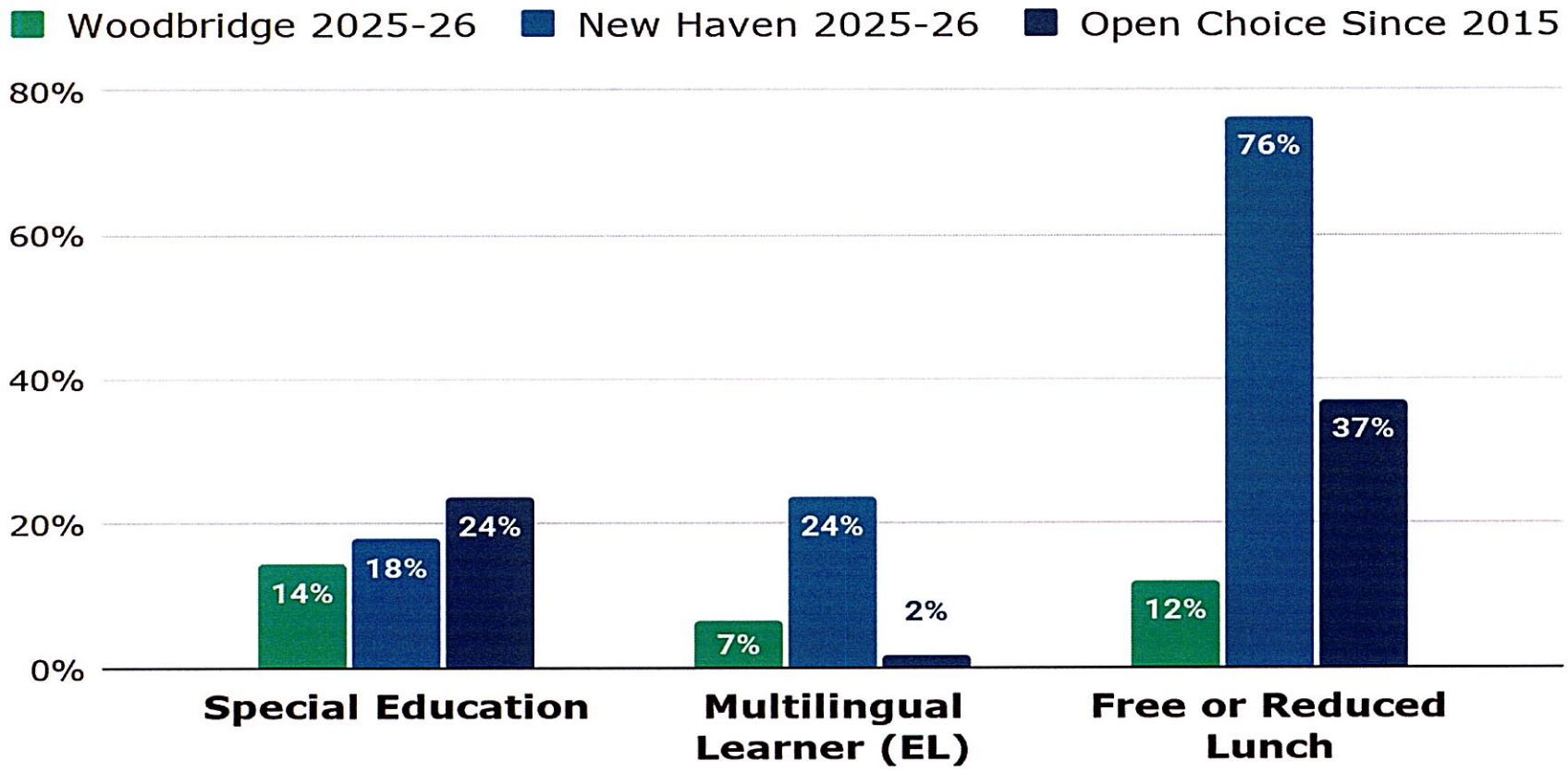
Student Race and Ethnicity



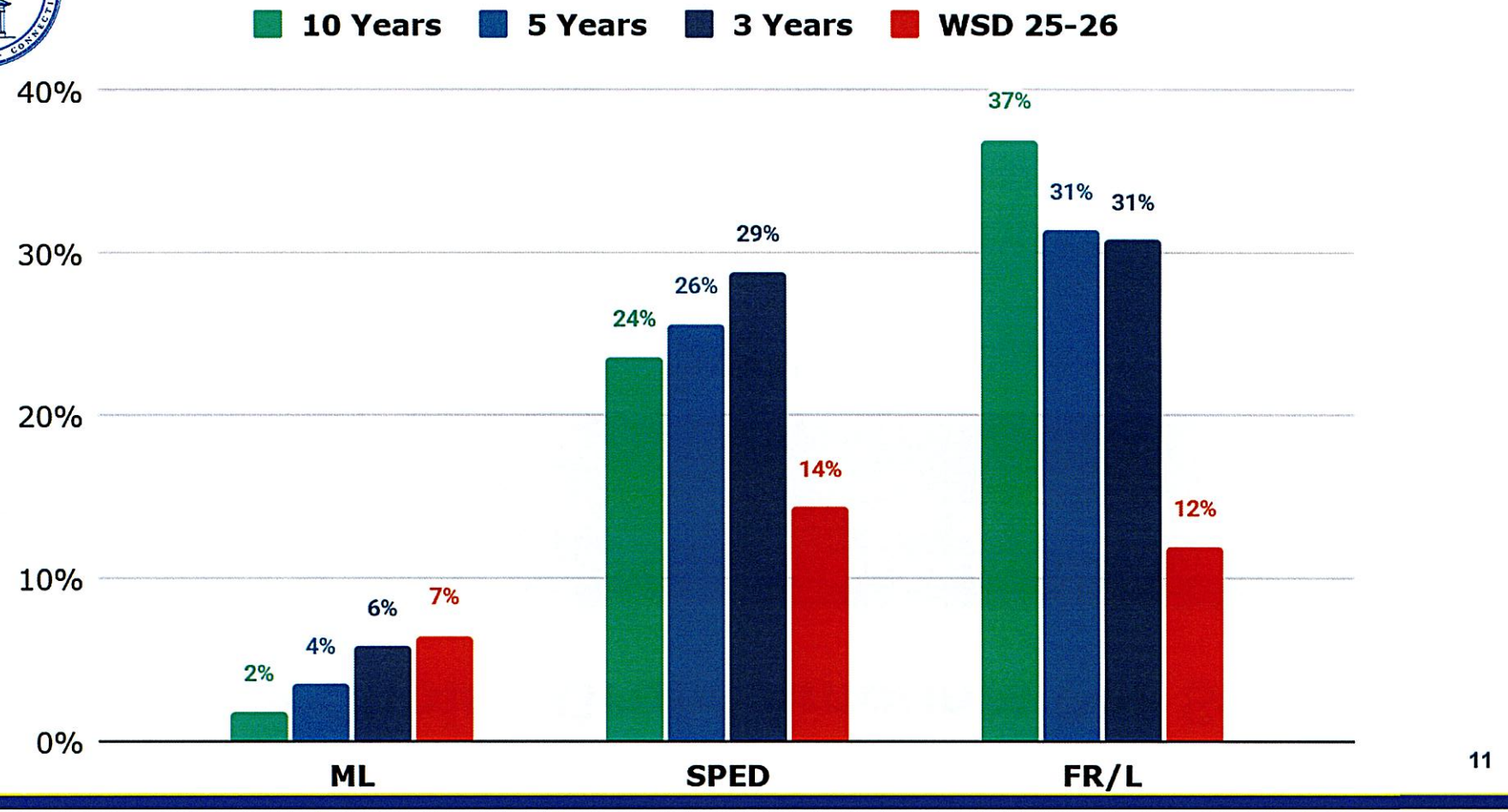
Open Choice Student Race and Ethnicity - 10, 5, and 3 Years



Student High Need Comparison



Open Choice Student High Need Comparison - 10, 5, and 3 Years

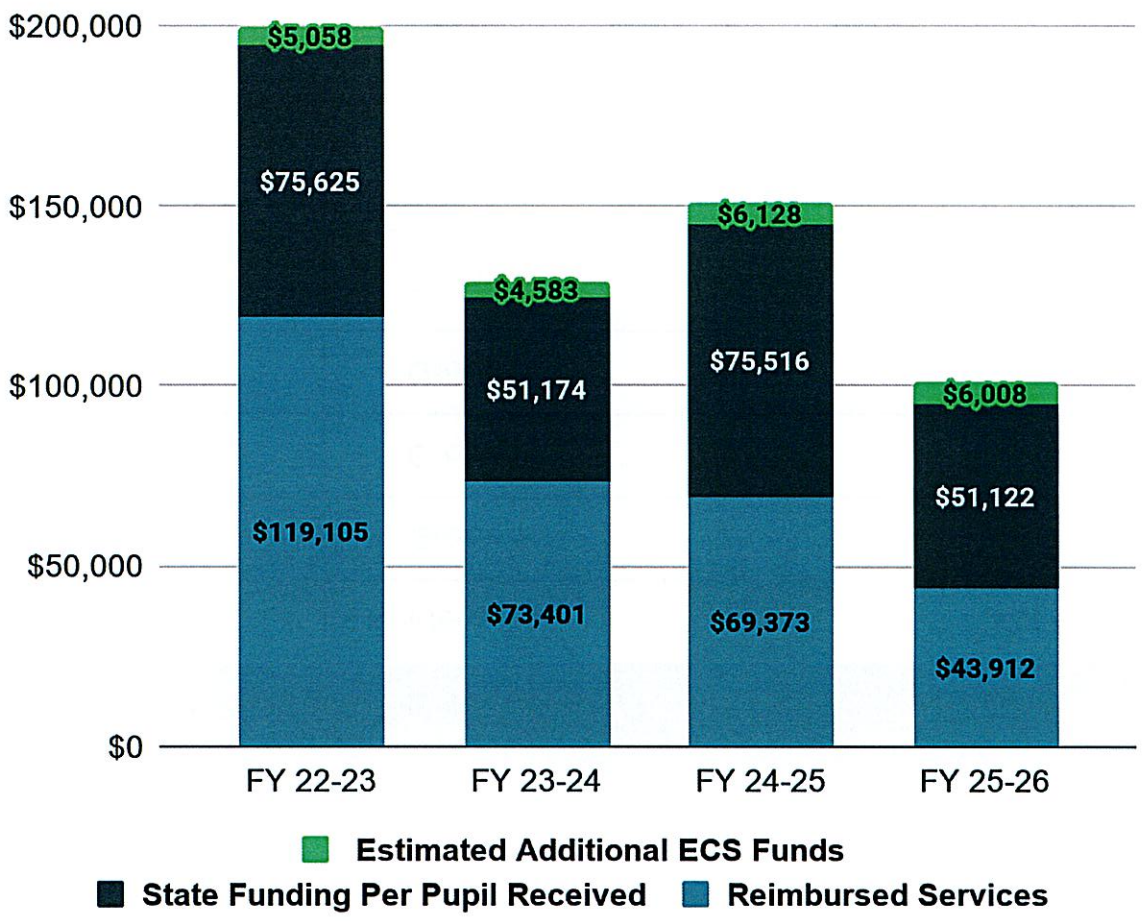


Open Choice Grant Amounts Per Student

Percentage of Receiving District's Total Enrollment Who are Open Choice Participants	Per-Student Grant Amount District Receiving Open-Choice Students
Less than 2%	$3,000
2% to less than 3%	$4,000
3% to less than 4%	$6,000
Greater than 4%	$8,000

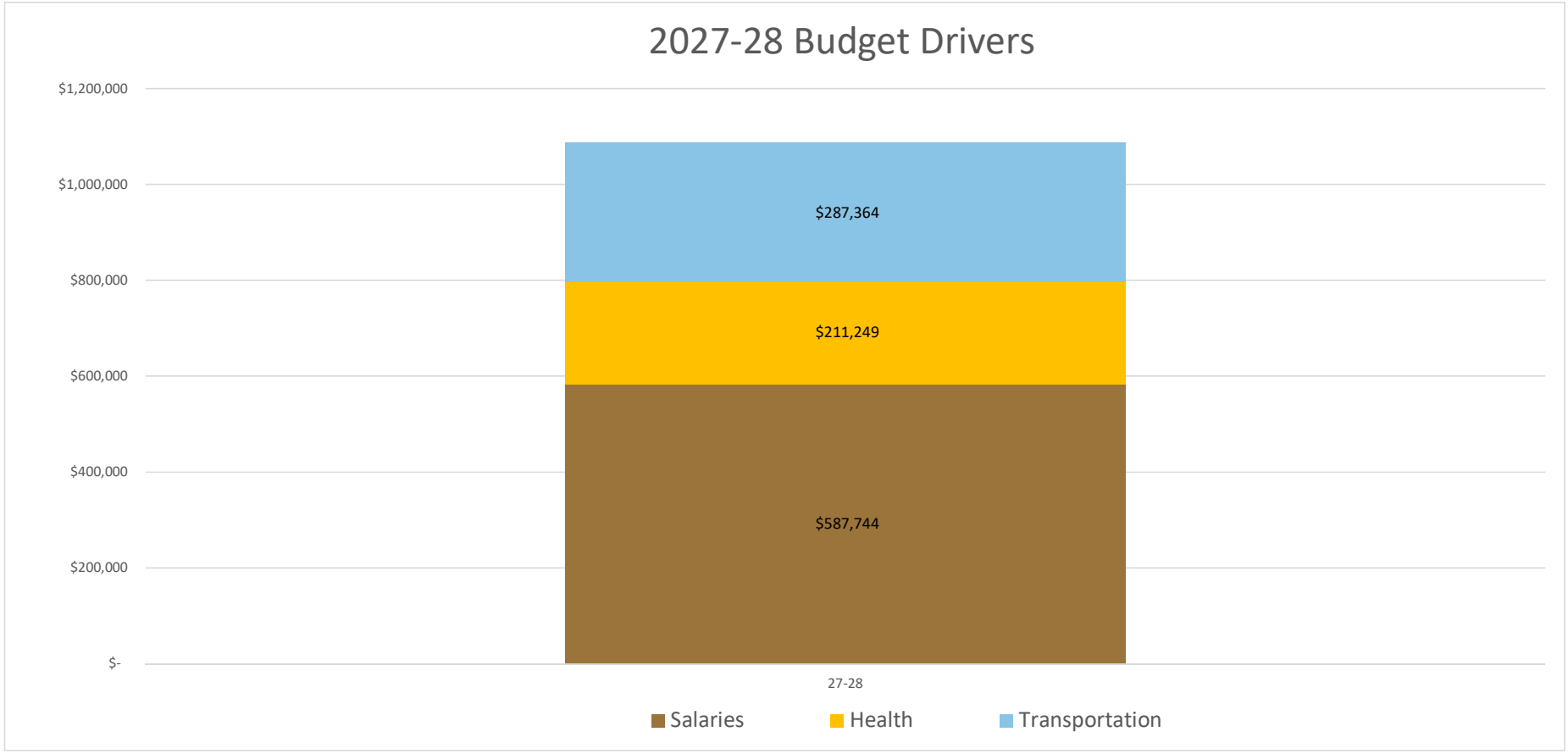
**In addition, sending and receiving districts split the ECS allocation for each participating student. (18 participants equals 9 more students for the ECS allocation)*

Open Choice Receipts



ACES Open Choice At BRS

2026-2027			2027-2028		
Grade Level	**Total Slots**	**Average Class Size**	**Grade Level**	**Total Slots**	**Average Class Size**
Kindergarten	2	15.7	Kindergarten	**1**	17.17
Grade 1	3	15.0	Grade 1	2	15.7
Grade 2	3	18.8	Grade 2	3	15.0
Grade 3	1	18.0	Grade 3	3	18.8
Grade 4	3	20.0	Grade 4	1	18.0
Grade 5	5	20.1	Grade 5	3	20.0
Grade 6	**1**	**21.2**	Grade 6	5	20.1
Total	18		Total	18	


2027-28 Budget Drivers
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$-
$287,364
$211,249
$587,744
27-28
Salaries
Health
Transportation

Proposed Six Year Capital Plan Fiscal Years 2028-2033 DISCUSSION DRAFT

Project Description	Cost Estimate	FY28	FY29	FY30	FY31	FY32	FY33	Area	Type	Originally Requested
Facilities Life Cycle Replacement Plan and Subdivision of Various Building Spaces (Architect Services)	250,000	50,000	200,000					C-Wing	Remodel Construction	FY 2026-2027
Sealing and Painting of Building Exterior	$ 200,000	$ 200,000						Exterior	Paint	FY 2012-2013
Duct Cleaning (partial grant funding available)	47,027	47,027						Building wide	HVAC	FY 2026-2027
Security- Lockdown Fortification	TBD									FY 2026-2027
Flooring/Casework Replacement and Abatement in Art Room and other various locations	120,000		120,000					S-Wing	Cabinets	FY 2012-2013
Replace Flooring in Classrooms A1, A4, A8, D6	80,000		80,000					Various	Flooring	FY 2013-2014
Replacement of 1970's Casework	62,500		62,500					S-Wing	Cabinets	FY 2012-2013
HVAC Retrocommissioning	62,680		62,680					Building wide	HVAC	FY 2024-2025
Indoor Air Quality Audit and Air -balancing (required by law)	60,000		60,000					Building wide	HVAC	FY 2026-2027
Milestone Server Upgrade (for security cameras)	39,925		39,925					Building wide	Technology	FY 2025-2026
K-1 Playground Refresh	150,000			150,000				Grounds	Equipment	FY 2026-2027
Main Electrical Switch Board #1 (from Antiozzi report)	700,000				700,000			Building wide	Electrical	FY 2026-2027
Elevator Refurbishment	160,000				160,000			Kitchen	Equipment	FY2023-2024
Replace 11 Unit Ventilators	80,000				80,000			Building wide	HVAC	FY 2019-2020
Totals	$ 2,012,132	$ 297,027	$ 425,105	$ 150,000	$ 940,000	$ -	$ -			

The building remains in need of significant improvements. Improvements of both the Repair & Maintenance type as well as the Improvement of Educational Spaces type are needed. This list represents the biggest needs in both categories as well as some large upcoming HVAC maintenance and security needs.

Existing policy, number 3524.1 adopted 10/21/19, appropriate as written.

Business/Non-Instructional Operations

Hazardous Material in Schools – Pesticide Management Plan

Pesticide Application

The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds. Further, the District will only employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

The application of lawn care pesticides on the grounds of schools with students in grade eight or lower must be according to an integrated pest management plan (IPMP). Such application is prohibited except in emergencies. An emergency application may be made to eliminate a human health threat in any school per statute, with students through grade eight as determined by the Superintendent of Schools.

The District shall:

- Provide notice of planned pesticide application to students, Board of Education, parents/guardians and employees in the manner required by law.
- Post the areas scheduled to receive pesticide application(s).
- Maintain written records for five years of all pesticide applications.
- Provide continuing instruction to those students who, based upon written medical request, find it necessary to absent themselves during the period of application.
- Inform annually parents/guardians and staff of the District's pest application/management policy.
- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice as required by law.

Pest control applicators employed by the District shall provide the Facilities Manager with notice at least seventy-two (72) hours prior to the date and time the pesticide application is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, list of the area or areas where the pesticide is to be applied and any use restrictions required by the pesticide label.

Prior to the application, the applicator shall provide the school contact person with a written pre-application notification containing the following information:

- The brand name, concentration, rate of application and any use restrictions required by the label of the herbicide or specific pesticide.
- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator, if required for restricted use application, shall give the school site office oral and, if possible written notice, with posting of the area to be treated.

The Superintendent or his/her designee may require the pest control applicator to make the required postings in accordance with all applicable statutes and with District policy and regulations. The name and address of the applicator shall be a part of any posting.

Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used, as defined in C.G.S. 22a-47.

Pesticide purchases shall be limited to amounts authorized by the Superintendent or his/her designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. They shall be stored and disposed of in accordance with EPA registered label directions and applicable state statutes.

Definitions

Pesticides are defined as fungicides used on plants, insecticides, herbicides or rodenticides, but not sanitizers, disinfectants, antimicrobial agents or pesticide baits.

Integrated pest management is the use of all available pest control measures, including the judicious use of pesticides when warranted to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides. Such plan is consistent with an applicable model plan provided by the Commissioner of Environmental Protection under Section 221-661.

Lawn care pesticides are pesticides registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

Legal Reference: Connecticut General Statutes

10-231b Pesticide applications at schools: Authorized applicators. Exception, as amended by PA 09-56

10-231c Pesticide applications at schools without an integrated pest management plan.

22a-46 Short title: Connecticut Pesticide Control Act.

221-54 Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.

221-58 Records to be kept by distributors and applicators.

23-61a Definitions. Tree protection examining Board within Department of Consumer Protection. Regulations.

23-61b Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides.

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.

Policy adopted: October 21, 2019

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing regulation, number 3524.1 adopted 10/21/19, appropriate as written.

R3524.1

Business/Non-Instructional Operations

Hazardous Material in Schools/Pesticide Application

Pesticide Management Plan

Purpose
This pesticide management plan is designed to assure proper control of any pesticides or other harmful chemicals which might be used or stored at Woodbridge Public Schools facilities. The intent is to prevent unnecessary exposure of staff, students, and the public to potentially harmful substances.

Definitions

Emergency Use an application of pesticides necessary to eliminate an immediate threat to human health where it is impractical to obtain the services of a licensed pesticide applicator.

Pesticide a fungicide used on plants, an insecticide, a herbicide, or a rodenticide excluding sanitizers, disinfectants, antimicrobial agents, and pesticide baits.

Restricted Use pesticides classified by the Federal Environmental Protection Agency or the State of Connecticut Department of Environmental Protection under Connecticut General Statute 22a-47 which may present a hazard to the applicator or other people by reason of acute dermal or inhalation toxicity or which may have an unreasonable adverse effect on the environment.

General Procedures

1. The Facilities Manager will be the contact person for providing information regarding pesticide applications, including oral and written notifications, and for maintaining records.
2. Restricted use pesticides will only be applied by a State of Connecticut licensed pesticide applicator.
3. At the beginning of each school year, the Board of Education will provide the staff of each school and the parents/guardians of each child enrolled in each school with a written statement of the Board's policy on pesticide applications and a description of any pesticide applications made at the school during the previous school year. Such statements and descriptions will also be provided to the parents/guardians of any child who transfers to a school during the school year. The statement will indicate to staff, parents, and guardians that they may register for prior notice of school pesticide applications and notice of emergency pesticide applications.
4. ~~Each~~ The school will maintain a registry of persons requesting notification of pesticide applications.
5. The records of each pesticide application at a school will be maintained for five (5) years.
6. All pesticides will be chosen for low levels of human toxicity. The least toxic formulations and safest methods of application will be selected when there is a choice of products with comparable effectiveness. Non-chemical controls will be used wherever practical.
7. Storage of pesticides on school property will be kept to a minimum. Only enough product for a given application will be purchased. Storage instructions on labels will be followed. All such products and the application equipment will be stored away from other activities and from food products or occupied rooms. All storage facilities will be maintained as a locked area and will be clearly marked as containing pesticides.
8. All pesticide products will have complete label instructions, will remain in the original container, and will have a material safety data sheet on file in a readily available location to any employee who

must handle the product or who may have been exposed to the product. The information will be made available to the public upon request.

9. All pesticide applications will be made in strict conformance with the label instructions.
10. A written plan for the application of a pesticide will be filed in the Business Office and be approved by the Facilities Manager before any pesticide application. The plan will contain the purpose of the application, product to be used, formulation of the product, location and extent of area to be treated, date and time of application, and amount of the product to be applied. Warnings that would restrict use of the area following such application will be included and will be appropriately posted to notify the public.

Non-Emergency Procedures

1. Only State of Connecticut licensed and certified pesticide applicators will be used for any non-emergency pesticide use in school buildings or on school grounds.
2. The pesticide application plan for non-emergency applications will be approved at least seventy-two (72) hours before the planned application.
3. Before any non-emergency application of pesticides within any school building or on school grounds, the parents/guardians who have registered for notification will receive a written notice by mail no later than twenty-four (24) hours prior to the application. Staff who have registered for such notice will be notified by any means practicable. The notice will include the (1) name of the active ingredient of the pesticide to be applied, (2) target pest, (3) location of the application, (4) date of application, (5) name of the school administrator who may be contacted for further information.
4. Oral notification to all students and school employees will be provided by means of the school public address system or assembly communications or staff meeting announcements or any similar means reasonably expected to give at least twenty-four (24) notice in advance of any non-emergency pesticide application.
5. Not less than forty-eight (48) hours prior to application, signs will be posted to identify pesticide application areas. The signs will display the words “Warning Pesticides”, the date and time of the planned application, the pesticide to be used, instructions on when areas may be used for recreational purposes, and a telephone number for the school contact person and for the licensed pesticide applicator. The signs will be placed at the main entrance to the school and at playing fields where pesticide is to be applied. The signs will remain in place for at least forty-eight (48) hours after the pesticide is applied.
6. Non-emergency applications will not be carried out during regular school hours or during planned activities at the school.

Emergency Procedures

1. Emergency use of pesticides by school or town employees will not involve a restricted use pesticide.
2. On or before the day of emergency use of a pesticide, registered parents/guardians will be notified by the method indicated on their registration. Registered staff will be notified by any means practicable.
3. Students will not be allowed to enter the area of emergency application until it is safe to do so according to the provisions on the pesticide label.

Regulation approved: October 21, 2019

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3541.5 adopted 2/24/14, appropriate as written.

Business/Non-Instructional Operations

Records and Reports

Transportation Complaints

All complaints concerning school transportation safety will be made to the BRS Transportation Committee. The Committee will maintain a written record of all such complaints, and will conduct appropriate investigations of the allegations.

Legal Reference: Connecticut General Statutes
10-221c Development of policy for reporting complaints re school transportation safety.

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

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing regulation, number 3541.5 adopted 2/24/14, appropriate as written.

R3541.5

Business/Non-Instructional Operations

Records and Reports

Transportation Safety Complaints

The BRS Transportation Committee will review all school transportation safety complaints and conduct appropriate investigations of the allegation(s). The BRS Transportation Committee will consist of the following members:

BOWA Transportation Coordinator
Owner/Operator Representative(s)
Director of Business Services/Operations
Building Principal and/or Designee
School Resource Officer

The Committee will maintain a written record of all such complaints.

The Committee will report the disposition of all complaints and/or findings to the Superintendent within five (5) days.

If the Committee is unable to resolve the complaint, the complaint may be submitted to the Superintendent for resolution.

Legal Reference: Connecticut General Statutes
10-221c Development of policy for reporting complaints re school transportation safety

Regulation approved: ~~**February 24, 2014**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3542.1 adopted 2/24/14, appropriate as written.

3542.1

Business/Non Instructional Operations

Food Service

Purposes and Facilities

The school lunch program shall be an integral part of our total educational program. An attractive, wholesome, well-balanced lunch is essential for the best work from the students.

To accomplish this objective with appropriate economy, all administration of the food services program will be coordinated in the office of the Director of Business Services/Operations ~~Business Manager~~. Business functions to be centralized will include central purchasing of food and supplies, a district-wide salary schedule for all food service employees, centrally planned menus, and regular audit of all accounts.

The educational aspects of the school lunch program will be the responsibility of Principal~~s~~, subject to advice, counsel and direction from the Director of Business Services/Operations ~~Business Manager~~, and the Superintendent ~~of Schools~~, who is ultimately responsible for executing this policy.

Legal Reference: Connecticut General Statutes

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

State Board of Education Regulations.

10 215b 1 School lunch and nutrition programs.

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

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3542.22 adopted 3/18/19, appropriate as written.

3542.22

Business/Non-Instructional Operations

Food Service

Food Service Personnel - Code of Conduct

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured in accordance with the process and procedures established in District policies and in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Funds.

1. No District employee shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

   a. District employee, officer, or agent;
   b. Any member of his/her immediate family, (spouse, brother, sister, parent, son or daughter);
   c. His/her partner;
   d. An organization that employs or is about to employ one of the above.

2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of a monetary value from contractors, potential contractors, or parties to sub-agreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of "gratuity" shall be anything of more than fifty dollars in value shall apply.

3. The purchase of any food or service from a contractor for individual use is prohibited.

4. The removal of any food, supplies, equipment, or school property, such as records, recipe books and the like is prohibited.

5. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the District and the outside agency. Individual sales by any school personnel to an outside agency are prohibited.

Failure of any District employee to abide by the above stated code may result in disciplinary action, including, but not limited to, a fine, suspension, or dismissal.

(cf. 3320 - Purchasing Procedures)

(cf. 3323 - Soliciting Prices, Bids)

(cf. 3326 - Ordering Goods and Services, Paying for Goods and Services)

(cf. 3542 - School Lunch Service)

(cf. 3542.31 - Participation in the National School Lunch Program)

(cf. 3542.33 - Food Sales Other Than National School Lunch Program)

(cf. 3542.34 - Nutrition Program)

(cf. 4118.13/4218.13 - Conflict of Interest)

(cf. 6142.101 - Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

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

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

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

10-216 Payment of expenses.

State Board of Education Regulations.

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

10-215b-11 Requirement for meals.

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

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751. School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

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

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

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

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

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

Nondiscrimination on the Basis of Handicap in Programs or Activities.

Title 7 Chapter 11 of the Code of Federal Regulation Federal Management Circular A-102, Attachment 0 FNS Instruction 796-1 Revision 2.

2 CFR 200.318 General Procurement Standards.

Policy adopted: ~~**March 18, 2019**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3542.31 adopted 12/20/21, appropriate as written, except for update to legal reference.

3542.31

Business/Non Instructional Operations

Free or Reduced Price Lunches

Participation in the National School Lunch Program

National School Lunch Program regulations require that lunches be provided for ~~needy~~ students when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition. Free meals will be served to children from families whose income falls within the current criteria established by the Secretary of Agriculture under the Federal Lunch Program for free lunches.

Parents / guardians shall be informed of the district policy concerning "Free or Reduced-Price Lunches." A letter and application form will be distributed to all parents / guardians during the opening weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free or reduced-price lunches, and how an appeal may be filed for an adjustment in the decision with respect to the application. This information and an application form will be provided whenever a new student is enrolled.

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this public release will be made available upon request to any interested party. Subsequent changes in the eligibility standards during the school year, will also be publicly announced.

Free or reduced-price lunches will be provided for all students who qualify on the basis of financial need. Breakfast snacks may be provided in cases of extreme nutritional deficiency.

The District shall ensure that, in its operation and implementation of the free and reduced-price lunch program, no student shall be discriminated against because of race, color, age, creed, religion, sex, sexual orientation, ancestry, gender identity or expression, national origin, marital status, pregnancy or disability, or any other basis prohibited by law.

No child shall be physically segregated or discriminated against because of their ~~his/her~~ inability to pay for a meal. The names of children eligible to receive free or reduced-price meals shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means.

Requests for free lunches, reduced-price lunches, which have been denied may be appealed to the Superintendent.

Eligibility for the free or reduced-price lunches program will be based on the following:

a) **Emergency Situations**
A child's statement of need is sufficient for providing assistance on a temporary basis. A family contact should be made immediately to determine extent and probable duration of need. In cases of family emergency such as sudden unemployment, illness, death, desertion, etc., assistance will be provided as needed.

b) **Objective Standards of Need**
Eligibility for assistance, other than that for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the District based on the National School Lunch Program regulations.

If school authorities feel that a family's financial situation has changed, and the students are no longer eligible for free meals, a hearing procedure will be used by the Superintendent to challenge the continued eligibility. In the event of such a challenge, the family will be given a reasonable period of time in advance of the hearing to review the information on which the challenge is based. Children will continue to receive free meals until the conclusion of the hearing.

On a case-by-case basis, when a student is known to be eligible for free or reduced-price meals benefits and the household fails to submit a confidential application, the Superintendent or ~~his/her~~ designee may complete an application for the student documenting how they ~~he/she~~ know~~s~~ the household income qualifies the student for free or reduced-price meal benefits. Parents/guardians of a student approved for free or reduced-price meals benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.

Legal References: Connecticut General Statutes

10-215 Lunches, Breakfasts and the Feeding Programs for Public School Children and Employees.

10-215a Non-Public School Participation in Feeding Program.

10-215b Duties of State Board of Education Re: Feeding Programs.

10-216 Payment of Expenses.

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

United States Department of Agriculture 7 C.F.R. 15, re nondiscrimination.

42 U.S.C. Sec. 1758, 7 CFR Part 145, Sec. 245.5, 245.6 245.7 210.9, 210.20.

USDA Eligibility Guidance for School Meals Manual.

USDA, FNS Instruction 765-7 rev. 2: Handling Lost, Stolen and Misused Meal Tickets.

Healthy, Hunger-Free Kids Act of 2010.42 U.S.C. 1751 §203, 205.

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

Policy adopted: ~~**December 20, 2021**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3542.41 adopted 11/20/23, appropriate as written.

3542.41

Business/Non-Instructional Operations

Food Service

School Lunch Service

Professional Standards for Food Service Personnel

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

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

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

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

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

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

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

Legal Reference: Connecticut General Statutes

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

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

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

10-216 Payment of expenses.

10-217 State Board of Education Regulations.

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

10-215b-11 Requirement for meals.

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

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

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

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

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

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

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

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

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

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

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

Policy adopted: ~~**November 20, 2023**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing regulation, number 3542.41 adopted 11/20/23, appropriate as written.

R3542.41

Business/Non-Instructional Operations

Food Service

School Lunch Service

Professional Standards for Food Service Personnel

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

Definitions:

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

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

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

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

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

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

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

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

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

b. A Bachelor's degree or equivalent educational experience with any academic major or area of concentration, *and* either a State-recognized certificate for school nutrition directors or at least one year of relevant food service experience; **or**
c. An Associate's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field *and* at least one year of relevant school nutrition program experience; **or**
d. A high school diploma or equivalency (such as the general educational development diploma), *and* at least three years of relevant food service experience.
e. Subject to the prior approval of the CSDE, the district may accept relevant food service experience as a substitute for school nutrition program experience when hiring new school nutrition program directors. (The CSDE may consider volunteer or unpaid work as relevant food service experience.)
f. A local educational agency with less than 500 students may accept less that the required years of food service experience when an applicant for a new school nutrition program director position has the minimum required educational requirement.

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

a. A Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; **or**
b. A Bachelor's degree or equivalent educational experience, with any academic major or area of concentration, *and* a State-recognized certificate for school nutrition directors; **or**
c. A Bachelor's degree in any academic major and at least two years of relevant experience in school nutrition programs; **or**
d. An Associate's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field *and* at least two years of relevant school nutrition program experience.

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

a. A Bachelor's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; **or**
b. A Bachelor's degree or equivalent educational experience, with any academic major or area of concentration, *and* a State-recognized certificate for school nutrition directors; **or**
c. A Bachelor's degree in any major *and* at least five years' experience in management of school nutrition programs.
d. School food authorities are strongly encouraged to seek out individuals who possess a master's degree or are willing to work toward a master's degree in the fields listed in this section. [At least one year of management experience, preferably in school nutrition, is strongly recommended. It is also strongly recommended that directors have at least three credit hours at the university level in food service management and at least three credit hours in nutritional sciences at the time of hire.]

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

Continuing Education/Training Standards for All School Nutrition Program Directors
Each school year, the school food authority must ensure that all school nutrition program directors, (including acting directors, at the discretion of the State agency) complete annual continuing

education/training. Twelve hours of annual training are required for Program Directors. The annual training must cover administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures), as applicable, and any other specific topics identified by FNS, as needed, to address Program integrity or other critical issues. Continuing education/training required is in addition to the food safety training required in the first year of employment.

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

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

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

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

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

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

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

Use of Food Service Funds for Training Costs

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

School Food Authority Oversight

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

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

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

Legal Reference: Connecticut General Statutes

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

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

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

10-216 Payment of expenses.

10-217 State Board of Education Regulations.

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

10-215b-11 Requirement for meals.

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

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

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

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

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

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

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

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

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

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

Regulation approved: November 20, 2023

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing Policy 3542.42 adopted 2/24/14, appropriate as written.

Business/Non Instructional Operations

Food Service

Finance
Food in the school cafeteria shall be sold to patrons of the food service program at such price as will pay the cost of maintaining the program, exclusive of certain overhead costs such as utilities, which are consistent with the regulations of the State Board of Education.

Participation in the National School Lunch Program
Participation in the National School Lunch Program is herewith authorized. Authorization is granted to the Superintendent to act on behalf of the Board of Education for purposes of participating in the National School Lunch Program.

Food Storage Provisions
Storage of food and supplies shall be done so as to prevent waste, spoilage, pilferage, and the issuance of food and supplies shall be restricted to purposes of school food service only.

Approval of Menu Prices
Prices of all ~~items~~ regular lunch meals on the menu shall be submitted to the Board of Education ~~annually~~ for its approval ~~and otherwise~~ as changes are needed. Revenues from lunchroom sales should offset the costs which are to be borne by the food service program.

Monthly Financial Report
A financial report, current and accumulative, of the operation of the Food Services Program shall be presented monthly to the Board of Education. Yearly, a complete audit of the operation of the Food Service Program shall be performed in accordance with legal requirements and Policy 3434.

Legal Reference: Connecticut General Statutes

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

10-216 Payment of expenses.

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

United States Department of Agriculture 7 C.F.R. 15, re nondiscrimination.

Regulation approved: ~~**February 24, 2014**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

It is recommended that Policy 3542.43 be replaced in its entirety. Also provided is a sample regulation

3542.43

Business and Non-Instructional Operations

Food Service

Charging Policy

I. Purpose and Scope

The goal of the District's food service program is to provide all students with access to nutritious and healthy foods that enhance learning and promote lifelong wellness. The Board of Education (Board) participates in the National School Lunch Program (NSLP) and ~~School Breakfast Program (SBP)~~ administered by the United States Department of Agriculture (USDA) and the Connecticut State Department of Education (CSDE).

While the Board strongly encourages prepayment, it recognizes that an occasional emergency or financial hardship may result in a student's account falling into a negative balance. This policy ensures a consistent, respectful, and legally compliant procedure for handling unpaid meal charges. The Board authorizes the Superintendent to establish administrative regulations for meal charges, ensuring equal access to reimbursable meals across all grade levels while establishing grade-appropriate boundaries for non-reimbursable à-la-carte purchases.

II. Provision of Meals

In accordance with Connecticut General Statutes §10-215 (as amended by Public Act 21-46) and federal law, the District strictly enforces the following protections across all schools, regardless of grade level:

- In accordance with C.G.S §10-215(b), any student has the right to purchase a standard reimbursable meal (excluding à-la-carte items), and no cap shall be placed on the total number of reimbursable meals a student may charge. No student shall be deprived of a standard reimbursable school meal ~~(breakfast or lunch)~~ due to a forgotten meal payment, an insufficient account balance, or accrued meal debt.
- Board employees are strictly prohibited from publicly identifying, stigmatizing, or shaming a student with unpaid meal debt. Prohibited actions include, but are not limited to:
  - Delaying, omitting, or refusing to serve a reimbursable meal to a student.
  - Forcing a student to accept a non-standard meal or a meal different from what is offered to all other students because of debt. Students with a negative balance shall receive the same reimbursable meal choices available to all other children.
  - Applying hand stamps, stickers, tokens, or sending home marked/unsealed communications via the student.
  - Requiring a student to perform chores, work off debt, or clean the cafeteria.
  - Federal funds may not be used to subsidize adult meals. Adults (teachers, staff, and visitors) are not permitted to charge meals and must pay at the time of service or maintain a prepaid account.

III. Preventing Meal Charges and Certifying Eligibility

The School Food Authority (Director of Food Services) shall actively assist families in securing free or reduced-price meal benefits to prevent the accumulation of negative balances:

- The SFA shall distribute application materials prior to the start of the school year in households' primary languages upon request. All application data remains strictly confidential.

- The District shall systematically cross-reference state data to automatically certify students participating in SNAP, TANF, or who are otherwise categorically eligible (foster, homeless, or migrant status).
- If school officials are aware of a household's financial eligibility but cannot secure a completed application, the appropriate school official may complete an application on behalf of the child, as permitted by USDA guidance.
- The SFA shall utilize automated electronic notifications to alert parents/guardians before an account balance reaches zero.
- The SFA shall notify and alert parents/guardians with an established cash account.

IV. Delinquent Debt vs. Bad Debt

The Board recognizes its fiduciary duty to protect the financial integrity of the non-profit school food service account:

• Unpaid meal charges are considered "delinquent debt" if they are deemed collectible and active, and respectful efforts are being made to recover them from the adults in the household.

• Direct communications with parents/guardians regarding unpaid meal charges shall include applications for free and reduced-price meals, SNAP enrollment information, contact details for local food pantries, and a link to municipal services.

• When a parent or guardian's unpaid meal debt reaches or exceeds the cost of thirty (30) meals, the district shall automatically refer the household to the district's designated McKinney-Vento Homeless Education Liaison.

• If collection efforts fail and debt is determined uncollectable by the end of the fiscal year (June 30), it must be classified as "bad debt." Per federal regulations, bad debt cannot be absorbed or written off by the non-profit school food service account. It must be restored using non-federal funds (e.g., the District's General Fund, municipal appropriations, or approved private donations/grants).

• The Board authorizes the acceptance of private gifts, grants, or donations earmarked specifically for liquidating outstanding student meal debt.

V. Implementation

The Superintendent or ~~his/her~~ designee shall establish administrative regulations to implement this policy, outlining grade-appropriate communications, and collection practices focused solely on parents or guardians.

(cf. 3542 – Food Service)

Legal Reference: Connecticut General Statutes

C.G.S. § 10-215(a) Nonpublic school and nonprofit agency participation in feeding programs.

C.G.S. § 10-215(b) Duties of State Board of Education regarding feeding programs.
McKinney-Vento Homeless Liaison Referral Threshold

C.G.S. § 10-215 (b)(3) Mandatory Parent Communication Inclusions

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

CSDE Operational Memorandum No. 11-22 (Connecticut Statutory Requirements for Unpaid Meal Charges in Public Schools), which establishes the CSDE review checklist for school nutrition program audits.

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Policy adopted:

WOODBRIDGE SCHOOL DISTRICT
Woodbridge, Connecticut

Sample regulation to consider

R3542.43

Business/Non-Instructional Operations

Food Service

Charging Policy Regulations

1. Prepayment and Account Management

- Online Payment Portal: Parents/guardians are encouraged to manage meal accounts through the District's secure automated payment system, My Payments Plus. This platform enables families to monitor purchases, set up low-balance electronic notifications, and submit payments via credit card, ACH, or debit card.
- Direct Payments: Cash or checks made payable to Woodbridge School Lunch Fund may also be submitted directly to the main office of any school or to the cafeteria point-of-sale terminal.

2. Meal Charging and A-La-Carte Restrictions (Grades K–12)

In accordance with Connecticut General Statutes § 10-215, no student shall be denied a reimbursable meal (one breakfast and one lunch per school day) due to a lack of funds or an unpaid meal balance. The District strictly prohibits setting any cumulative dollar or numerical limit on a student's ability to charge reimbursable meals.

- All K–12 students may charge standard reimbursable meals (one breakfast and one lunch per school day). Cafeteria staff will never withhold, remove, or discard a meal tray or item at the point of sale, nor substitute a non-standard meal option due to an unpaid balance. Students with a negative account balance shall receive the same reimbursable meal choices available to all other students.
- Students are strictly prohibited from charging non-reimbursable a la carte items (extra entrees, snacks, cookies, juice, or non-reimbursable beverages) if their account balance is negative ($0.00 or less).
- Any cash presented by a student at the point of sale must first be applied toward purchasing food for that day. Staff will never confiscate cash to pay down past debt if doing so leaves the student without a meal. Change may be applied toward past debt only upon explicit instruction from a parent/guardian.

3. Parent/Guardian Communications

All communication regarding unpaid meal debt must be directed exclusively to parents, guardians, or adult household members. School staff and food service personnel are strictly prohibited from discussing account balances or charges directly with students, or taking any action that publicly identifies or stigmatizes a student.

- Physical notices sent home with elementary students must be delivered using the "Backpack Mail Protocol" (a sealed, unmarked envelope placed directly inside the student's take-home folder).
- In accordance with C.G.S. § 10-215(b)(3), every written or electronic notice sent to a household regarding a negative balance must include:
  - Information on local food pantries.
  - Direct application instructions for the Free or Reduced-Price Meal Program.
  - Direct contact details for the Connecticut Department of Social Services' Supplemental Nutrition Assistance Program (SNAP).
  - A link to the Town's Human Services webpage.

4. Tiered Collection Timeline and Intervention Protocols

The District executes grade-appropriate intervention schedules to address meal debt with empathy, sensitivity, and strict privacy controls:

- **Confidential Electronic Outreach**: Low and negative balance notices are sent directly to parents/guardians electronically. Notices will never be delivered verbally to students at the point of sale.
- **Low Balance Alert ($5.00)**: Parents with an established My Payments Plus account will receive an automated email/text notification routed to the parent/guardian.
- **First Negative Balance**: Food Service sends an automated electronic notice to the parent/guardian attached with a digital Free/Reduced-Price Meal Application.
- **Accumulation of 5 Meal Charges**: Food Service staff generates a written statement sent directly to the household via postal mail, email or a sealed envelope in the student's folder. Staff will never hand a paper slip directly to a child in line.
- **Accumulation of 20 Meal Charges**: The Principal or designee conducts a supportive outreach call or wellness check with the family to assist with meal applications and identify financial hardships.

Universal Statutory Escalation

- **Accumulation of 30 Meal Charges**: Once a student's account reaches an accumulation of thirty (30) charged meals, the District formally refers the family to the McKinney-Vento Homeless Education Liaison to evaluate for housing displacement, foster placement, or categorical instability.

5. Year-End Settlements and Legal Safeguards

- **General Fund Restitution**: Unpaid meal charges constitute delinquent debt while active collection efforts continue. On June 30 of each fiscal year, any remaining uncollectible meal debt must be reclassified as "bad debt" and restored to the School Food Authority account using non-federal District general funds.
- **Formal Collection Remedies**: For excessive, non-responsive negative balances exceeding 120.00, the Superintendent or designee reserves the right to pursue formal collection remedies directed exclusively toward parents/guardians, provided collection costs do not exceed the debt owed.
- **Abuse/Neglect Escalation**: If a student repeatedly lacks meal funds and the household consistently ignores outreach, the Principal will evaluate whether the pattern indicates suspected educational or physical neglect requiring a mandatory report to the Department of Children and Families (DCF).

Regulation approved:

Business/Non-Instructional Operations

Food Service

Food Charging Policy

In accordance with federal law and USDA guidelines, the Woodbridge School District adopts the following policy to ensure District employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the District's nonprofit school nutrition program.

Payment of Meals

Meals can be paid for by cash, by check, or by establishing an account through Meal Payments Plus online at https://www.mypaymentsplus.com/welcome. Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Negative Account Balances

The Woodbridge Board of Education prohibits the public identification or shaming of a student for any unpaid meal charges, including, but not limited to, delaying or refusing to serve a meal to such student, designating a specific meal option for such student or otherwise taking any disciplinary action against such student.

The District will make reasonable efforts to notify families when meal account balances are low. Additionally, the District will make reasonable efforts to collect annual unpaid meal charges classified as delinquent debt. The District will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches $20.00. Families will be notified by written notice sent home with the student. Such written notice shall include, but not be limited, to: (a) information regarding local food pantries; (b) applications for the District's program for free or reduced-price meals and for the supplemental nutrition assistance program administered by the Department of Social Services; and (c) a link to the District's website that lists any community services available to residents of the Town of Woodbridge.

In the event that unpaid meal charges reach the cost of thirty (30) meals, the parents/guardians of such child shall be referred to the district's homeless education liaison. Negative balances of more than $15.00 not paid prior to end of the school year may be turned over to the Superintendent or his/her designee for collection. Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined by federal and State statutes, as long as it is considered collectable and reasonable efforts are made to collect it. Such debt must be paid by June 30 of each school year. After the debt is reclassified as "bad debt," such debt shall be written off as an operating loss not to be absorbed by the non-profit school food service account, but that must be restored using non-federal funds.

The Board will accept gifts, donations, or grants from any public or private sources for the purpose of paying off any unpaid charges for school meals.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the District, at time of transfer; and

- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The Superintendent may develop an administrative process to implement this policy.

(cf. 3542 - Food Services)
(cf. 3542.31 - Free or Reduced-Price Lunch Program)

Legal Reference: Connecticut General Statutes

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

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

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

P.A. 21-46, "An Act Concerning Social Equity and the Health, Safety and Education of Children"

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced-Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Policy adopted: December 20, 2021 WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3543.13 adopted 2/24/14, appropriate as written.

Business/Non-Instructional Operations

Mail and Delivery

A mail service system shall be maintained within the school system in order that communications from inside and outside sources may be delivered to the intended recipient in the most practicable way.
The use of district mail facilities and personnel shall be restricted mainly to the distribution of materials and communications that further the educational purposes of the district. The Superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

The Board of Education directs the Superintendent to establish procedures for the safe handling of all mail received by the district.

Political, non-educational or commercial materials shall not be distributed through the school system mailboxes or school mail system unless received through the United States mail.

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

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut