

Woodbridge Board of Education Regular Meeting  
Monday, December 19, 2011 7:00 PM Eastern

Woodbridge Board of Education October 18,  
2010 Regular Meeting Library Media Center  
7:00 PM Beecher Road School  
40 Beecher Road South  
Woodbridge, CT 06525

I.	Preliminary Business
	I.A. Call to Order
	I.B. Salute to the Flag
	I.C. Correspondence
	I.D. Public Comment
II.	Consent Agenda
	II.A. Approval of November 21, 2011 Regular Meeting Minutes
	II.B. Monthly Summary Financial Report Ending November 30, 2011
	II.C. Monthly Detail Financial Report Ending November 30, 2011
	II.D. Combining Financial Statements through November 30, 2011
III.	Reports
	III.A. Superintendent's Report
	III.A.1. BRS Update
	III.A.1.a. BRS Monthly Enrollment Report
	III.A.2. First Lego League Presentation
	III.A.3. Principal Search Update
	III.A.4. Playground Update
	III.A.5. 2011/12 Calendar Change
	III.A.6. Adopt 2012/13 Budget
	III.B. PTO Update
	III.C. Facilities Committee
	III.D. BRS Town Building Committee
	III.E. Policy Committee
	III.E.1. Adopt Policy 5131.92 Bullying (former number 5131.3)
	III.F. Finance Committee
	III.G. CAFE Liaison Report
	III.H. ACES Liaison Report
IV.	Other
	IV.A. Public Comment
	IV.B. Executive Session, in accordance with State Statute
V.	Adjournment

**MINUTES OF THE REGULAR BOARD OF EDUCATION MEETING**

Monday, November 21, 2011

BRS Library Media Center

**CALL TO ORDER:** Ms. Hamilton, Chair called the meeting to order at 6:40 PM.

**BOARD MEMBERS PRESENT:** Ms. Margaret Hamilton, Chair; Mr. David Barkin, Mr. David Bernard, Dr. Steve Fleischman, Vice Chair; Mr. Matthew Gilbride, Secretary; Mr. Carl Lindskog and Ms. Sheila McCreven.

**STAFF:** Dr. Guy Stella, Superintendent.

**OTHER:** Floyd Dugas, Board Counsel.

**MOTION #1 – EXECUTIVE SESSION**

Move that we enter Executive Session (7:10 PM)

Dr. Fleischman

Second by Dr. Handler

UNANIMOUS

The Board entered Executive Session to receive an update on pending labor relations litigation from Dr. Stella and Mr. Dugas.

**CALL TO ORDER:** Ms. Hamilton, Chair called the Executive Session to order at 6:40 PM.

**BOARD MEMBERS PRESENT:** Ms. Margaret Hamilton, Chair; Mr. David Barkin, Mr. David Bernard, Dr. Clotilde Dudley-Smith (7:00 PM), Dr. Steve Fleischman, Vice Chair; Mr. Matthew Gilbride, Secretary; Mr. Carl Lindskog, Ms. Sheila McCreven and Dr. YanYun Wu (7:00 PM).

**STAFF:** Dr. Guy Stella, Superintendent.

**OTHER:** Floyd Dugas, Board Counsel.

**MOTION #2 RETURN TO PUBLIC SESSION**

Move that we return to Public Session (7:19 PM).

Mr. Lindskog

Second by Dr. Fleischman

UNANIMOUS

**CALL TO ORDER:** Ms. Hamilton, Chair called the Public Session back to order at 7:25 PM.

**BOARD MEMBERS PRESENT:** Ms. Margaret Hamilton, Chair; Mr. David Barkin, Mr. David Bernard, Dr. Clotilde Dudley-Smith, Dr. Steve Fleischman, Vice Chair; Mr. Matthew Gilbride, Secretary; Mr. Carl Lindskog, Ms. Sheila McCreven, and Dr. YanYun Wu.

**STAFF:** Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Carol Bequary, Primary Grades Principal; Donna Pagé Intermediate Grades Interim Principal; Sheila Haverkamp, Special Services Director; and Marsha DeGennaro, Clerk of the Board.

**MEMBERS OF THE PUBLIC:** Laurence Grotheer, BOS Liaison; Teresa Nakouzi, WEA; Brie Phannenbecker, PTO; and Pua Ford, community.

**CORRESPONDENCE** – None

**PUBLIC COMMENT** – Ms. Nakouzi, on behalf of the WEA, expressed their sincere desire to work collaboratively with the Board and administration on attaining a plan for make-up days.

**MODIFY AGENDA**

**MOTION #3 – MODIFY AGENDA**

Move that we modify tonight’s agenda and add Safe School Climate Plan as Item 3.5.2 under Policy Committee.

Ms. McCreven  
Second by Dr. Dudley-Smith  
UNANIMOUS

**CONSENT AGENDA**

**MOTION #4 – CONSENT AGENDA**

Move that we approve the consent agenda as presented.

Mr. Gilbride  
Second by Dr. Dudley-Smith  
UNANIMOUS

**REPORTS**

**Superintendent’s Report**

**Beecher Road School Update** – Superintendent Stella highlighted the BRS News program, Veteran’s Day celebrations, the November *Parent Update*, the Tech Plan Committee meeting on December 6 and the Superintendent/Parent Forum on January 11. Also presented was the 5-year projected BRS enrollment. Based on these projections, it is not anticipated that enrollment will decrease in the coming year.

**Technology Update** – Mr. Wood updated the Board on the process the Technology Committee is utilizing for review and development of policies related to staff web sites, acceptable use, social networking, email, internet safety etc. The next meeting of this committee is December 6.

Dr. Stella recommended the hiring of an outside consultant, Jim Connelly, who served as the Interim Superintendent during 2005, to conduct the search for a new building principal.

**MOTION #5 - NESDEC CONTRACT**

Move that we enter into a contract with the New England Development Council (NESDEC) to conduct the search for the Principal of Beecher Road School at a fee not to exceed \$9,000.

Ms. McCreven  
Second by Dr. Dudley-Smith

Questions were raised regarding the number of firms considered, completion of job descriptions and contract specifications. As only one firm had been solicited, the Board requested the Superintendent contact several other search firms for comparison purposes. Perhaps it may be possible to attain a more comprehensive search and/or a reduced fee. Dr. Fleischman presented a friendly amendment.

**MOTION #5A - NESDEC CONTRACT**

Move that we authorize the superintendent to enter into a contract to conduct the search for the principal at a fee not to exceed \$9,000.

Dr. Fleischman  
Second by Ms. McCreven  
UNANIMOUS

**PTO Update** – Ms. Pfannenbecker indicated the PTO will commit \$10,000 from unused appropriations for the North playground and hopes to raise \$10,000 for the South playground in the coming year. Current fundraising efforts are going well as the grade level socials.

**Facilities Committee** – Ms. Hamilton provided a review of the November 4 meeting. It was clarified that the STEAP grant is not required to be fully expended by June 30. This committee will now meet on the first Thursday of the month at 7:30

AM. Dr. Stella noted that a roof thermal scan was completed last week which identified 10 areas of seepage/leaks; three (3) in the Kindergarten Wing; two (2) over the 5<sup>th</sup> grade pod area; two (2) over the pool and two (2) in the A-Wing.

Town Building Committee Charge – The Board of Selectmen have appointed a new committee to review recommendations, from the former BRS Building Committee, for phasing to accommodate town budget constraints.

Policy Committee – Mr. Bernard presented policies currently under 30-day review for adoption.

**MOTION #6 – POLICY ADOPTION (5141.3(a), 5141(a); 3524.1 and 5131.3)**

Move that we adopt Policies 5141.3(a) Health Assessment and Immunizations; 5141(a) School Medical Advisor; 3524.1 Pesticides and 5131.3 Bullying.

Mr. Gilbride  
Second by Dr. Fleischman  
**UNANIMOUS**

Ms. Haverkamp presented the Safe School Climate Plan dictated by recent statute changes and in support of the Bullying policy.

**MOTION #7 – SAFE SCHOOL CLIMATE PLAN**

Move that we adopt the Safe School Climate Plan labeled Policy 5131.92.

Dr. Fleischman  
Second by Mr. Lindskog  
**UNANIMOUS**

Questions arose regarding the Bullying Policy and the School Climate Plan, specifically the language "on school grounds" and whether this could apply to recreation programs that are held at the facility but outside the course of the school day and not under the leadership of the district. The numbering sequence change from 5131.3 to 5131.92 also came into question. Policy 5131.3 (Bullying) was referred back to committee for clarification.

Finance Committee – Dr. Fleischman highlighted the November 16 meeting, which included review of the monthly financial reports and a modification to the recently submitted capital budget request.

Dr. Stella updated the Board on the recent closing of both the North and South playgrounds and outlined funding for imminent replacement of the North playground area: approximately \$50,000 from the 2011/12 projected surplus, \$10,000 from the PTO, \$20,000 from the Extended Day surplus and \$50,000 from the 2011/12 operating budget for a total of \$80,000. In addition, modification of the 2012/13 Capital Budget would be requested to incorporate comparable funding for replacement of the South playground in 2012/13. Concerns were expressed for authorizing funding without plan specifics being known, use of the projected surplus and whether line item transfers would be required.

**MOTION #8 – REVISED 2012/13 CAPITAL BUDGET**

Move that we approve the revised 2012/13 Capital Budget as presented for submission to the Boards of Selectmen and Finance.

Dr. Fleischman  
Second by Mr. Lindskog  
**UNANIMOUS**

**MOTION #9 – NORTH PLAYGROUND FUNDING**

Move that we approve a maximum of \$50,000 from the 2011/12 projected surplus to fund the North playground construction project.

Dr. Fleischman  
Second by Mr. Lindskog  
**UNANIMOUS**

ACES Liaison – Ms. Hamilton explained that as Woodbridge is a voting member on this committee, it is imperative that there be a designated liaison. Mr. Bernard agreed to serve with Ms. Hamilton serving as an alternate.

CABE Liaison – Mese. Hamilton, McCreven and Dr. Stella gave a brief overview the workshops each attended at the the CABE/CAPSS Convention on November 18/19.

**NEW BUSINESS**

NSBA Conference – Confirmed attendees of the NSBA Conference in Boston April 20-22, 2012 included Drs. Fleishman, Wu, Messrs. Barkin, Lindskog and Ms. Hamilton. Ms. McCreven indicated she would also be attending. Professional development funding will cover conference registration and hotel with all other costs borne by the attendee.

**PUBLIC COMMENT** – Dr. Fleischman commented on the recent robotics competition as part of the STEM project.

**MOTION TO ADJOURN:** (8:53 PM)  
Mr. Lindskog  
Second by Dr. Fleischman  
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

**WOODBRIAGE BOARD OF EDUCATION  
MONTHLY SUMMARY FINANCIAL REPORT  
For 5 Months Ended November 30, 2011**

OBJ #	DESCRIPTION	Adopted Annual Budget w/Transfers	Monthly Budget	Monthly Actual	\$ Variance (Over) Under
100	TOTAL SALARIES	7,221,944	577,582	562,430	15,151
200	TOTAL BENEFITS	2,579,599	196,829	201,358	(4,529)
300	TOTAL PROFESSIONAL SERVICES	347,946	17,452	30,579	(13,127)
400	TOTAL PROPERTY SERVICES	595,552	58,282	61,453	(3,170)
500	TOTAL OTHER PURCHASED SERVICES	1,200,250	93,399	95,987	(2,588)
600	TOTAL SUPPLIES & MATERIALS	303,567	21,499	12,725	8,773
700	TOTAL PROPERTY	33,000	2,821	1,465	1,356
800	TOTAL DUES AND FEES	62,082	2,264	2,218	46
	<b>TOTAL ADOPTED BUDGET</b>	<b>12,343,940</b>	<b>970,128</b>	<b>968,215</b>	<b>1,913</b>

Year To Date Budget	Year To Date Actual	Year To Date \$ Variance (Over)Under
2,459,263	2,411,110	48,153
1,105,470	1,128,004	(22,534)
155,591	170,653	(15,063)
209,242	160,159	49,084
529,286	479,888	49,398
145,539	112,133	33,406
13,251	4,233	9,018
39,234	16,585	22,650
<b>4,656,877</b>	<b>4,482,766</b>	<b>174,111</b>

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**COMMENTS**

1. Savings realized from staffing changes and retirements \$48,153.
2. Health Insurance cost share reimbursements not yet received (\$22,534).
3. Substitutes (\$4,004), OT/PT Consultant Services timing (\$15,954), Legal fees timing \$2,807, Professional development timing \$2,068.
4. Electricity & Water savings \$5,458, timing \$37,176, Service contracts incl. custodial service (\$28,042), Repairs timing \$11,046, Leases & Rentals timing \$13,042; Heating oil timing \$10,404.
5. Pupil transportation (\$3,642); Liab. Ins. savings \$4,085, Ins. w/comp timing \$6,457, Interns savings \$7,829, Tuition timing \$23,577; Tuition savings (Wintergreen) \$11,092
6. Instructional supplies timing (\$5,586); computer sftwre timing \$16,653 custodial supplies timing \$5,767; Books & A/V timing \$9,743 Subscriptions timing \$1,907, Testing timing \$4,922.
7. Computer Hardware & Equipment timing \$9,018
8. Unemployment timing (\$1,378); Other fees timing \$24,028

**SPECIAL EDUCATION BREAKOUT**

OBJ #	DESCRIPTION	Adopted Annual Budget	Monthly Budget	Monthly Actual	\$ Variance (Over) Under
390	OT/PT SERVICES	18,000	1,800	6,140	(4,340)
3901	CONSULTANTS	37,500	3,750	19,118	(15,368)
510	TRANSPORTATION	128,300	12,830	4,245	8,585
560	TUITION	142,000	14,200	56,447	(42,247)
		<b>325,800</b>	<b>32,580</b>	<b>85,950</b>	<b>(53,370)</b>

Year To Date Budget	Year To Date Actual	Year To Date Variance (Over)Under
9,000	6,140	2,860
18,750	19,118	(368)
38,490	32,869	5,621
71,000	72,848	(1,848)
<b>137,240</b>	<b>130,975</b>	<b>6,265</b>

**WOODBRIAGE BOARD OF EDUCATION  
MONTHLY DETAIL FINANCIAL REPORT**

For 5 Months Ended: November 30, 2011

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	613,200		262,939	338,649	98%	11,612		11,612
120	Teachers - Regular	4,252,008		1,385,405	2,886,453	100%	(19,851)		(19,851)
120	Teachers - Special Education	773,051		236,957	490,773	94%	45,321		45,321
1201	Psychologist	156,537		53,185	103,352	100%	0		0
1203	Counselor	37,643		11,633	26,010	100%	-		0
	<b>Sub-Total Certified Salaries</b>	<b>5,832,439</b>	<b>-</b>	<b>1,950,119</b>	<b>3,845,237</b>	<b>99%</b>	<b>37,082</b>	<b>-</b>	<b>37,082</b>
1303	Custodians	355,650		81,057	96,412	50%	178,181	95,121	83,060
140	Nurses	124,801		37,996	74,143	90%	12,662	12,662	0
150	Secretaries, Clerical	292,729		135,747	156,982	100%	-		0
160	Paraprofessionals	385,172		144,415	240,315	100%	442		442
1601	Special Education Paraprofess.	201,945		54,234	161,014	107%	(13,303)		(13,303)
190	Salaries, Miscellaneous	29,208		7,543	11,915	67%	9,750	9,750	0
	<b>Sub-Total Non-Certified Salaries</b>	<b>1,389,505</b>	<b>-</b>	<b>460,991</b>	<b>740,782</b>	<b>86%</b>	<b>187,732</b>	<b>117,532</b>	<b>70,199</b>
	<b>TOTAL SALARIES</b>	<b>7,221,944</b>	<b>-</b>	<b>2,411,110</b>	<b>4,586,019</b>	<b>97%</b>	<b>224,814</b>	<b>117,532</b>	<b>107,282</b>
1906	Retirement - Sick Pay-Out	25,000		27,013	-	108%	(2,013)	-	(2,013)
220	FICA	216,262		57,800	-	27%	158,462	158,462	0
230	Merf	130,281		61,534	-	47%	68,747	68,747	0
270	Medical Insurance	2,157,896		971,020	1,133,886	98%	52,990	41,512	11,478
280	Life Insurance	34,960		9,555	9,871	56%	15,534	3,416	12,118
2902	Other Employee Benefits	15,200		1,082	5,997	47%	8,121	8,121	0
	<b>TOTAL BENEFITS</b>	<b>2,579,599</b>	<b>-</b>	<b>1,128,004</b>	<b>1,149,754</b>	<b>88%</b>	<b>301,841</b>	<b>280,258</b>	<b>21,583</b>

**WOODBRIIDGE BOARD OF EDUCATION  
MONTHLY DETAIL FINANCIAL REPORT**

For 5 Months Ended: November 30, 2011

Object Code	Descriptions		Budget Transfers		Expended to Date	Encumbered to Date	% Used	Available Balance		Estimated Additional	Projected Year-End Balance
320	Professional Development	67,625			12,324	50,077	92%	5,224		5,224	0
330	Legal Fees	35,000			7,693	27,308	100%	-		-	0
340	Software Support	12,828			4,845	-	38%	7,983		7,983	0
350	Substitutes	28,000			12,404	-	44%	15,596		15,596	0
390/01	OT/PT/Consultant Services	55,500			19,958	27,042	85%	8,500		8,500	0
3902	Financial Audit	14,691			-	14,691	100%	-		-	0
390	Other Prof/Tech. Services	134,302			113,430	-	84%	20,872		20,872	0
	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>347,946</b>	<b>-</b>		<b>170,653</b>	<b>119,118</b>	<b>83%</b>	<b>58,175</b>		<b>58,175</b>	<b>0</b>
410/01	Utilities - Electric and Water	253,511			62,996	185,057	98%	5,458			5,458
420	Heating Oil	151,673			13,181	138,492	100%	-		-	0
430	Repairs and Maintenance	39,898			5,551	15,208	52%	19,139		19,139	0
450	Leases and Rentals	49,430			9,950	39,480	100%	-		-	0
4501	Building Improvements	28,500			11,629	50,254	217%	(33,383)		16,617	(50,000)
490	Other Purchased Services	22,000			7,751	14,085	99%	164			164
4901	Service Contracts	50,540			49,100	36,506	169%	(35,065)			(35,065)
	<b>TOTAL PROPERTY SERVICES</b>	<b>595,552</b>	<b>-</b>		<b>160,159</b>	<b>479,081</b>	<b>107%</b>	<b>(43,688)</b>		<b>35,755</b>	<b>(79,443)</b>
510	Pupil Transportation-Regular	434,349			168,712	244,886	95%	20,751		14,529	6,222
510	Pupil Transportation-Spec. Educ.	115,000			40,733	88,061	112%	(13,794)			(13,794)
520	Insurance-General Liability	89,926			85,841	-	95%	4,085			4,085
5201	Worker's Compensation	95,784			89,377	-	93%	6,407		6,407	0
530	Telephone Services	18,554			4,953	12,344	93%	1,257			1,257
535	Internet	12,100			1,179	699	16%	10,222		10,222	0
537	Postage	5,500			315	-	6%	5,185		5,185	0
540	Advertising	2,800			320	9,370	346%	(6,890)			(6,890)
550	Interns	127,710			34,741	78,259	88%	14,710		5,850	8,860
560	Tuition	282,102			53,339	213,344	95%	15,419		4,327	11,092
590	Other Purchased Services	16,425			378	-	2%	16,047		16,047	0
	<b>TOTAL OTHER PURCH SERVICES</b>	<b>1,200,250</b>	<b>-</b>		<b>479,888</b>	<b>646,963</b>	<b>94%</b>	<b>73,398</b>		<b>62,567</b>	<b>10,832</b>

**WOODBRIAGE BOARD OF EDUCATION  
MONTHLY DETAIL FINANCIAL REPORT**

For 5 Months Ended: November 30, 2011

Object Code	Descriptions	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
610	Instructional Supplies	146,700	66,711	24,700	62%	55,289	55,289	0
620	Computer Software	53,580	21,392	1,500	43%	30,688	30,688	0
625	Supplies Nurses	1,800	-	-	0%	1,800	1,800	0
630	Supplies Custodial	45,792	13,313	23,030	79%	9,450	9,450	0
635	Supplies Office	12,000	3,438	1,685	43%	6,877	6,877	0
640	Books and Audio Visual	16,000	569	10,000	66%	5,432	5,432	0
645	Subscriptions	13,995	3,031	224	23%	10,740	10,740	0
650	Testing	10,000	3,600	70	37%	6,330	6,330	0
690	Misc. Supplies	3,700	80	-	2%	3,620	3,620	0
	<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>303,567</b>	<b>112,133</b>	<b>61,208</b>	<b>57%</b>	<b>130,225</b>	<b>130,225</b>	<b>0</b>
730	Equipment - Office	-	-	-	0%	-	-	0
732	Computer Hardware	10,600	1,120	-	0%	9,480	9,480	0
735	Equipment - Teaching	15,550	1,078	1,558	17%	12,915	12,915	0
740	Equipment - Building	4,600	1,898	-	41%	2,702	2,702	0
745	Furniture	2,250	138	-	6%	2,112	2,112	0
	<b>TOTAL PROPERTY</b>	<b>33,000</b>	<b>4,233</b>	<b>1,558</b>	<b>18%</b>	<b>27,209</b>	<b>27,209</b>	<b>0</b>
810	Dues and Fees	20,151	9,944	3,059	65%	7,149	7,149	0
825	Unemployment	5,835	3,809	2,026	100%	-	-	0
900	Other Fees	36,096	2,832	549	9%	32,715	32,715	0
	<b>TOTAL DUES AND FEES</b>	<b>62,082</b>	<b>16,585</b>	<b>5,634</b>	<b>36%</b>	<b>39,864</b>	<b>39,864</b>	<b>0</b>
		-	-	-				
	<b>TOTAL ADOPTED BUDGET</b>	<b>12,343,940</b>	<b>4,482,766</b>	<b>7,049,335</b>	<b>93%</b>	<b>811,839</b>	<b>751,585</b>	<b>60,254</b>

Woodbridge Board of Education  
Expenditures by Object  
Financial Analysis  
For Fiscal Year 2011 - 2012

November 2011

**OBJECTS 110-120 – CERTIFIED STAFF**

The projected surplus reflects savings realized from staff retirements and the interim principal vacancy savings.

**OBJECT 1303 – CUSTODIANS**

We are projecting a surplus as a result of staffing changes and the use of a service contractor to aide in the building cleaning.

**OBJECT 1601 – TEACHER ASSISTANTS**

We are currently projecting a deficit in this account due to increased level of services, which occurred after the budget submission, obligated under the special needs students' IEP

**OBJECT 1906 Retirement-Sick Pay-Out**

We are projecting a deficit in this account due to contractual payouts connected with a retirement announcement after the budget submission.

**OBJECT 270– MEDICAL INSURANCE**

The projected surplus is a result of favorable premium renewal rates.

**OBJECT 280– LIFE INSURANCE**

The projected surplus is a result of favorable premium renewal rates.

**OBJECT 410 – UTILITIES ELECTRIC AND WATER**

The projected surplus is a result of anticipated savings on consumption.

**OBJECT 4501 – BUILDING IMPROVEMENTS**

The projected deficit is a result of an encumbrance for partial costs of replacing the North Playground.

**OBJECT 4901 – SERVICE CONTRACTS**

The projected deficit is the result of using a service contractor for custodial services. The anticipated surplus in custodial salaries and benefits is greater than the anticipated deficit in this account.

**OBJECT 510 PUPIL TRANSPORTATION**

The net deficit is due to student outplacement transportation arrangements.

**OBJECT 520 INSURANCE GENERAL LIABILITY**

The projected savings is a result of favorable premium renewal.

**OBJECT 530 – TELEPHONE SERVICES**

The projected savings is a result of anticipated savings based on year to date trends.

**OBJECT 540 – Advertising**

The projected deficit is a result of consultant services related to the upcoming Principal search.

**OBJECT 550 – INTERNS**

The projected savings is the result of a vacancy during the fall semester.

**OBJECT 560 – TUITION**

The projected surplus is the result of favorable Wintergreen Magnet School tuition rates.

Woodbridge Board of Education  
Combining Balance Sheets as of 11/30/11 (Unaudited)

	Special Revenue					Agency
	Total	Café	Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
<b>Assets:</b>						
Cash	\$ 169,713	\$ 44,548	\$ 88,356	\$ 5,138	\$ 29,923	\$ 1,748
Prepaid expenses	-					
Accounts receivable	5,178	2,084	735	\$ 2,087	\$ 272	
Intergovt Receivable	8,003	8,003				
Inventory	5,789	5,789				
<b>Total Assets</b>	<b>188,683</b>	<b>60,424</b>	<b>89,091</b>	<b>7,225</b>	<b>30,195</b>	<b>1,748</b>
<b>Liabilities and Fund Balance</b>						
<b>Liabilities:</b>						
Amounts held as agent	1,382		1,382			
Accounts payable	28,764	3,808	21,836	2,930	190	
Deferred revenue	5,788		5,788			
Wages payable	-					
<b>Total Liabilities</b>	<b>35,934</b>	<b>3,808</b>	<b>29,006</b>	<b>2,930</b>	<b>190</b>	<b>-</b>
<b>Fund Balance</b>	<b>152,749</b>	<b>56,616</b>	<b>60,085</b>	<b>4,295</b>	<b>30,005</b>	<b>1,748</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 188,683</b>	<b>\$ 60,424</b>	<b>\$ 89,091</b>	<b>\$ 7,225</b>	<b>\$ 30,195</b>	<b>\$ 1,748</b>
				Café	Extended Day	SEP
Current Fund Balance				\$ 56,616	\$ 60,085	\$ 14,372
Baseline - Minimum Fund Balance (30 Day Expenses Average)				\$ 17,000	\$ 28,000	\$ 10,000
Operating Reserve Fund Balance (90 Day Expenses Average)				\$ 51,000	\$ 84,000	\$ 30,000
# of Days Expenses in Fund Balance				\$ 100	\$ 64	\$ 43
Fund Balance Excess				\$ 5,616	\$ -	\$ -

Woodbridge Board of Education  
 Combining Statement of Revenues & Expenditures  
 for the 5 Months Ended 11/30/11 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
<b>Revenues:</b>							
Charges for services	\$ 319,817	\$ 73,205	\$ 147,754	\$ 8,022	\$ 88,676	\$ 2,160	\$ -
Intergovernmental	11,489	11,489					
Donations	-						
Other income	6	6					
Additions	-						-
<b>Total revenues/additions</b>	<b>331,312</b>	<b>84,700</b>	<b>147,754</b>	<b>8,022</b>	<b>88,676</b>	<b>2,160</b>	<b>-</b>
<b>Expenditures:</b>							
Wages, FICA, MERF	207,047	31,469	101,877		73,701		
Medical Insurance	-	-					
Cost of food sold	32,961	32,961					
Equipment	449	449					
Other Expenses	48,546	6,217	22,935	7,418	7,794	4,182	
Deductions	20,000	-	20,000				
<b>Total expenditures/deductions</b>	<b>309,003</b>	<b>71,096</b>	<b>144,812</b>	<b>7,418</b>	<b>81,495</b>	<b>4,182</b>	<b>\$ -</b>
Excess (deficiency) of revenues over expenditures before operating transfer in	22,309	13,604	2,942	604	7,181	(2,022)	
Operating transfer in	-	-	-	-	-	-	
Excess (deficiency) of revenues over expenditures after operating transfer in	22,309	13,604	2,942	604	7,181	(2,022)	
<b>Fund Balance, ending</b>	<b>\$ 151,001</b>	<b>\$ 56,616</b>	<b>\$ 60,085</b>	<b>\$ 4,295</b>	<b>\$ 14,372</b>	<b>\$ 15,633</b>	



**WOODBIDGE SCHOOL DISTRICT  
2011/12 STUDENT CALENDAR**

JULY				
Mon	Tue	Wed	Thu	Fri
				1
<b>X4</b>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST (2)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	<b>*23</b>	<b>*24</b>	<b>*25</b>	26
<b>29</b>	<b>30</b>	<b>31</b>		

SEPTEMBER (20)				
Mon	Tue	Wed	Thu	Fri
			1	2
<b>X5</b>	<b>6</b>	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	<b>29</b>	30

OCTOBER (20)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
<b>X10</b>	11	12	13	14
17	<b>(18)</b>	19	<b>(20)</b>	21
24	25	26	27	28
<b>31</b>				

NOVEMBER (18)				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	<b>*8</b>	9	10	<b>X11</b>
14	15	16	17	18
21	22	<b>(23)</b>	<b>X24</b>	<b>X25</b>
28	29	30		

DECEMBER (17)				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	<b>(23)</b>
<b>X26</b>	<b>X27</b>	<b>28</b>	<b>29</b>	<b>30</b>

JANUARY (20)				
Mon	Tue	Wed	Thu	Fri
<b>X2</b>	3	4	5	6
9	10	11	12	13
<b>X16</b>	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY (16)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
<b>X20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
27	28	29		

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

APRIL (15)				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	<b>X6</b>
<b>(9)</b>	10	<b>(11)</b>	12	13
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
23	24	25	26	27
30				

MAY (22)				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
<b>X28</b>	29	30	31	

JUNE (11)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	<b>(15)</b>
18	19	20	21	22
25	26	27	28	29

NO SCHOOL	BUILDING CLOSED	X
Jul. 4	Independence Day	
Sep. 5	Labor Day	
Sep. 29	Rosh Hashanah	
Oct. 10	Columbus Day	
Nov. 8	Teacher Workshop	
Nov. 11	Veteran's Day	
Nov. 24-25	Thanksgiving Holiday	
Dec. 26-Jan. 2	Holiday Recess	
Dec. 26	Christmas Eve Holiday	
Dec. 27	Christmas Day Holiday	
Jan. 2	New Year's Day Holiday	
Jan. 16	Martin Luther King Day	
Feb. 20	Presidents' Day	
Feb. 20-24	Winter Vacation	
Mar. 30	Teacher Workshop	
Apr. 6	Good Friday	
Apr. 16-20	Spring Vacation	
May 28	Memorial Day	

ABBREVIATED DAYS	
Aug. 30	First Day for Students
Oct. 18	Parent/Teacher Conference
Oct. 20	Parent/Teacher Conference
Nov. 23	Thanksgiving Recess
Dec. 23	Holiday Recess
Apr. 9	Parent/Teacher Conference
Apr. 11	Parent/Teacher Conference
Jun. 15	Last Day for Students

**Dismissal Time 1:10 PM**

SNOW DAYS MAKE-UP
June 18-22
Additional Days Starting
April 16

WORKSHOP DAYS (*)
Aug. 23, 24, 25
Nov. 8, Mar. 30

BOARD OF ED. MEETINGS	
July 18	Jan. 17
Aug. 15	Feb. 27
Sep. 19	Mar. 19
Oct. 17	Apr. 23
Nov. 21	May 22
Dec. 19	June 18

OPEN HOUSES	
Sept. 7	Ice Cream Social
Sept. 8	Grades 5/6
Sept. 13	Grades 3/4/MAG
Sept. 21	K, 1, 2

Report Card Distribution    Dec. 9, Mar. 16 and June 15

Kdg. Bus Ride/Safety Demo	Aug. 18
Kindergarten Visitation	Aug. 30

New Staff Orientation Aug. 17 & 18

Hurricane Irene  
Snow Storm

Board Adopted 2/28/11









# WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South  
Woodbridge, Connecticut 06525

Gaeton F. Stella, Ph.D. – Superintendent

Sheila Haverkamp – Special Services Director | Alfred Pullo, Jr. – Director of Business Services/Operations

January 3, 2012

Members of the Boards of Selectmen and Finance  
Town of Woodbridge  
11 Meetinghouse Lane  
Woodbridge, CT 06525

Dear Board Members:

We are pleased to present to you the adopted budget request of the Woodbridge Board of Education for Beecher Road School for 2012-2013 fiscal year. The Board of Education adopted this proposal on December 19, 2011.

The 2012-2013 budget, using a zero-based approach, was developed to support the educational mission, vision and goals of the Woodbridge School District. The budget development process was built around needs associated with implementing a carefully crafted Strategic Plan that seeks to transform Beecher Road School into a 21<sup>st</sup> Century Model of Education. We look forward to the opportunity to further articulate how this budget addresses the quality of education in Woodbridge, while remaining sensitive to the current economic climate. (Please see Page 2 of the budget document for the Budgetary Overview.)

We feel that the 2012-2013 budget will provide the necessary funding to continue implementing the Superintendent's vision of the Woodbridge School District as a premier learning organization. The budget assumes a focused approach to spending---one that is directly related to school initiatives and programs. The budget continues to support district priorities, including: (1) enhancement of Readers/Writers Workshop; (2) continuation of the after-school Technology Academy; (3) the updating and implementation of Health, Mathematics, Science, Social Studies and World Language curricula; (4) the infusion of technology throughout curricula; and (5) on-going support for the emotional, social and physical development of students. The proposed budget, in comparison with the actual 2011-2012 budget, reflects an increase of 3.8%. There has been a conscientious effort to remain respectful of the taxpayer.

We are including with the budget package a copy of the "Woodbridge Public School Enrollment Projected to 2022". An outside consultant, Dr. Peter M. Prowda, prepared this report. The report, dated October 28, 2011, provides the most current information concerning enrollment projections. Dr. Prowda is recognized as an expert in school district demographics. An updated five-year projection of class size and configuration was developed based on this report (Page 7 of the budget document).

Thank you for your careful review of the enclosed material. We look forward to a formal presentation of the proposed budget to the Boards of Finance and Selectmen on January 31, 2012. If you have any questions or need additional information, please do not hesitate to contact us at 387-6631.

Sincerely,

Margaret Hamilton, Chair  
Woodbridge Board of Education

Dr. Gaeton F. Stella, Superintendent  
Woodbridge School District

BEECHER ROAD SCHOOL  
WOODBRIDGE BOARD OF EDUCATION  
JULY 1, 2012—JUNE 30, 2013



Board of Education

Margaret Hamilton- Chair

Dr. Steven Fleischman -Vice Chair

Matthew Gilbride - Secretary

David Barkin

David Bernard

Dr. Clotilde Dudley-Smith

Carl Lindskog

Sheila McCreven

Dr. YanYun Wu

Superintendent of Schools

Dr. Gaeton F. Stella

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## **Budgetary Overview**

The 2012/13 proposed budget was developed to support the educational mission, vision and goals of the Woodbridge School District. The budget development process was built around needs associated with implementing a Strategic Plan that seeks to continue the process of transforming Beecher Road School into a new century model of education. While the budget proposal is designed to maintain the quality of education at Beecher Road School, it is also balanced with concern for economic realities confronting the taxpayers of Woodbridge. For that reason, the Superintendent and the administrative team implemented a zero based approach to all aspects of budgetary planning, including physical and human resources. All accounts were examined thoroughly and further reduced where possible. Every staffing position was analyzed from a value added prospective. After a comprehensive study, the Superintendent and the administrative team concluded that no staff positions or new initiatives should be added during these difficult economic times. They also concluded that no current staff positions could be given up without negatively affecting the integrity of the educational program. Over the past seven (7) budget cycles 9.5 staff positions have been cut. Therefore, any additional cuts will result in a reduction to the breath of program offerings that are necessary ingredients of a high performing school. The administration monitors enrollment on a monthly basis. As of December 2, 2011, the enrollment at BRS was 13 students higher than last year with more students in the pipe line. At this point in time, the data seems to indicate that there will not be a decline in population for the 2012/13 year. Full funding of this budget proposal in its totality is necessary to maintain the excellence of the educational program that exists at Beecher Road School.

The budget for 2012/13 is built around the following assumptions:

- ❖ The 2012/13 budget was developed with sensitivity to the tough economic challenges that exist today. A zero based approach was used. Many budget accounts were reduced, and no new positions or initiatives were added.
- ❖ Approximately 92% of increase is contractual.
- ❖ The budget cannot be reduced further without impacting negatively on the educational quality at BRS. There are four compelling arguments that support this statement: (1) contractual obligations must be met including salary increases, health benefits and coverage of every classroom teacher for 5 hours a week for common planning time (professional learning teams; (2) federal and state mandates must be met, many of which require out of class room support positions; (3) any further reduction in budget will impact negatively on the breath of offerings necessary for a transformational model of education; and/or (4) a reduction in budget may alter class sizes unfavorably, negatively impacting the school's ability to focus on a more individualized approach to learning --- the hallmark of a high performing school.
- ❖ Class size contributes to improved student academic performance as well as the social and emotional development of children. Beecher Road School continues to follow the national trend of guaranteeing that every child will learn. This approach is based on tracking the individual learning pathway of each child, which requires more individual and small group teaching. Teachers are being asked to do more than ever before. This pedagogical shift requires reasonable class sizes such as those proposed in the School Board approved Class Size Task Force Guidelines. Reducing the budget further may result in larger than desired class sizes, which would in turn impact on student learning. Our belief is that implementation of the five-year class size projection plan, as presented in the budget packet, will result in long-term cost savings, while maintaining the quality of the educational program.
- ❖ The budget reflects a zero based approach to staffing. After extensive analysis, we can state unequivocally that each position funded in this budget is essential to maintain BRS as a high performing school. There are no expendable staff positions. Furthermore, there are embedded contractual staffing costs such as the number of specialists needed to provide five 1-hour planning team sessions for classroom teachers on every grade level.
- ❖ Mandated transportation costs constitute nearly 5% of the budget and nearly 10% of the increase.
- ❖ The World Language program has been laboriously developed as a model for elementary schools. The program is based on a proficiency model that promotes student fluency with the intent that students will leave high school proficient in a 2<sup>nd</sup> language. There is hard data to show the positive effect of BRS's K-6 World Language program. Therefore, reducing World Language staff is not an option for a transformational model of education.
- ❖ The budget will continue to support district priorities, including: (1) development and implementation of updated curricula; (2) support for and enhancement of a balanced literacy model; and, (3) imbedded professional development and support for core curriculum areas; and, (4) continued implementation of a 3-year school board and state approved technology plan.
- ❖ All current collective bargaining agreements, or employee contract wage adjustments, have been budgeted and costs for current contract negotiations have been projected.

- ❖ The budget continues to support the use of interns to provide greater continuity in instruction as well as cost savings.
- ❖ The budget attempts to deal with the challenges of increasing health insurance costs in a fiscally responsible way in partnership with the Town of Woodbridge.
- ❖ The district has been able to substantially reduce costs in retiree health benefit premiums without sacrificing the quality of benefits. This cost-saving measure will also have a positive impact on the Town's GASB 45 funding requirements.
- ❖ All mandated Special Education programs and expenses are included in the budget proposal. Reimbursement for Special Education Excess Cost will be funded by the State of Connecticut and sent to the Town for a percentage, determined annually, of costs in excess of 4.5 times the per pupil expenditure.
- ❖ The budget assumes a focused approach to spending --- one that is directly related to the district's educational mission and Strategic Plan.
- ❖ One quarter (25%) of the district's total grant revenue has been eliminated over the past two (2) years.
- ❖ Approximately 9.5 staff positions have been eliminated over the past seven (7) budget cycles.
- ❖ Based on a constant monitoring of monthly registers, the district does not project a decline of student enrollment for the 2012/13 school year.
- ❖ The proposed budget, in comparison with the 2012/13 budget, indicates an increase of 3.8%.

**Additional Information:**

Fiscal year 2010/11 was a favorable year for the district financially. Pro-active management interventions resulted in several cost saving measures that produced a surplus. The surplus emanated mainly from 2 areas: (1) savings from early retirement incentives and staffing decisions; and, (2) savings from a restructured custodial model. These areas of cost savings allowed the district, with support from the Boards of Education, Selectmen and Finance, to purchase \$129,129 in technology equipment that had previously been requested in the capital budget, absorb \$90,569 in unanticipated Special Education costs, and still return \$73,417 to the Town. Those savings are not guaranteed each year. Anticipated retirements are largely unknown at the time of budget preparation; custodial savings are no longer available because of a Board of Labor litigation settlement. Because the district uses a zero based budget approach, the school district budgets for known costs and does not assume savings from events that are not certain to occur.

In preparing the district's budget proposal, we have compared this year's budget with last year's adopted budget. This process allows for comparison of the 2 main figures that have a direct impact on the Town's mill rate. The mill rate is an indicator of any change in taxes that there might be.

As mentioned, last year's actual budget was a result of several factors. Those factors included: (1) custodial savings held in abeyance because of pending litigation; and, (2) staffing cost savings realized from managerial interventions, based on pro-active management of a carefully developed staffing grid, and savings from implementation of early retirement offerings.

## Budget Development Process

- ❖ Budget Process Began in October, 2011
- ❖ “Zero Based” Approach Implemented
- ❖ Alignment with Goals and Initiatives
- ❖ Input from District/School Administration and Staff
- ❖ Board of Education Finance Committee Meeting – December 12, 2011 - Presentation of 2012-2013 Budget
- ❖ Board of Education Meeting - December 19, 2011 – Continued Discussion 2012-2013 Budget
- ❖ Budget Meeting with First Selectman, Finance Board Chair, and Finance Director, January, 2012
- ❖ Board of Selectmen/Finance Presentation, February, 2012
- ❖ Budget Hearing April, 2012
- ❖ Budget Adoption May, 2012



## REVENUES GENERATED BY THE SCHOOL DISTRICT

Intergovernmental Revenues are entitlement funds received by the Town and deposited directly into the General Fund. They are not directly credited toward educational expenses.

	2010-2011	2011-2012	2012-2013
	<u>Actual</u>	<u>Anticipated</u>	<u>Estimated</u>
Intergovernmental Revenue			
Education Cost Sharing(ECS)	(1) 722,609	722,609	Unknown

District Initiated Revenues are received by the Town as a result of action taken by the Board of Education and are related to expenses included in the Board of Education budget.

	2010-2011	2011-2012	2012-2013
	<u>Actual</u>	<u>Anticipated</u>	<u>Estimated</u>
District Initiated Revenues			
Special Education-Excess Costs	53,180	45,203	42,544

Grant Revenues are funds that are directly received by the school district for specific purposes outlined in a grant application. These funds may not be spent to supplant existing programs. These funds were obtained to help supplement locally funded programs.

	2010-2011	2011-2012	2012-2013
	<u>Actual</u>	<u>Anticipated</u>	<u>Estimated</u>
Grant Revenues			
IDEA Part B, Section 611	170,212	167,412	165,570
IDEA Part B, Section 619 (Pre-K)	11,282	11,269	11,145
ARRA-IDEA Part B, Section 611	85,835	0	0
ARRA-IDEA Part B, Section 619 (Pre-K)	3,435	0	0
ARRA - Education Jobs Fund	0	20,369	0
Title I- Improving Basic Programs	40,317	40,504	40,504
Title IIA- Teachers	16,744	16,761	16,761
Title III - Language	2,197	2,197	2,197
Title IV- Safe & Drug Free Schools	0	0	0
Title V- Innovative Education Strategies	0	0	0
Primary Mental Health	24,500	24,500	24,500
Magnet School Transportation	2,600	2,600	2,340
Open Choice	32,500	32,500	29,250
Universal Service Funds	10,239	10,000	10,000
Non-Public Health	3,467	3,467	3,467
Total Grant Revenues	403,327	331,579	305,735

(1) Includes ARRA State Fiscal Stabilization Funds

## WOODBIDGE ENROLLMENT PROJECTIONS

School Year	Birth Year <sup>1</sup>	Births	K <sup>2</sup>	1	2	3	4	5	6	PreK	PK-2	3-6	Total
2001-02	1996	76	110	111	140	133	150	151	147	20	381	581	962
2002-03	1997	79	120	114	115	135	133	154	153	15	364	575	939
2003-04	1998	87	113	120	112	115	136	129	161	16	361	541	902
2004-05	1999	66	94	107	125	116	124	138	129	20	346	507	853
2005-06	2000	64	102	91	109	126	115	123	140	19	321	504	825
2006-07	2001	70	101	103	90	111	128	117	125	18	312	481	793
2007-08	2002	55	89	105	103	91	118	134	124	22	319	467	786
2008-09	2003	76	100	91	101	110	90	121	126	16	308	447	755
2009-10	2004	54	95	97	88	104	115	93	122	19	299	434	733
2010-11	2005	54	85	104	102	90	107	116	99	20	311	412	723
2011-12	2006	59	93	86	109	107	95	110	115	21	309	427	736
<b>Projected</b>													
2012-13	2007	59	93	96	88	113	111	97	111	21	298	432	730
2013-14	2008	47	78	96	97	91	117	114	99	21	292	421	713
2014-15	2009	46	74	80	98	101	94	120	115	21	273	430	703
2015-16	2010	52	81	76	82	101	105	97	122	21	260	425	685
2016-17	2011	59	91	83	77	85	105	108	98	21	272	396	668
2017-18	2012	56	90	94	85	80	88	108	109	21	290	385	675
2018-19	2013	58	92	92	96	88	83	90	109	21	301	370	671
2019-20	2014	58	92	94	94	99	91	85	92	21	301	367	668
2020-21	2015	59	93	95	96	98	103	93	86	21	305	380	685
2021-22	2016	59	93	96	96	100	101	106	95	21	306	402	708

<sup>1</sup> 1996 to 2009 births from the State Department of Public Health. Births in 2010 were estimated from recorded in-state births.

Births in 2011 were estimated from mid-year in-state births in 2010 and 2011. Births in 2012 to 2016 births were estimated from the

Connecticut State Data Center projections of children ages 0-4 in Woodbridge.

<sup>2</sup> Based on 5-year weighted averages of births 5- and 6- years ago and retention plus 1 child from New Haven under the Open Choice program.

Enrollment Projections  
5-Year Plan  
(Based on Dr. Prowda's Enrollment Projection Report - 10-1-11 data)

Program	2011/12				2012/13				2013/14			
	Projected Class Enrollment: 10/1/11	Number of Classrooms Required	Number of Teachers Required	Total Number Students	Projected Class Enrollment	Number of Classrooms Required	Number of Teachers Required	Total Number Students	Projected Class Enrollment	Number of Classrooms Required	Number of Teachers Required	Total Number Students
PreK	21	1	1	21	21	1	1	21	21	1	1	21
Kdg.	18,18,19,19,19	5	5	93	18,18,19,19,19	5	5	93	15,15,16,16,16	5	5	78
Grade 1	17,17,17,17,*18	5	5	86	19,19,19,19,*20	5	5	96	19,19,19,19,*20	5	5	96
Grade 2	17,17,18,18,*21	6	6	109	17,17,18,18,*18	5	5	88	19,19,19,20,*20	5	5	97
Grade 3	17,17,17,18,18,*20	6	6	107	18,18,18,19,19,*21	6	6	113	18,18,18,19,*18	5	5	91
Grade 4	18,19,21,21,*16	5	5	95	18,18,18,18,19,*20	6	6	111	19,19,19,19,20,*21	6	6	117
Grade 5	21,21,22,23,23	5	5	110	19,19,19,20,20	5	5	97	19,19,19,19,19,19	6	6	114
Grade 6	16,18,18,21,21,21	6	6	115	18,18,18,19,19,19	6	6	111	19,20,20,20,20	5	5	99
<b>Total BRS</b>		<b>39</b>	<b>39</b>	<b>736</b>	<b>Total BRS</b>	<b>39</b>	<b>39</b>	<b>730</b>	<b>Total BRS</b>	<b>38</b>	<b>38</b>	<b>713</b>
OOD				5	OOD			6	OOD			6
<b>TOTAL</b>				<b>741</b>	<b>TOTAL</b>			<b>736</b>	<b>TOTAL</b>			<b>719</b>

\*Multiage

\*Multiage

\*Multiage

Program	2014/15				2015/16				2016/17			
	Projected Class Enrollment	Number of Classrooms Required	Number of Teachers Required	Total Number Students	Projected Class Enrollment	Number of Classrooms Required	Number of Teachers Required	Total Number Students	Projected Class Enrollment	Number of Classrooms Required	Number of Teachers Required	Total Number Students
PreK	21	1	1	20	21	1	1	21	21	1	1	21
Kdg.	15,15,15,15,15	5	5	75	16,16,16,16,17	5	5	81	18,18,18,18,19	5	5	91
Grade 1	16,16,16,16,16	5	5	80	15,15,15,15,*16	5	5	76	16,16,17,17,*17	5	5	83
Grade 2	19,19,20,20,*20	5	5	98	16,16,16,17,*17	5	5	82	15,15,15,16,*16	5	5	77
Grade 3	20,20,20,20,*21	5	5	101	20,20,20,20,*21	5	5	101	17,17,17,17,*17	5	5	85
Grade 4	19,19,19,19,*18	5	5	94	21,21,21,21,*21	5	5	105	21,21,21,21,*21	5	5	105
Grade 5	20,20,20,20,20,20	6	6	120	19,19,19,20,20	5	5	97	21,21,22,22,22	5	5	108
Grade 6	19,19,19,19,20	6	6	115	20,20,20,20,21,21	6	6	122	19,19,20,20,20	5	5	98
<b>Total BRS</b>		<b>38</b>	<b>38</b>	<b>703</b>	<b>Total BRS</b>	<b>37</b>	<b>37</b>	<b>685</b>	<b>Total BRS</b>	<b>36</b>	<b>36</b>	<b>668</b>
OOD				6	OOD			6	OOD			4
<b>TOTAL</b>				<b>709</b>	<b>TOTAL</b>			<b>691</b>	<b>TOTAL</b>			<b>672</b>

\*Multiage

\*Multiage

\*Multiage

Possibly add a pre-school class.

Possibly add a pre-school class.

GS: 11-15-11

## PERSONNEL SUMMARY

Personnel	Actual Staff 2010-2011	Actual Staff 2011-2012	Proposed Staff 2012-2013	Changes 2012-2013
<b>Administrators</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	
<b>Certified Teachers Total FTE</b>	<b>72.0</b>	<b>70.5</b>	<b>70.5</b>	0.0
* Classroom Teachers(Including Pre-K)	39.0	39.0	39.0	
*Art	2.0	1.5	1.5	
*Music	2.5	2.5	2.5	
*PE/Health	3.0	3.0	3.0	
*World Language	2.0	2.0	2.0	
*Language Arts / ESL	4.0	4.0	4.0	
*Math	2.0	2.0	2.0	
*Technology / Library Media	4.0	4.0	4.0	
*Science	1.0	1.0	1.0	
*Special Education Teachers	10.0	9.0	9.0	
*Pupil Personnel Services	2.5	2.5	2.5	
<b>Instructional Support</b>	<b>29.6</b>	<b>28.6</b>	<b>27.6</b>	<b>(1.0)</b>
*Regular Ed Teacher Assistants	16.6	14.6	14.6	
*SPED Teacher Assistants	13.0	14.0	13.0	
<b>Operational Support</b>	<b>19.0</b>	<b>18.5</b>	<b>18.5</b>	0.0
*Nurses	2.5	2.5	2.5	
*Secretarial & Clerical(District/School)	7.5	7.0	7.0	
*Custodial & Maintenance	8.0	8.0	8.0	
*Cafe Aides	1.0	1.0	1.0	

**Administrators:** Certified administrators provide building level and district-wide management and leadership.

**Classroom Teachers:** Certified teachers who work directly with students in assigned classrooms. All subject areas are included in this category.

**Art, Music, PE/Health, World Language:**

Certified Teachers who provide direct instruction in these areas.

**Language Arts, Math, Media, Technology, Science:**

Certified Teachers who provide direct instruction in these areas and coaching for classroom teachers.

**Special Education Teachers:** Certified teachers who work directly with students within the regular classroom as well as in resource rooms. Consulting teachers provide support to teachers as well as to students and their families. Services provided by these teachers are required by special education law.

**Pupil Personnel Services:** Psychological and counseling services.

**Regular Ed Teacher Assistants:** Most regular education teacher assistants assist individual and small groups of students under the direction of the classroom teacher.

**SPED Teacher Assistants:** Most special education TA's, under the supervision of a certified teacher, assist individual and small groups of students who require this assistance as outlined in their Individual Education Plans.

**Nurses:** Nurses support children who have chronic or acute medical needs at the school. They collaborate with teachers to insure the health and wellness of all students and act as liaisons between families, physicians, and staff members.

**Clerical Staff:** Secretarial/Clerical support is provided in the school, Business Office, and Superintendent's Office.

**Custodial and Maintenance:** Includes all custodial and maintenance positions.

**Cafe Aids:** Provide support and supervision in the cafeteria during lunch periods. FTEs are calculated by hours.

TEACHERS 2011 - 2012 EXPERIENCE GRID

STEP	Bachelors	Masters or MA + 15	6th Year or 6th + 15	PHD or ED	TOTAL FTE'S
1					0
2		1			1
3		3			3
4	1	3			4
5		1			1
6	1		1		2
7		3			3
8		1	2		3
9		1			1
10		3	2		5
11		2	2	0.5	4.5
12	1	2			3
13					0
14		6	4		10
15		3		1	4
16-20		6	1		7
21-25		9	2	1	12
26+		2	5		7
<b>Total FTE</b>	<b>3</b>	<b>46</b>	<b>19</b>	<b>2.5</b>	<b>70.5</b>

2012 - 2013 PROJECTED  
TEACHERS EXPERIENCE GRID

STEP	Bachelors	Masters or MA + 15	6th Year or 6th + 15	PHD or ED	TOTAL FTE'S
1					0
2					0
3					0
4					0
5	1	4			5
6		1			1
7		2			2
8	1	2	1		4
9		4			4
10		2	2		4
11		1			1
12		3	2	0.5	5.5
13		1	3		4
14	1	2			3
15		5	3		8
16-20		6	3	1	10
21-25		5	1		6
26+		7	5	1	13
<b>Total FTE</b>	<b>3</b>	<b>45</b>	<b>20</b>	<b>2.5</b>	<b>70.5</b>

## **Woodbridge Board of Education 2012 - 2013 Budget**

Following is an explanation of the type of expenditures that are included in the various objects:

### **SALARIES (100)**

Administration salaries (110): this object is for the Superintendent, Business Manager, and unionized administrators.

Teacher salaries (120): this object is for teaching staff plus support staff such as counselors and psychologists. Included is an estimate for homebound tutors and curriculum writing which is usually performed during the summer.

Custodian salaries (130): this object is for all custodial staff, supervisory staff and an estimate for overtime for the year.

Nurses salaries (140): this object is for nurses working in the building. The payment to Ezra for their nurse is not included here.

Secretaries salaries (150): this object is for the administrators' secretaries and central office staff responsible for payroll and accounts payable.

Teacher's assistants (160): this object is for all the teaching assistants including those working with one-to-one students.

Misc salaries (190): this object includes lifeguards, café aides, BOE clerk, non-union salary increases, retirement payments, and an estimate for teacher degree changes occurring after either the budget or the beginning of the year and sick time payout to teachers that retire.

### **Benefits (200)**

FICA (220): this object is for the government required matching payment for Social Security and Medicare. Note that Social Security is not withheld for any teachers and Medicare is not withheld for teachers hired before April 1, 1986. Additionally, we have an alternative Social Security plan which releases us from matching payments on certain employees.

MERF (230): this object is for the required payment into the Municipal Employees Retirement Fund. This is the state run defined benefit pension system that requires a certain percentage of all employees' income, except teachers and administrators, to be paid into the system. The employer's contribution can vary from year to year and the rate will be established some time in May.

Medical insurance (270): this object is for the net premium for all current and former employees who are eligible and elect to enroll in our medical insurance program. The amount is net of the percentage of the premium contributed by the employee. The premium share amount, where applicable, is determined by contract.

Life insurance (280): this object is for the premium paid for all employees eligible for life insurance coverage

Other benefits (290): this object is for any annuities paid by the district and payments to teachers and unionized administrators for course reimbursements. The reimbursement is limited to \$1,400 per year for each teacher and \$1,800 for each administrator.

**Services Professional & Technical (300):**

Prof. Development (320): this object is for all expenses related to staff attending professional development conferences or seminars.

Legal (330): this object is for all legal bills as it pertains to opinions on legal matters, preparation for cases and negotiations if applicable.

Software Support (340): this object covers agreements with vendors to support certain software such as PowerSchool and the Macintosh operating system.

Substitutes (350): this object is to pay for substitutes when teachers or TAs are out and for school secretary coverage.

Other professional services (390): this object is used for miscellaneous professional services not included in above such as, IT support, special education OT/PT and consulting, and the board's share of the town audit.

**Services Property (400):**

Utilities (410): this object is for electricity, water and sewer charges.

Heating Oil (420): this object is used exclusively for the payment of heating oil which is used to heat the school and run the boiler for hot water.

Repairs and maintenance (430): this object is used for unplanned repairs and maintenance not provided directly by our employees. It could involve anything from repairing a broken water pipe to repairing the telephones.

Leases & Rentals (445): this object is used for the leases on the copiers and the postage machines. The per copy charges on the copiers are also recognized here.

Building Improvements (450): this object is used for planned maintenance and upgrades to the school building and the grounds. It could be for such things as replacing carpets to maintaining the playground.

Other purchased services (490): this object is used primarily for services used to maintain the grounds such as grass cutting, maintain the infrastructure such as boiler cleaning, safety issues such as fire inspection and to recognize service contracts such as Instant Alert, and pest management.

**Services-Purchased Other (500):**

Transportation (510): this object is used for associated transportation costs paid to drivers and for fuel used by the buses. These costs are for transporting students to Beecher Road School, Ezra Academy, Wintergreen Magnet and out placing organizations.

Insurances Other (520): this object is for worker's compensation and liability insurance.

Telephone (530): this object is for phones at the school, central office and cell phones.

Internet (535): this object is for software and hardware that allows for internet and email use. It includes such things as E-Rate services and internet filtering.

Postage (537): this object is used for postage services at the school and central office.

Advertising (540): this object is used for announcements in professional publications or newspapers when it becomes necessary to post job openings outside of the building.

Interns (550): this object is used for interns hired from accredited schools who are in the school for the whole year and to provide support to our teachers.

Tuition (560): this object is used to pay for tuition for out placed students.

Misc Purch. Services (590): this object is used for all purchased services not recognized in any of the above objects. It includes such things as cafeteria plan administration, printing of handbook, interpreters, etc.

**Supplies (600):**

Supplies Teaching (610): Includes expenditures for all supplies used in the classroom, including freight. Also for copy paper and laminating material used in the copy center.

Computer Software (620): Includes expenditures for the purchase of software used in the classroom and administration. Some software is purchased outright while some expire after a certain amount of time.

Supplies Nurses (625): Includes purchases made by the nurse for administering to the students.

Supplies Custodial (630): Includes expenditures used to keep the building running such as filters, belts for motors and for general cleanliness such as paper towels and cleaning materials.

Supplies Office (635): Includes expenditures used in the offices of the administrators. These expenses include copy paper, binders, toner cartridges, and copier drums, etc.

Library Books, A/V (640): Includes expenditures made by the media center for books and AV resources.

Subscriptions (645): Includes paper and magazine subscriptions used in the classroom and by administration.

Testing (650): Includes expenditures for planned testing during the year such as Blue Ribbon and the CMTs.

Misc Supplies (690): this object is currently only used for the purchase of swipe badges used for the security system.

**Property (700):**

Equipment Office (730): Includes expenditures for the purchase of office equipment used by the administrators.

Computer Hardware (732): Includes expenditures for the purchase of all computers and any computer peripheral equipment such as printers, hard drives, network equipment and RAM.

Equipment Teaching (735): Includes expenditures for the purchase of equipment used exclusively for teaching such as band equipment, white boards, TVs, CD players, etc.

Equipment Building (740): Includes equipment used exclusively by the custodial and maintenance staff such as snow blowers, vacuums, etc.

Furniture (745): Includes furniture bought for the classroom and administrative office such as desks, filing cabinets, and bookcases.

**Other Objects (800):**

Dues, Fees & Memberships (810): Includes expenditures for membership in professional or other organizations.

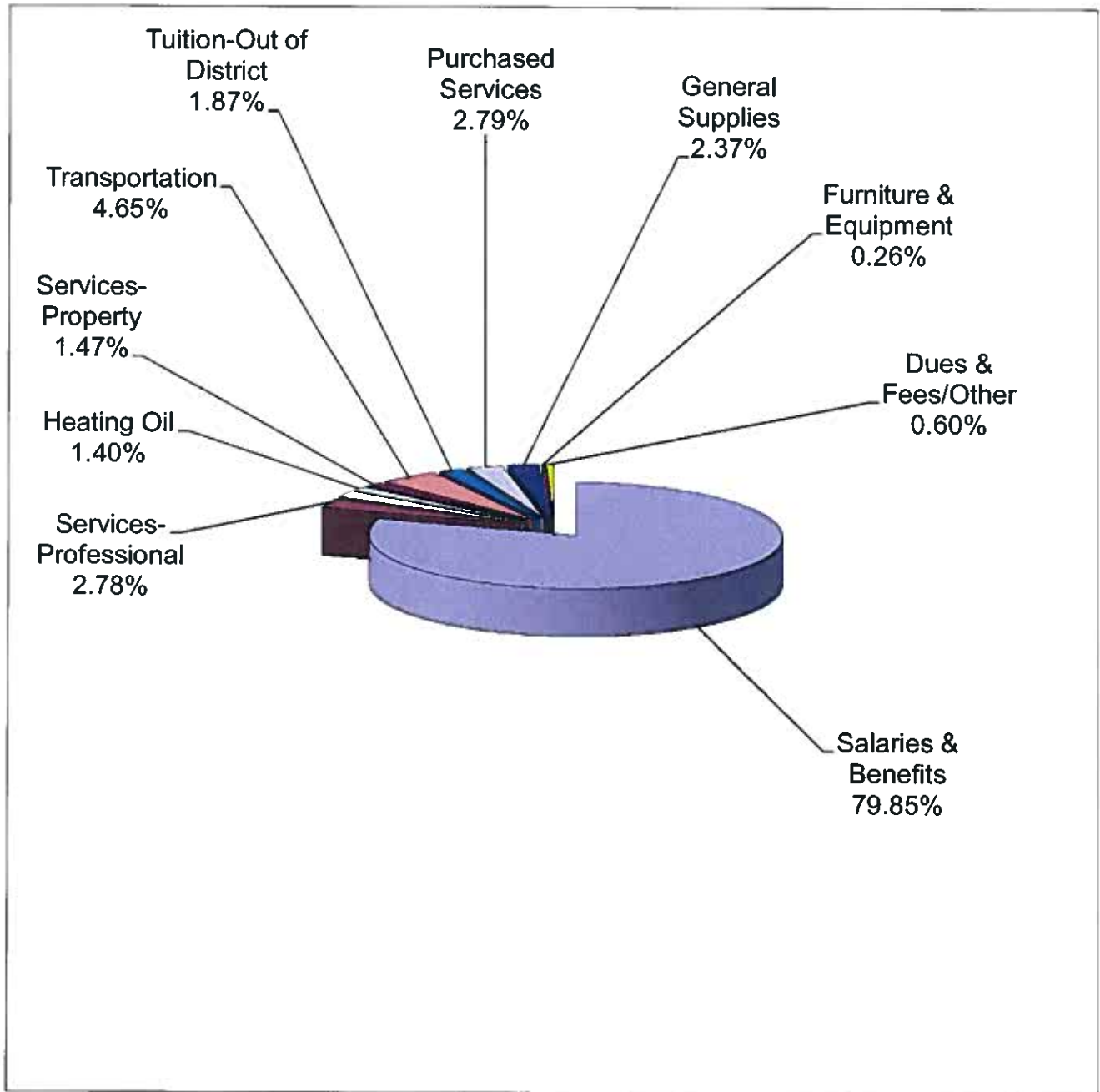
Unemployment (825): Includes payments to the State Department of Unemployment for employees no longer employed by the Woodbridge Board of Education.

Misc Expenditures (900): Includes expenditures for the Ezra nurse and the cafeteria subsidy. All other miscellaneous expenditures such as food for the BOE meetings are recognized here.

## BUDGET SUMMARY BY OBJECT

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 PROPOSED	\$ Change	% Change	% Total Budget
Certified and Administrative	\$5,529,401	\$5,832,439	\$6,120,771	\$288,332	5%	48%
Teacher Assistants	655,450	587,117	595,292	\$8,175	1%	5%
Administrative Assistant/Clerical	307,944	292,729	305,965	\$13,236	5%	2%
Custodial	176,388	355,650	360,365	\$4,715	1%	3%
Salaries Other	185,502	179,009	157,489	(\$21,519)	-12%	1%
<b>SUBTOTAL SALARIES</b>	<b>6,854,686</b>	<b>7,246,944</b>	<b>7,539,882</b>	<b>\$292,938</b>	<b>4%</b>	<b>59%</b>
Benefits	2,239,729	2,554,599	2,695,237	\$140,638	6%	21%
<b>SUBTOTAL SALARIES &amp; BENEFITS</b>	<b>9,094,415</b>	<b>9,801,543</b>	<b>10,235,119</b>	<b>\$433,576</b>	<b>4.42%</b>	<b>80%</b>
Services-Professional/Technical	373,314	347,946	356,083	\$8,137	2%	3%
Utilities	235,061	253,511	253,660	\$149	0%	2%
Heating Oil	119,877	151,673	179,118	\$27,445	18%	1%
Services-Property	335,509	190,368	188,166	(\$2,202)	-1%	1%
Transportation	531,591	549,349	595,397	\$46,048	8%	5%
Tuition-Out of District	222,592	282,102	239,102	(\$43,000)	-15%	2%
Purchased Services	318,878	368,799	357,475	(\$11,324)	-3%	3%
General Supplies	339,628	303,567	303,413	(\$154)	0%	2%
Furniture & Equipment	170,603	33,000	33,000	\$0	0%	0%
Dues & Fees/Other	74,697	62,082	77,466	\$15,384	25%	1%
<b>TOTALS</b>	<b>\$11,816,164</b>	<b>\$12,343,940</b>	<b>\$12,817,998</b>	<b>\$474,059</b>	<b>3.84%</b>	<b>100.00%</b>

## EXPENDITURES BY OBJECT



Salaries & Benefits	10,235,119	80%
Services-Professional	356,083	3%
Utilities	253,660	2%
Heating Oil	179,118	1%
Services-Property	188,166	1%
Transportation	595,397	5%
Tuition-Out of District	239,102	2%
Purchased Services	357,475	3%
General Supplies	303,413	2%
Furniture & Equipment	33,000	0%
Dues & Fees/Other	77,466	1%
<b>Total Budget</b>	<b><u>12,817,998</u></b>	<b>100%</b>

# Object Narratives

## Salaries 110-190

Amount due to contractual agreements	\$ 7,501,782
Curriculum Writing	\$ 19,000
Stipends/After School Learning Initiatives	\$ 19,100
<b>Total Salary Request</b>	<b>\$ 7,539,882</b>

## Benefits 220-290

220 - FICA	\$ 232,956
230 - MERF	\$ 145,740
270 - Medical Insurance (Proj. 5% premium increase)	\$2,266,380
280 - Life Insurance	\$ 34,960
290 - Other Benefits	\$ 15,200
<b>Total Benefits</b>	<b>\$2,554,599</b>

## Services Prof & Tech 320-390

<b>320 - Professional Development</b>	<b>\$ 66,800</b>
Includes support for initiatives i.e., Professional Learning Communities, Writer's and Reader's Workshop, Responsive Classroom, Technology, Literacy, Science, and Mathematics.	

## Services Property 410-490

<b>410 - Utilities</b>	
Electricity	\$ 240,574
Water & Sewer	\$ 13,086
<b>Total Utilities</b>	<b>\$ 253,660</b>
<b>420 - Heating Oil</b>	
Oil pricing at \$3.10 per gallon	\$ 179,118
<b>450 - Building Improvements</b>	<b>\$ 21,100</b>
Includes painting, grounds work, and misc. items.	

## Services-Purchased other 510-590

<b>510 - Transportation</b>	
Contractual agreements (Net of Grants)	\$ 407,809
Diesel fuel	\$ 51,188
Special Education transportation	\$ 136,400
<b>Total Transportation</b>	<b>\$ 595,397</b>
<b>560 - Tuition</b>	
Tuition mandated for out placed students currently identified	\$ 220,000
Wintergreen student tuition	\$ 19,102
<b>Total Tuition</b>	<b>\$ 239,102</b>

## BUDGET BY OBJECT

Description	Obj#	ACTUAL 2010-2011	BUDGET 2011-2012	PROPOSED 2012-2013	\$ Change Budget - Prop.	% Change
<b>Salaries:</b>						
Salaries Admin	110	599,323	613,200	616,929	3,729	0.6%
Salaries Teachers	120	4,930,078	5,219,239	5,503,842	284,603	5.5%
Salaries Custodian	130	176,388	355,650	360,365	4,715	1.3%
Salaries Nurses	140	115,012	124,801	129,572	4,771	3.8%
Salaries Secretaries	150	307,944	292,729	305,965	13,236	4.5%
Salaries T.A.	160	655,450	587,117	595,292	8,175	1.4%
Salaries Misc	190	70,490	54,208	27,917	(26,290)	-48.5%
<b>Salaries Total</b>		<b>6,854,686</b>	<b>7,246,944</b>	<b>7,539,882</b>	<b>292,938</b>	<b>4.0%</b>
<b>Benefits:</b>						
FICA	220	181,384	216,262	232,956	16,694	7.7%
Merf	230	134,968	130,281	145,740	15,459	11.9%
Medical Insurance	270	1,881,865	2,157,896	2,266,380	108,484	5.0%
Life Insurance	280	32,298	34,960	34,960	0	0.0%
Other Benefits	290	9,214	15,200	15,200	0	0.0%
<b>Benefits Total</b>		<b>2,239,729</b>	<b>2,554,599</b>	<b>2,695,237</b>	<b>140,638</b>	<b>5.5%</b>
<b>Services - Prof &amp; Tech:</b>						
Prof. Development	320	79,376	67,625	66,800	(825)	-1.2%
Legal	330	67,005	35,000	40,000	5,000	14.3%
Software Support	340	10,999	12,828	13,078	250	1.9%
Substitutes	350	26,691	28,000	28,000	0	0.0%
Other Prof. Services	390	189,243	204,493	208,205	3,712	1.8%
<b>Services - Prof &amp; Tech Total</b>		<b>373,314</b>	<b>347,946</b>	<b>356,083</b>	<b>8,137</b>	<b>2.3%</b>
<b>Services - Property:</b>						
Utilities	410	235,061	253,511	253,660	149	0.1%
Heating Oil	420	119,877	151,673	179,118	27,445	18.1%
Repairs & Maint.	430	40,371	39,898	37,452	(2,446)	-6.1%
Leases & Rentals	445	46,571	49,430	50,654	1,224	2.5%
Building Improvements	450	45,544	28,500	21,100	(7,400)	-26.0%
Other Purch. Services	490	203,023	72,540	78,960	6,420	8.9%
<b>Services - Property Total</b>		<b>690,446</b>	<b>595,552</b>	<b>620,944</b>	<b>25,392</b>	<b>4.3%</b>
<b>Services - Purchased Other:</b>						
Transportation	510	531,591	549,349	595,397	46,048	8.4%
Insurances Other	520	172,634	185,710	180,184	(5,526)	-3.0%
Telephone	530	15,855	18,554	16,670	(1,884)	-10.2%
Internet	535	6,187	12,100	9,436	(2,664)	-22.0%
Postage	537	4,682	5,500	5,400	(100)	-1.8%
Advertising	540	4,928	2,800	2,800	0	0.0%
Interns	550	106,526	127,710	127,710	0	0.0%
Tuition-Out of District	560	222,592	282,102	239,102	(43,000)	-15.2%
Misc Purch. Services	590	8,066	16,425	15,275	(1,150)	-7.0%
<b>Services - Purchased Other Total</b>		<b>1,073,061</b>	<b>1,200,250</b>	<b>1,191,974</b>	<b>(8,276)</b>	<b>-0.7%</b>

## Object Narratives

### **Supplies 610-690**

#### **610 - Supplies Teaching**

**\$ 142,950**

A zero based budget process has resulted in a more focused approach in support of district instructional priorities while at the same time producing a reduction of 2.6% from last year's budget.

#### **620 - Computer Software**

**\$ 55,671**

Major costs in this account are for the MUNIS accounting software (\$19,800), student information & web software (\$8,500), and Sp Ed IEP software (\$6,900).

Other major software in this line item is for MS licenses (\$4,200).

### **Property 730-745**

#### **732 - Technology Equipment**

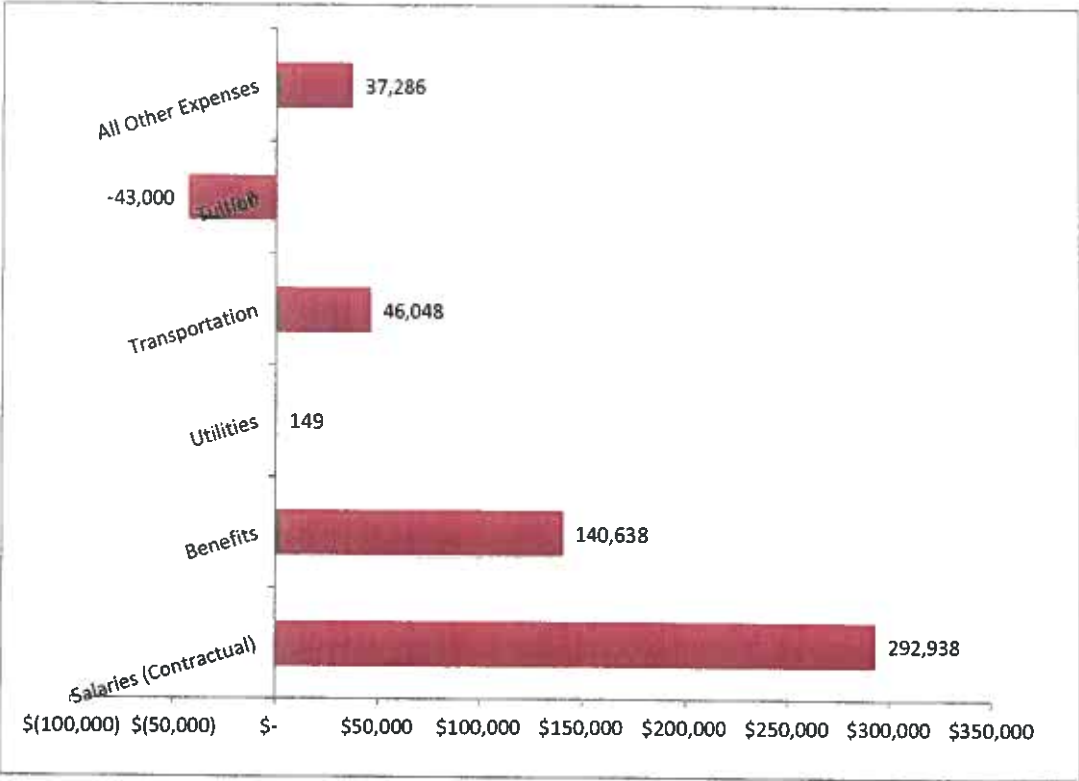
**\$ 10,600**

This line item is for wireless access points, assistive technology hardware, Universal power supplies, RAM, Desktop Switches not carried in our Capital Budget.

## BUDGET BY OBJECT

Description	Obj#	ACTUAL 2009-2010	BUDGET 2010-2011	PROPOSED 2011-2012	\$ Change Budget - Prop.	% Change
<b>Supplies:</b>						
Supplies Teaching	610	185,205	146,700	142,950	(3,750)	-2.6%
Computer Software	620	53,402	53,580	55,671	2,091	3.9%
Supplies Nurses	625	1,600	1,800	1,800	0	0.0%
Supplies Custodial	630	44,845	45,792	45,792	0	0.0%
Supplies Office	635	15,290	12,000	11,500	(500)	-4.2%
Library Books, AV	640	21,616	16,000	18,000	2,000	12.5%
Subscriptions	645	5,752	13,995	13,900	(95)	-0.7%
Testing	650	7,888	10,000	10,000	0	0.0%
Misc Supplies	690	4,030	3,700	3,800	100	2.7%
<b>Supplies Total</b>		<b>339,628</b>	<b>303,567</b>	<b>303,413</b>	<b>(154)</b>	<b>-0.1%</b>
<b>Property:</b>						
Equipment Office	730	0	0	0	0	0.0%
Computer/Tech Equip.	732	146,069	10,600	10,600	0	0.0%
Equipment - Teaching	735	16,465	15,550	15,550	0	0.0%
Equipment - Building	740	2,274	4,600	4,600	0	0.0%
Furniture	745	5,794	2,250	2,250	0	0.0%
<b>Property Total</b>		<b>170,603</b>	<b>33,000</b>	<b>33,000</b>	<b>0</b>	<b>0.0%</b>
<b>Other Objects:</b>						
Dues, Fees & Membership	810	28,133	20,151	32,174	12,023	59.7%
Unemployment	825	17,280	5,835	12,596	6,761	115.9%
Misc Expenditures	900	29,284	36,096	32,696	(3,400)	-9.4%
<b>Other Objects Total</b>		<b>74,697</b>	<b>62,082</b>	<b>77,466</b>	<b>15,384</b>	<b>24.8%</b>
<b>TOTAL BUDGET</b>		<b>11,816,164</b>	<b>12,343,940</b>	<b>12,817,998</b>	<b>474,059</b>	<b>3.8%</b>

# DISTRIBUTION OF BUDGET INCREASES



	\$ Dollars	% Total
Salaries (Contractual)	\$ 292,938	61.8%
Benefits	\$ 140,638	29.7%
Utilities	\$ 149	0.0%
Transportation	\$ 46,048	9.7%
Tuition	\$ (43,000)	-9.1%
All Other Expenses	\$ 37,286	7.9%
<b>Total Increase</b>	<b>\$ 474,059</b>	<b>100%</b>

Increase of **3.84%** over the current year budget

\*\* Salaries and Benefits account for approx. **3.51%** of the increase over the current year budget, leaving **0.33%** as an increase for other categories.

## BUDGET DETAIL

Account	OBJ	DESCRIPTION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	DIFF FY12 - FY13	% Change
1101	61100	Primary Principal Salary (Pre K-2)	118,328	122,943	0	(122,943)	-100.00%
1201	61100	Intermediate Principal Salary (3-6)	118,328	122,943	0	(122,943)	-100.00%
1301	61100	Special Ed. Director Salary	103,214	107,771	113,377	5,606	5.20%
1401	61101	Superintendent Salary	159,453	159,543	162,552	3,009	1.89%
1401	61102	Business Manager Salary	100,000	100,000	101,000	1,000	1.00%
1401	61103	Principal Salary (Pre K - 6)	0	0	130,000	130,000	0.00%
1401	61104	Assistant Principal Salary (Pre K - 6)	0	0	110,000	110,000	0.00%
	110	<b>TOTAL SALARIES ADMIN</b>	<b>599,323</b>	<b>613,200</b>	<b>616,929</b>	<b>3,729</b>	<b>0.61%</b>
1105	61200	Teacher Salaries-North Art	77,040	61,560	64,614	3,054	4.96%
1107	61200	Teacher Salaries- Kinder	376,854	394,935	410,537	15,602	3.95%
1111	61200	Teacher Salaries-North Music	62,905	68,000	70,758	2,758	4.06%
1112	61200	Teacher Salaries-North Phys Ed	118,884	120,620	125,838	5,218	4.33%
1117	61200	Teacher Sal-World Lang. North	66,419	70,810	76,182	5,372	7.59%
1217	61200	Teacher Sal-World Lang. South	66,419	70,810	76,182	5,372	7.59%
1120	61200	Teacher Sal- Multi-Age	319,098	296,579	355,057	58,478	19.72%
1126	61200	Teacher Salaries-Grade 1	357,945	380,628	403,436	22,808	5.99%
1127	61200	Teacher Salaries-Grade 2	138,385	386,846	355,441	(31,405)	-8.12%
1205	61200	Teacher Salaries South Art	77,040	61,560	64,614	3,054	4.96%
1211	61200	Teacher Salaries South Music	98,853	102,503	105,906	3,403	3.32%
1212	61200	Teacher Salaries- South Phys Ed	122,125	126,849	132,221	5,372	4.23%
1228	61200	Teacher Salaries-Grade 3	287,101	303,313	320,599	17,286	5.70%
1229	61200	Teacher Salaries-Grade 4	248,013	263,353	287,162	23,809	9.04%
1230	61200	Teacher Salaries-Grade 5	292,342	314,722	347,715	32,993	10.48%
1231	61200	Teacher Salaries-Grade 6	434,181	448,168	471,914	23,746	5.30%
1303	61200	Teacher Salaries-Sped	681,044	681,518	679,539	(1,979)	-0.29%
1313	61200	Teacher Sal-Sped Pre-School	68,813	74,533	77,881	3,348	4.49%
1333	61200	Teacher Salaries-Sped Summer	19,810	17,000	20,000	3,000	17.65%
1408	61200	Teacher Sal-DW Language Arts	301,617	250,797	263,841	13,044	5.20%
1409	61200	Teacher Salaries-DW Math	106,287	96,591	133,087	36,496	37.78%
1410	61200	Teacher Salaries-DW Media Cntr	102,938	107,123	114,348	7,225	6.74%
1418	61200	Teacher Salaries-DW Technology	193,267	200,120	207,956	7,836	3.92%
1434	61200	Teacher Salaries-DW Science	85,424	87,981	90,858	2,877	3.27%
1303	61201	Psychologist Sal-Sped Loc Wide	149,727	156,537	166,595	10,058	6.43%
1403	61201	Tutor/Homebound Salary-DW	0	3,620	2,620	(1,000)	-27.62%
1419	61201	Curriculum Writing Salary	19,557	18,920	19,000	80	0.42%
1303	61202	PPT Coordinator Salary-Sped	0	0	0	0	0.00%
1303	61203	Counselor Salary-Sped	34,877	37,643	40,841	3,198	8.50%
1403	61204	Stipends	23,113	15,600	19,100	3,500	22.44%
	120	<b>TOTAL TEACHER SALARIES</b>	<b>4,930,078</b>	<b>5,219,239</b>	<b>5,503,842</b>	<b>284,603</b>	<b>5.45%</b>
1402	61303	Custodian Salaries-DW School	142,448	322,361	331,161	8,800	2.73%
1402	61305	Custodian OT Salary-DW School	33,940	33,289	29,204	(4,085)	-12.27%
	130	<b>TOTAL CUSTODIAN SALARIES</b>	<b>176,388</b>	<b>355,650</b>	<b>360,365</b>	<b>4,715</b>	<b>1.33%</b>
1404	61400	140 <b>TOTAL NURSE SALARIES</b>	<b>115,012</b>	<b>124,801</b>	<b>129,572</b>	<b>4,771</b>	<b>3.82%</b>
1101	61500	Secretaries Sal-Primary Admin	37,186	34,387	35,328	941	2.74%
1201	61500	Secretaries Sal-Intermediate Admin	93,327	72,918	82,453	9,535	13.08%
1301	61500	Secretaries Sal-Sped Admin	42,172	43,000	44,176	1,176	2.73%
1401	61500	Secretaries Sal-DW Admin	135,259	142,424	144,008	1,584	1.11%
	150	<b>TOTAL SECRETARY SALARIES</b>	<b>307,944</b>	<b>292,729</b>	<b>305,965</b>	<b>13,236</b>	<b>4.52%</b>
1103	61600	Non-Certified Sal-Primary Loc Wd	184,881	179,149	192,237	13,088	7.31%
1203	61600	Non-Certified Sal-Intermediate Loc Wd	102,565	79,456	82,979	3,523	4.43%
1303	61600	Non-Certified Sal-Sped Loc Wd	166,880	97,732	125,954	28,222	28.88%
1333	61600	Non-Certified Sal-Sped Summer	4,874	3,800	5,000	1,200	31.58%
1403	61600	TA Salary-DW Loc Wide	0	0	0	0	0.00%
1410	61600	Non-Certified Sal-DW Media Cntr	49,093	47,452	51,455	4,003	8.44%

## BUDGET DETAIL

Account	OBJ	DESCRIPTION	ACTUAL	BUDGET	BUDGET	DIFF	%
			2010-2011	2011-2012	2012-2013	FY12 - FY13	Change
1418	61600	Non-Certified Sal-DW Technolog	46,365	54,520	15,509	(39,011)	-71.55%
1421	61600	Non-Certified Sal-DW Copy Cntr	24,047	24,595	25,185	590	2.40%
1303	61601	One to One Sal-Sped Loc Wide	76,745	100,413	96,973	(3,440)	-3.43%
	160	<b>TOTAL T.A. SALARIES</b>	<b>655,450</b>	<b>587,117</b>	<b>595,292</b>	<b>8,175</b>	<b>1.39%</b>
1403	61900	Cafe Aides-DW Loc Wide	10,627	14,564	15,102	538	3.69%
1423	61900	Clerk of the Board-DW Board ED	4,935	5,107	5,279	171	3.36%
1425	61900	Retirement/Other Payments-DW	0	0	0	0	0.00%
1103	61903	Lifeguard Salary-Primary Loc Wid	851	1,002	1,002	0	0.00%
1203	61903	Lifeguard Salary-Intermediate Loc Wd	1,064	2,535	2,535	0	0.00%
1403	61904	Degree Changes-DW	0	6,000	4,000	(2,000)	-33.33%
1403	61906	Sick pay out-DW	53,013	25,000	0	(25,000)	-100.00%
	190	<b>TOTAL MISC SALARIES</b>	<b>70,490</b>	<b>54,208</b>	<b>27,917</b>	<b>(26,290)</b>	<b>-48.50%</b>
1432	62200	220 <b>TOTAL FICA</b>	<b>181,384</b>	<b>216,262</b>	<b>232,956</b>	<b>16,694</b>	<b>7.72%</b>
1432	62300	MERF Amortization-DW	8,206	8,110	9,625	1,515	18.68%
1432	62301	MERF-DW	126,762	122,171	136,115	13,944	11.41%
	230	<b>TOTAL MERF</b>	<b>134,968</b>	<b>130,281</b>	<b>145,740</b>	<b>15,459</b>	<b>11.87%</b>
						0	0.00%
1425	62700	Non-Employess Medical Ins-DW	97,704	106,173	111,609	5,436	5.12%
1432	62700	Medical Insurance-DW	1,784,161	2,051,723	2,154,771	103,048	5.02%
	270	<b>TOTAL MEDICAL INSURANCE</b>	<b>1,881,865</b>	<b>2,157,896</b>	<b>2,266,380</b>	<b>108,484</b>	<b>5.03%</b>
1432	62800	280 <b>TOTAL LIFE INSURANCE</b>	<b>32,298</b>	<b>34,960</b>	<b>34,960</b>	<b>0</b>	<b>0.00%</b>
1401	62900	Retirement Payments-DW	0	0	0	0	0.00%
1403	62902	Course Reimbursement-DW	9,214	15,200	15,200	0	0.00%
	290	<b>TOTAL OTHER BENEFITS</b>	<b>9,214</b>	<b>15,200</b>	<b>15,200</b>	<b>0</b>	<b>0.00%</b>
1101	63200	Prof Development-Primary Admin	1,407	2,000	0	(2,000)	-100.00%
1103	63200	Prof Development-Primary Loc Wd	3,533	3,500	3,500	0	0.00%
1201	63200	Prof Development- Administration	1,917	2,000	3,500	1,500	75.00%
1203	63200	Prof Development-Intermediate Loc Wd	2,823	3,500	3,500	0	0.00%
1303	63200	Prof Development-Sped Loc Wd	1,512	2,000	1,800	(200)	-10.00%
1401	63200	Prof Development-DW Admin	5,023	4,500	4,000	(500)	-11.11%
1402	63200	Prof Development-DW School Operations	0	0	0	0	0.00%
1404	63200	Prof Development-DW Nurse	495	475	500	25	5.26%
1408	63200	Prof Development-DW Lang Arts	796	1,600	1,200	(400)	-25.00%
1409	63200	Prof Development-DW Math	9,776	800	800	0	0.00%
1410	63200	Prof Development-DW Media Cntr	0	800	800	0	0.00%
1418	63200	Prof Development-DW Technology	1,251	1,500	4,200	2,700	180.00%
1419	63200	Prof Development-DW Curriculum	49,095	40,000	39,000	(1,000)	-2.50%
1423	63200	Prof Development-DW Board Ed	1,321	2,000	2,000	0	0.00%
1434	63200	Prof Development-DW Science	428	2,950	2,000	(950)	-32.20%
	320	<b>TOTAL PROF DEVELOPEMENT</b>	<b>79,376</b>	<b>67,625</b>	<b>66,800</b>	<b>(825)</b>	<b>-1.22%</b>
1301	63300	Legal-Sped Admin	5,811	16,000	16,000	0	0.00%
1401	63300	Legal-DW Admin	61,194	19,000	24,000	5,000	26.32%
	330	<b>TOTAL LEGAL</b>	<b>67,005</b>	<b>35,000</b>	<b>40,000</b>	<b>5,000</b>	<b>14.29%</b>
1401	63400	Software Support-DW Admin	2,670	3,328	3,438	110	3.31%
1403	63400	Software Support-DW Loc Wide	6,450	6,500	6,640	140	2.15%
1404	63400	Software Support-DW Nurse	0	1,000	1,000	0	0.00%
1410	63400	Software Support-DW Media Cntr	1,879	2,000	2,000	0	0.00%
	340	<b>TOTAL SOFTWARE</b>	<b>10,999</b>	<b>12,828</b>	<b>13,078</b>	<b>250</b>	<b>1.95%</b>
1403	63500	350 <b>TOTAL SUBSTITUTES</b>	<b>26,691</b>	<b>28,000</b>	<b>28,000</b>	<b>0</b>	<b>0.00%</b>

## BUDGET DETAIL

Account	OBJ	DESCRIPTION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	DIFF FY12 - FY13	% Change
1303	63900	OT/PT Services-Sped Loc Wide	35,000	35,000	35,000	0	0.00%
1333	63900	OT/PT Services-Sped Summer	2,500	2,500	2,500	0	0.00%
1401	63900	Other Prof Services-DW Admin	120,808	132,802	139,914	7,112	5.36%
1404	63900	DW-Nurse-Oth Prof serv	1,500	1,500	1,500	0	0.00%
1303	63901	Consultants-Sped Loc Wide	15,215	18,000	14,000	(4,000)	-22.22%
1401	63902	Financial Audit-DW Admin	14,220	14,691	15,291	600	4.08%
	390	<b>TOTAL OTHER PROF SERVICES</b>	<b>189,243</b>	<b>204,493</b>	<b>208,205</b>	<b>3,712</b>	<b>1.82%</b>
1402	64100	Electricity-DW School Oper	221,503	241,465	240,574	(891)	-0.37%
1402	64101	Water & Sewer-DW School Oper	13,558	12,046	13,086	1,040	8.63%
	410	<b>TOTAL UTILITIES</b>	<b>235,061</b>	<b>253,511</b>	<b>253,660</b>	<b>149</b>	<b>0.06%</b>
1402	64200	420 <b>TOTAL HEATING OIL</b>	<b>119,877</b>	<b>151,673</b>	<b>179,118</b>	<b>27,445</b>	<b>18.09%</b>
1101	64300	Repairs & Maint-Primary Admin	369	300	0	(300)	-100.00%
1201	64300	Repairs & Maint-Intermediate Admin	0	300	0	(300)	-100.00%
1401	64300	Repairs & Maint-DW Admin	660	1,300	1,002	(298)	-22.92%
1402	64300	Repairs & Maint-DW School Oper	25,740	26,548	25,000	(1,548)	-5.83%
1403	64300	Repairs & Maint-DW Loc Wide	12,741	10,000	10,000	0	0.00%
1410	64300	Repairs & Maint-DW Media Cntr	0	600	600	0	0.00%
1418	64300	Repairs & Maint-DW Technology	0	0	0	0	0.00%
1435	64300	Repairs & Maint-DW Security	863	850	850	0	0.00%
	430	<b>TOTAL REPAIRS &amp; MAINT</b>	<b>40,371</b>	<b>39,898</b>	<b>37,452</b>	<b>(2,446)</b>	<b>-6.13%</b>
1101	64450	Leases & Rentals-Primary Admin	5,852	5,317	5,438	121	2.28%
1201	64450	Leases & Rentals-Intermediate Admin	395	4,434	4,545	111	2.50%
1301	64450	Leases & Rentals-Sped Admin	2,920	3,946	4,045	99	2.51%
1401	64450	Leases & Rentals-DW Admin	6,477	8,011	8,212	201	2.51%
1402	64450	Leases & Rentals-DW School Ope	0	0	0	0	0.00%
1410	64450	Leases & Rentals-DW Media Cntr	304	1,497	1,534	37	2.47%
1421	64450	Leases & Rentals-DW Copy Cntr	30,622	26,225	26,880	655	2.50%
	445	<b>TOTAL LEASES &amp; RENTALS</b>	<b>46,571</b>	<b>49,430</b>	<b>50,654</b>	<b>1,224</b>	<b>2.48%</b>
1402	64500	450 <b>TOTAL BUILDING IMPROVMENTS</b>	<b>45,544</b>	<b>28,500</b>	<b>21,100</b>	<b>(7,400)</b>	<b>-25.96%</b>
1402	64900	Purchased Services-DW Schools	27,952	22,000	24,801	2,801	12.73%
1435	64900	Purchased Services-DW Security	0	0	0	0	0.00%
1303	64901	Service Contracts-Sped	0	900	900	0	0.00%
1401	64901	Service Contracts-DW Admin	123	1,610	1,900	290	18.01%
1402	64901	Service Contracts-DW Schools	158,258	32,167	34,478	2,311	7.18%
1403	64901	Service Contracts-DW Loc Wd	0	0	0	0	0.00%
1421	64901	Service Contracts-DW Copy Cntr	800	600	600	0	0.00%
1435	64901	Service Contracts-DW Security	15,890	15,263	16,281	1,018	6.67%
	490	<b>TOTAL OTHER PURCH SERVICES</b>	<b>203,023</b>	<b>72,540</b>	<b>78,960</b>	<b>6,420</b>	<b>8.85%</b>
1212	65100	Transportation-Intermediate Phys Ed	1,604	1,410	1,600	190	13.48%
1303	65100	Transportation-Sped	128,440	105,000	124,000	19,000	18.10%
1333	65100	Transportation-Sped Summer	5,139	10,000	12,400	2,400	24.00%
1403	65100	Transportation-DW Loc Wide	326,818	353,834	370,212	16,378	4.63%
1403	65101	Transportation Non-Public	30,727	34,480	35,997	1,517	4.40%
1403	65102	Fuel for Buses-DW	38,862	44,625	51,188	6,563	14.71%
	510	<b>TOTAL TRANSPORTATION</b>	<b>531,591</b>	<b>549,349</b>	<b>595,397</b>	<b>46,048</b>	<b>8.38%</b>
1401	65200	Liability Insurance-DW Admin	84,836	89,926	87,000	(2,926)	-3.25%
1401	65201	Workman's Compensation-DW Admn	87,798	95,784	93,184	(2,600)	-2.71%

## BUDGET DETAIL

Account	OBJ	DESCRIPTION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	DIFF FY12 - FY13	% Change
	520	<b>TOTAL INSURANCE</b>	<b>172,634</b>	<b>185,710</b>	<b>180,184</b>	<b>(5,526)</b>	<b>-2.98%</b>
1101	65300	Telephones-Primary Admin	4,500	5,160	4,500	(660)	-12.79%
1201	65300	Telephones-Intermediate Admin	4,500	5,160	4,500	(660)	-12.79%
1301	65300	Telephones-Sped Admin	1,320	1,600	1,470	(130)	-8.13%
1401	65300	Telephones-DW Admin	5,535	5,934	5,500	(434)	-7.31%
1402	65300	Telephones-DW School Oper	0	700	700	0	0.00%
	530	<b>TOTAL TELEPHONE</b>	<b>15,855</b>	<b>18,554</b>	<b>16,670</b>	<b>(1,884)</b>	<b>-10.15%</b>
1401	65350	<b>535 TOTAL INTERNET</b>	<b>6,187</b>	<b>12,100</b>	<b>9,436</b>	<b>(2,664)</b>	<b>-22.02%</b>
1101	65370	Postage-Primary Admin	1,200	1,325	1,300	(25)	-1.89%
1201	65370	Postage-Intermediate Admin	635	1,325	1,000	(325)	-24.53%
1301	65370	Postage-Sped Admin	1,090	825	1,200	375	45.45%
1401	65370	Postage-DW Admin	1,756	2,025	1,900	(125)	-6.17%
	537	<b>TOTAL POSTAGE</b>	<b>4,682</b>	<b>5,500</b>	<b>5,400</b>	<b>(100)</b>	<b>-1.82%</b>
1401	65400	<b>540 TOTAL ADVERTISING</b>	<b>4,928</b>	<b>2,800</b>	<b>2,800</b>	<b>0</b>	<b>0.00%</b>
1401	65500	<b>550 TOTAL INTERNS</b>	<b>106,526</b>	<b>127,710</b>	<b>127,710</b>	<b>0</b>	<b>0.00%</b>
1303	65600	Tuition-Sped Loc Wide	200,488	238,000	200,000	(38,000)	-15.97%
1333	65600	Tuition-Sped Summer Program	15,010	25,000	20,000	(5,000)	-20.00%
1403	65600	Tuition-DW Loc Wide	7,094	19,102	19,102	0	0.00%
	560	<b>TOTAL TUITION</b>	<b>222,592</b>	<b>282,102</b>	<b>239,102</b>	<b>(43,000)</b>	<b>-15.24%</b>
1101	65900	Misc Purch Services-Primary Admn	100	1,100	500	(600)	-54.55%
1103	65900	Misc Purch Servs-Primary Loc Wd	86	0	0	0	0.00%
1201	65900	Misc Purch Services-Intermediate Admn	105	1,100	500	(600)	-54.55%
1203	65900	Misc Purch Servs-Intermediate Loc Wd	0	0	0	0	0.00%
1211	65900	Misc Purch Servs-Intermediate Music	0	0	0	0	0.00%
1401	65900	Misc Purch Services-DW Admin	6,986	13,000	13,000	0	0.00%
1404	65900	Misc Purch Servs-Nurse	98	575	575	0	0.00%
1423	65900	Misc Purch Servs-DW Board Ed	691	650	700	50	7.69%
	590	<b>TOTAL MISC PURCH SRVS</b>	<b>8,066</b>	<b>16,425</b>	<b>15,275</b>	<b>(1,150)</b>	<b>-7.00%</b>
1103	66100	Supplies-Primary Loc Wide	6,662	4,500	4,500	0	0.00%
1105	66100	Supplies-NorthArt	1,889	2,000	1,500	(500)	-25.00%
1107	66100	Supplies-Primary Kindergarten	6,643	5,000	4,800	(200)	-4.00%
1111	66100	Supplies-North Music	1,057	700	750	50	7.14%
1112	66100	Supplies-North Phys Ed	1,923	2,000	2,000	0	0.00%
1120	66100	Supplies-Multi Age	7,045	4,300	4,300	0	0.00%
1126	66100	Supplies-Primary Grade One	7,869	5,500	5,500	0	0.00%
1127	66100	Supplies-Primary Grade Two	6,580	5,500	5,000	(500)	-9.09%
1203	66100	Supplies-Intermediate Loc Wide	2,428	1,000	1,000	0	0.00%
1205	66100	Supplies-South Art	3,799	3,300	3,600	300	9.09%
1211	66100	Supplies-South Music	5,465	4,000	3,800	(200)	-5.00%
1212	66100	Supplies-South Phys. Ed	1,771	2,000	2,000	0	0.00%
1228	66100	Supplies-Intermediate Grade Three	5,333	5,300	5,500	200	3.77%
1229	66100	Supplies-Intermediate Grade Four	5,745	5,500	5,500	0	0.00%
1230	66100	Supplies-Intermediate Grade Five	4,159	5,500	5,500	0	0.00%
1231	66100	Supplies-Intermediate Grade Six	7,571	5,400	6,000	600	11.11%
1303	66100	Supplies-Sped Loc Wide	7,318	5,000	5,000	0	0.00%

## BUDGET DETAIL

Account	OBJ	DESCRIPTION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	DIFF FY12 - FY13	% Change
1313	66100	Supplies-Sped Pre-School	845	1,000	1,000	0	0.00%
1407	66100	Supplies-DW World Language	1,368	2,300	2,000	(300)	-13.04%
1408	66100	Supplies-DW Language Arts	31,158	12,000	10,000	(2,000)	-16.67%
1409	66100	Supplies-DW Math	9,280	10,000	10,000	0	0.00%
1410	66100	Supplies-DW Media Center	5,389	6,400	5,500	(900)	-14.06%
1418	66100	Supplies-DW Technology	16,889	16,300	16,000	(300)	-1.84%
1419	66100	Supplies-Curriculum	427	0	0	0	0.00%
1420	66100	Supplies-Social Studies	9,174	5,000	5,000	0	0.00%
1421	66100	Supplies-DW Copy Center	20,009	19,500	19,000	(500)	-2.56%
1424	66100	Supplies-DW Tag	0	1,200	1,200	0	0.00%
1434	66100	Supplies-DW Science	7,410	6,500	7,000	500	7.69%
	610	<b>TOTAL SUPPLIES TEACHING</b>	<b>185,205</b>	<b>146,700</b>	<b>142,950</b>	<b>(3,750)</b>	<b>-2.56%</b>
1301	66200	Computer Software-SPED	6,821	6,900	7,350	450	6.52%
1401	66200	Computer Software-DW Admin	29,548	31,350	32,991	1,641	5.23%
1403	66200	Computer Software-DW Loc Wide	17,033	15,330	15,330	0	0.00%
1410	66200	Computer Software-DW Media Cntr	0	0	0	0	0.00%
	620	<b>TOTAL SOFTWARE</b>	<b>53,402</b>	<b>53,580</b>	<b>55,671</b>	<b>2,091</b>	<b>3.90%</b>
1404	66250	625 <b>TOTAL SUPPLIES-NURSE</b>	<b>1,600</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>0.00%</b>
1402	66300	Supplies Custodial-DW School	35,377	35,949	35,949	0	0.00%
1402	66301	Supplies Maintenance-DW School	9,468	9,843	9,843	0	0.00%
	630	<b>TOTAL SUPPLIES CUSTODIAL</b>	<b>44,845</b>	<b>45,792</b>	<b>45,792</b>	<b>0</b>	<b>0.00%</b>
1101	66350	Supplies Office-Primary Admin	1,947	2,000	0	(2,000)	-100.00%
1201	66350	Supplies Office- SB Administration	1,079	2,000	3,500	1,500	75.00%
1301	66350	Supplies Office-Sped Admin	1,232	1,200	1,200	0	0.00%
1401	66350	Supplies Office-DW Admin	11,032	6,800	6,800	0	0.00%
	635	<b>TOTAL SUPPLIES OFFICE</b>	<b>15,290</b>	<b>12,000</b>	<b>11,500</b>	<b>(500)</b>	<b>-4.17%</b>
1410	66400	Books and A/V-DW Media Center	21,616	16,000	18,000	2,000	12.50%
	640	<b>TOTAL LIBRARY BOOKS A/V</b>	<b>21,616</b>	<b>16,000</b>	<b>18,000</b>	<b>2,000</b>	<b>12.50%</b>
1205	66450	Subscriptions-Intermediate Art	0	95	0	(95)	-100.00%
1401	66450	Subscriptions-DW Admin	345	480	480	0	0.00%
1403	66450	Subscriptions-DW Loc Wide	495	6,670	6,670	0	0.00%
1404	66450	Subscriptions-DW Nurse Srvs	198	255	255	0	0.00%
1408	66450	Subscriptions-DW Language Arts	0	70	70	0	0.00%
1410	66450	Subscriptions-DW Media Center	671	925	925	0	0.00%
1418	66450	Subscriptions-DW Technology	4,043	5,500	5,500	0	0.00%
	645	<b>TOTAL SUBSCRIPTIONS</b>	<b>5,752</b>	<b>13,995</b>	<b>13,900</b>	<b>(95)</b>	<b>-0.68%</b>
1303	66500	Testing-Sped Loc Wide	2,888	2,000	2,000	0	0.00%
1403	66500	Testing-DW Location Wide	0	0	0	0	0.00%
1419	66500	Testing-DW Curriculum	5,000	8,000	8,000	0	0.00%
	650	<b>TOTAL TESTING</b>	<b>7,888</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0.00%</b>
1435	66900	690 <b>TOTAL MISC SUPPLIES</b>	<b>4,030</b>	<b>3,700</b>	<b>3,800</b>	<b>100</b>	<b>2.70%</b>
1101	67300	Equipment Office-Primary Admin	0	0	0	0	0.00%
1201	67300	Equipment Office-Intermediate Admin	0	0	0	0	0.00%
1301	67300	Equipment Office-Sped Admin	0	0	0	0	0.00%
1401	67300	Equipment Office-DW Admin	0	0	0	0	0.00%

## BUDGET DETAIL

Account	OBJ	DESCRIPTION	ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	DIFF FY12 - FY13	% Change
	730	<b>EQUIPMENT OFFICE</b>	0	0	0	0	0.00%
1101	67320	Equip Computers-Primary Admin	0	0	0	0	0.00%
1201	67320	Equip Computers-Intermediate Admin	0	0	0	0	0.00%
1301	67320	Equip Computers-Sped Admin	0	0	0	0	0.00%
1401	67320	Equip Computers-DW Admin	0	0	0	0	0.00%
1403	67320	Equip Computers-DW Loc Wide	146,069	10,600	10,600	0	0.00%
1404	67320	Equip Computers-DW Nurse Srvs	0	0	0	0	0.00%
1434	67320	Equip Computers-DW Science	0	0	0	0	0.00%
	732	<b>TOTAL COMPUTER EQUIPMENT</b>	<b>146,069</b>	<b>10,600</b>	<b>10,600</b>	<b>0</b>	<b>0.00%</b>
1103	67350	Equip Teaching-Primary Loc Wide		0	0	0	0.00%
1105	67350	Equip Teaching-Primary Art		0	0	0	0.00%
1107	67350	Equip Teaching-Primary Kindergarten		0	0	0	0.00%
1112	67350	Equip Teaching-Primary Phys Ed	481	1,500	1,500	0	0.00%
1126	67350	Equip Teaching-Primary Grade One	1,366	500	500	0	0.00%
1127	67350	Equip Teaching-Primary Grade Two	0	0	0	0	0.00%
1211	67350	Equip Teaching-Intermediate Music	0	2,200	2,200	0	0.00%
1212	67350	Equip Teaching-Intermediate Phys Ed		0	0	0	0.00%
1228	67350	Equip Teaching-Intermediate Grade 3		0	0	0	0.00%
1229	67350	Equip Teaching-Intermediate Grade 4		0	0	0	0.00%
1230	67350	Equip Teaching-Intermediate Grade 5		0	0	0	0.00%
1231	67350	Equip Teaching-Intermediate Grade 6		0	0	0	0.00%
1303	67350	Equip Teaching-Sped Loc Wide	6,014	3,850	3,850	0	0.00%
1404	67350	Equip Teaching-Nurse	4,106	2,500	2,500	0	0.00%
1409	67350	Equip Teaching-DW Math		0	0	0	0.00%
1410	67350	Equip Teaching-DW Media Center	4,498	5,000	5,000	0	0.00%
1434	67350	Equip Teaching-DW Science	0	0	0	0	0.00%
	735	<b>TOTAL EQUIPMENT TEACHING</b>	<b>16,465</b>	<b>15,550</b>	<b>15,550</b>	<b>0</b>	<b>0.00%</b>
1303	67400	Equip Building-Sped Loc Wide	0	0	0	0	0.00%
1402	67400	Equip Building-DW School Oper	2,274	4,600	4,600	0	0.00%
	740	<b>TOTAL EQUIPMENT BUILDING</b>	<b>2,274</b>	<b>4,600</b>	<b>4,600</b>	<b>0</b>	<b>0.00%</b>
1101	67450	Furniture-Primary Admin`	1,770	0	0	0	0.00%
1103	67450	Furniture-Primary Loc Wide		0	0	0	0.00%
1105	67450	Furniture-Primary Art		0	0	0	0.00%
1107	67450	Furniture-Primary Kindergarten	1,537	500	500	0	0.00%
1111	67450	Furniture-Primary Music		0	0	0	0.00%
1112	67450	Furniture-Primary Phys Ed	1,412	500	500	0	0.00%
1126	67450	Furniture-Primary Grade One		0	0	0	0.00%
1127	67450	Furniture-Primary Grade Two		0	0	0	0.00%
1201	67450	Furniture-Intermediate Admin		0	0	0	0.00%
1203	67450	Furniture-Intermediate Loc Wide		0	0	0	0.00%
1228	67450	Furniture-Intermediate Grade Three		0	0	0	0.00%
1229	67450	Furniture-Intermediate Grade Four		0	0	0	0.00%
1230	67450	Furniture-Intermediate Grade Five		0	0	0	0.00%
1231	67450	Furniture-Intermediate Grade Six		0	0	0	0.00%
1303	67450	Furniture-Sped Loc Wide+E3		0	0	0	0.00%
1401	67450	Furniture-Sped Pre-School		0	0	0	0.00%
1408	67450	Furniture-DW Language Arts		0	0	0	0.00%
1409	67450	Furniture-DW Math		0	0	0	0.00%
1410	67450	Furniture-DW Media Center	537	400	400	0	0.00%
1434	67450	Furniture-DW Science	537	850	850	0	0.00%
	745	<b>TOTAL FURNITURE</b>	<b>5,794</b>	<b>2,250</b>	<b>2,250</b>	<b>0</b>	<b>0.00%</b>
1101	68100	Dues, Fees & Member-Primary Admin	318	600	600	0	0.00%
1201	68100	Dues, Fees & Member-Intermediate Admn	0	600	600	0	0.00%
1203	68100	Dues, Fees & Member-Interm.Loc Wd	0	100	0	(100)	-100.00%
1205	68100	Dues, Fees & Member-Art	0	240	240	0	0.00%
1211	68100	Dues, Fees & Member-Music	1,507	1,500	1,500	0	0.00%

## BUDGET DETAIL

Account	OBJ	DESCRIPTION	<u>ACTUAL</u> 2010-2011	<u>BUDGET</u> 2011-2012	<u>BUDGET</u> 2012-2013	<u>DIFF</u> FY12 - FY13	<u>%</u> Change
1212	68100	Dues, Fees & Member-Phys Ed	235	300	300	0	0.00%
1303	68100	Dues, Fees & Member-Sped	801	880	600	(280)	-31.82%
1401	68100	Dues, Fees & Member-DW Admin	21,635	13,066	21,969	8,903	68.14%
1404	68100	Dues, Fees & Member-DW Nurse	0	180	180	0	0.00%
1408	68100	Dues, Fees & Member-Lang Arts	0	0	300	300	0.00%
1409	68100	Dues, Fees & Member-DW Math	0	600	600	0	0.00%
1410	68100	Dues, Fees & Member-Media Cntr	714	885	785	(100)	-11.30%
1418	68100	Dues, Fees & Member-Technology	0	200	1,500	1,300	650.00%
1419	68100	Dues, Fees & Member-Curriculum	0	100	0	(100)	-100.00%
1423	68100	Dues, Fees & Member-Board Ed	2,923	800	3,000	2,200	275.00%
1434	68100	Dues, Fees & Member-Science	0	100	0	(100)	-100.00%
	810	<b>TOTAL DUES &amp; FEES</b>	<b>28,133</b>	<b>20,151</b>	<b>32,174</b>	<b>12,023</b>	<b>59.66%</b>
1401	68250	825 <b>TOTAL UNEMPLOYMENT</b>	<b>17,280</b>	<b>5,835</b>	<b>12,596</b>	<b>6,761</b>	<b>115.87%</b>
1101	69000	Misc Expenses-Primary Admin	0	0	0	0	0.00%
1201	69000	Misc Expenses-Intermediate Admin	0	0	0	0	0.00%
1401	69000	Misc Expenses-DW Admin	1,407	1,400	0	(1,400)	-100.00%
1403	69000	Cafeteria Subsidy	0	0	0	0	0.00%
1423	69000	Food	7,054	3,500	1,500	(2,000)	-57.14%
1401	69001	Ezra Nurse	20,823	31,196	31,196	0	0.00%
	900	<b>TOTAL MISC EXPENDITURES</b>	<b>29,284</b>	<b>36,096</b>	<b>32,696</b>	<b>(3,400)</b>	<b>-9.42%</b>
<b>GRAND TOTALS</b>			<b>11,816,164</b>	<b>12,343,940</b>	<b>12,817,998</b>	<b>474,059</b>	<b>3.84%</b>

# Meeting Minutes

## WBOE Facilities Committee Meeting

Meeting Date: **12/1/11**

Upcoming Meetings: **1/5/12, 2/2/12, 3/1/12 (first Thursday at 7:30 - 8:30 am)**

Attending: Margaret Hamilton  
Brie Pfannenbecker  
Greg Kula  
Al Pullo  
Guy Stella  
Cathy Wick  
David Barkin

### OLD Business

**Playground Update:** No agreement in place yet with Fuss & O'Neill. PTO to provide \$10K, Extended Day to provide \$20K, BOE to authorize up to \$50K of anticipated surplus. PTO investigating a fund raiser by recycling wood from the existing playground and converting into bird feeders (constructed by students). *Administration will provide timeline for implementation at the next Board Meeting.* Intention to break ground in Spring '12.

**STEAP Grant Update:** No agreement in place with Luchs Engineering. Luchs is seeking clarification on scope from the BOE business office. Administration is working with the TOW to settle on scope and services.

**Facilities / Grounds Projects 2011/ 2012:** *Administration will develop a "hit list" of anticipated longer term maintenance projects.* Work completed in this school year so far: Ceiling tile replacement (%?), reorganization of basement storage & receiving and distribution, enhanced south entry, painting.

**Overview of Maintenance Management Systems: Scheduled and Emergency:**  
*Administration requested to develop a report / document no later than the March or April Facilities Committee Meeting*

### January Meeting New Business:

- Report from Mike Cavanaugh – TOW Fire Marshal
- Status / Plan to clear additional areas of invasive species
- Development of grounds maintenance manual, suggested strategies / procedures to control grounds (long term sustainability)

### Future Agenda Items:

- Facilities Utilization Plan
- Removal of old Well

**Approved by the Woodbridge Board of Selectmen November 9, 2011  
Amended to include pool and lockers and approved December 14, 2011**

## **BUILDING COMMITTEE FOR THE PHASING OF BEECHER INFRASTRUCTURE UPGRADE**

1. **MEMBERSHIP:** The Board of Selectmen has created the Building Committee for the Phasing of the Beecher Infrastructure Upgrade on November 6, 2011, consisting of the following members:

Jeffrey Kaufman (Chairman)  
Andrew Esposito, Jr. (BOF)  
Greg Coyne (BOS)  
Sheila McCreven (WBOE)  
Jason Pfanebecker (Beecher PTO)

2. **CHARGE:** The Committee shall be responsible for planning and recommending the phasing and timetable for construction, exploration of grants, alternate financing and/or bonding for funds to complete the major infrastructure upgrade and building renovation project at Beecher Road School including the pool and locker room located in Beecher South. The Board of Selectmen has created the Committee in order to make the project eligible for potential State reimbursement.

The Committee's responsibilities shall include:

- a. Review and evaluate the previous Building Committee's recommendations and determine if the project can be completed in phases (with approvals either through a referendum, or the annual capital budget process), update information as necessary, working with the firms previously retained by the Board of Selectmen for this project;
- b. Continue to apply best practices for sustainable design including the use of sustainable and energy efficient products and materials, LEED Certification (if applicable) and the possible use of "green" energy and other techniques and seek grant opportunities to fund or offset the additional potential cost of these initiatives;
- c. Prepare a construction/design timeline for use in securing financing and/or preparing for town-wide referendum, and seek reimbursement from the State Department of Education for all eligible costs of the proposed construction project.
- d. Recommend to the Boards of Selectmen, Finance, and Education the best means of securing funding for the phases of the project, in accordance with the construction/design timeline.

3. **FUNDING:** All expenditures from the Town capital project budget concerning this project shall be incurred in accordance with the policies of the Town of Woodbridge, the Town Charter, and this Charge.

**WOODBRIAGE BOARD OF EDUCATION**

**SERIES 5000: STUDENTS**

**P#5131.92**

**BULLYING**

Hazing, bullying, menacing and abuse of students, in any form or format, is not acceptable behavior and is prohibited in the Woodbridge School District.

Any student in the Woodbridge School District who engages in a repeated act against another student in the district that causes physical or emotional harm to a student or such student's property, places a student in reasonable fear of harm to himself or herself or of damage to his or her property, creates a hostile environment at school for such student, infringes on the rights of such student at school, or substantially disrupts the educational process shall be subject to appropriate disciplinary action.

Bullying is prohibited on school grounds, at any school-sponsored or school-related activity, function or program, whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education.

Bullying occurring outside of the school setting is also prohibited and will not be tolerated if such bullying creates a hostile environment at school for the targeted student, infringes on the targeted student's rights at school, or substantially disrupts the educational process or the orderly operation of school.

Appropriate disciplinary action in response to bullying may include suspension or expulsion. In addition, it is the policy of the Woodbridge Board of Education that school principal or a principal's designee will notify the appropriate law enforcement agency when the principal or designee believes that any acts of bullying constitute criminal conduct.

DEFINITIONS

Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- a) Causes physical or emotional harm to such student or damage to such student's property,

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- b) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- c) Creates a hostile environment at school for such student,
- d) Infringes on the rights of such student at school, or
- e) Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but is not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying may take many forms, such as but not limited to:

1. physical violence and attacks;
2. taunts, name-calling or put-downs or discriminatory slurs;
3. targeting of a student based upon that person's actual or perceived "differentiating characteristics" such as race, religion, sex, sexual orientation, gender identity or expression, religion, national or ethnic background, disability, physical appearance, socioeconomic status, or a student's association with a person or group who has or is perceived to have one or more of such characteristics;
4. threats and intimidation;
5. extortion or stealing of money and possessions;
6. cyberbullying.

Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

### OTHER APPLICABLE DEFINITIONS:

"Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

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"Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

"Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

"Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

"School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

"Gender identity or expression" means a person's gender related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth.

### REPORTING AND RESPONDING TO BULLYING

The Board expects prompt and reasonable investigation and response to alleged acts of bullying. Reports of alleged acts of bullying will be addressed and responded to according to this policy and in accordance with Woodbridge School District's Safe School Climate Plan and Bullying Prevention and Intervention Program.

Discrimination and retaliation are prohibited against an individual who reports or assists in the investigation of an act of bullying.

Immunity will be granted against damage claims in accordance with state law to the Board, and school employees acting with the scope of their duties, students, parents and others who, in good faith, report, investigate, or respond to bullying in accordance with the Woodbridge School District Safe School Climate Plan. The immunity does not extend to gross, wanton, reckless, or willful misconduct.

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The Superintendent of the Woodbridge School District will develop regulations to aid in the implementation of this policy. Such regulations shall be designed to improve overall school climate and to address the existence of bullying in the Woodbridge School District and shall provide for a Safe School Climate Plan and a Bullying Prevention and Intervention Program as required by law.

Legal Reference:        Connecticut General Statutes  
                                 §10-222d Policy on bullying behavior, as amended by Public Act  
                                 11-232.  
                                 §10-222g Prevention and intervention strategy re bullying, as  
                                 amended by Public Act 11-232.  
                                 §10-222h Analysis of bullying policies.

**Policy Adopted:** \_\_\_\_\_

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## REGULATIONS

### SAFE SCHOOL CLIMATE PLAN

It is the shared responsibility of the Woodbridge Board of Education, in consultation with the Superintendent of the Woodbridge School District, the District Safe School Climate Coordinator, Safe School Climate Specialist and Safe School Climate Committee to develop, approve and adopt a Safe School Climate Plan in accordance with state law. The Plan is to be periodically reviewed and revised. The Plan is to be posted on the District website.

The Safe School Climate Plan is a multi-faceted approach to improving overall school climate and to addressing the existence of bullying in the Woodbridge School District. The Plan includes the following elements:

1. Students are permitted to make an anonymous report of bullying or to make an oral or written report of bullying to a Safe School Climate Specialist or to any school employee; a form to aid students in the making of such reports is available on Woodbridge District website, at Beecher Road School, and at the Board of Education offices.
2. Parents and students must be notified annually of the process by which students may make such reports; such notification is to be included in Student-Parent Handbooks, Student Code of Conduct, on the District website, and posted in the main office of the school building, at the Woodbridge Board offices, and at other appropriate locations throughout the school district.
3. Parents or guardians of students are permitted to file written reports of suspected bullying; a form to aid parents in making written reports is available on Woodbridge School District's website, at Beecher Road School, and at the Board of Education offices; no anonymous parent reports will be accepted.
4. School employees who witness acts of bullying or receive reports of bullying are required to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report; school administrators receiving such oral or written reports are to share that information with the school specialist as soon as possible without undue delay. In the event of an extended absence of the school specialist from school for a period longer than one school week, the school administrator receiving the report should assume full responsibility for the investigation of the complaint, and for the school's response following all established guidelines and procedures for the investigation of bullying reports, being careful to keep a written record of the investigation, witness statements, copies of any parent invitations for a meeting, parent notifications, or any student safety plans generated. This documentation should be

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provided to the safe school climate specialist upon his/her return to school. In the event of an emergency situation, the receiving administrator assumes full responsibility immediately in the absence of the coordinator.

5. Beginning with the 2012-2013 school year and each school year thereafter, the Superintendent of the Woodbridge School District shall appoint from existing school staff a District Safe School Climate Coordinator charged with implementing the Safe School Climate Plan, collaborating with the Safe School Climate Specialist, the School Board, and the Superintendent to prevent, identify, and respond to bullying in district schools. The District Safe School Climate Coordinator is to meet with Safe School Climate Specialist at least twice during a school year to discuss bullying issues in the district and to recommend changes to the plan; the Safe School Climate Coordinator shall develop procedures and guidelines for the acceptance of reports, steps for investigation, and suggestions for resolution of bullying reports including specific deadlines to be followed, and will provide these guidelines/procedures to the principal for dissemination to all school employees at the start of each school year with continued availability throughout the school year. The deadlines set forth in the guidelines/procedures shall provide for a prompt response/resolution to reports taking into consideration all the circumstances of each individual case. The Coordinator will determine, what if any other appropriate methods of dissemination/notification of these procedures are recommended. The guidelines/procedures shall apply district-wide.

6. Requires, beginning with the 2012-2013 school year and each school year thereafter, the school principal shall serve, or designate some one to serve, as the Safe School Climate Specialist charged with the responsibilities of investigating or supervising the investigation of all reports of bullying and ensuring that such investigation is completed promptly after receipt of any written reports, of collecting and maintaining records of the school's bullying reports and investigations and serving as the primary person responsible for preventing, identifying, and responding to bullying reports in the school.

7. Beginning with the 2012-2013 school year and each school year thereafter, the school principal shall establish or designate at least one new or existing committee as the Safe School Climate Committee to be responsible for fostering a safe school climate and addressing school bullying. The Committee is to include at least one parent of a current student. Specific responsibilities of the committee include: receiving copies of completed bullying investigation reports; identifying and addressing bullying patterns; reviewing and amending school bullying policies; reviewing the district Plan and making recommendations to the district coordinator based on issues at the school; educating students, parents, and others about bullying; collaborating with the district coordinator to collect data on bullying. A parent member(s) shall not receive copies of completed bullying investigation reports or engage in identifying and addressing bullying patterns or engage in any other activities that may compromise student confidentiality.

8. Beginning July 1, 2012 and every two years thereafter, the school shall assess its school climate using assessment instruments, including surveys, approved and

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disseminated by the Connecticut State Department of education in collaboration with the Connecticut Association of Schools.

9. The safe school climate specialist shall review any anonymous student reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report.
10. A prevention and intervention strategy shall be included as required by statute for school employees to deal with bullying.
11. The student code of conduct shall include language concerning prohibition of bullying.
12. The principal or the principal's designee shall notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, no later than forty-eight hours after the completion of the investigation. The notification must include a description of the response of school employees to such acts and any consequences that may result for the commission of further acts of bullying.
13. The principal or the principal's designee shall invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying; the invitation is to include information about the school's response to the incident and the consequences for further bullying. It is recommended that two separate meetings be held.
14. A procedure shall be established for each school to document and maintain records related to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education, and in such manner as prescribed by the Commissioner of Education.
15. Case-by-case interventions shall be developed for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline; in all instances, any responsive disciplinary action is to be taken in accordance with district policies including the Student Code of Conduct.
16. Discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying shall be prohibited.
17. Documented student safety support plans shall be developed for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;

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18. The principal or the principal's designee, shall notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct.

19. Bullying is prohibited (a) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (b) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of the school,

20. At the beginning of each school year, the school is required to provide all school employees with a written or electronic copy of the school district's safe school climate plan;

21. All school employees shall annually complete the training described in C.G.S.10-220a, which shall include identifying and responding to bullying and preventing and responding to youth suicide.

### BULLYING PREVENTION AND INTERVENTION PROGRAM

A bullying prevention and intervention program shall be implemented in the Woodbridge School District that strives to develop a school environment:

- which limits unacceptable behavior;
- where consequences are consistently applied in cases of violations of rules and other unacceptable behaviors;
- where adults act as authorities and positive role models;
- and where students are included in efforts to improve the school climate.

In addition, the Superintendent shall develop rules and procedures to carry out the provisions of this policy and to comply with applicable law. The Superintendent shall be responsible for developing a prevention and intervention strategy for school staff to deal with bullying. Such a “prevention and intervention strategy” may include, but is not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education;
2. School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;

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3. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
4. Inclusion of grade-appropriate bullying education and prevention curricula in Kindergarten to grade six;
5. Individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees;
6. School-wide training related to safe school climate;
7. Student peer training, education and support;
8. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.
9. School climate assessments using instruments including surveys approved and disseminated by the State Department of Education in collaboration with the Connecticut Association of Schools.

## Safe School Climate Plan

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### Woodbridge School District

### Safe School Climate Plan

#### **Purpose/Priority Statement**

The Woodbridge School District is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. The goal is the establishment of a positive school climate in which norms, values, and expectations make students and adults feel socially, emotionally, intellectually and physically safe. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. The District expects that all members of the school community will treat each other in a civil manner and with respect for differences.

The purpose of the Safe School Climate Plan is to promote consistency of approach and to create a climate in which all types of bullying are regarded as unacceptable. Attitudes and practices can contribute to bullying, to lower levels of confidence, self-esteem and lack of achievement.

The following plan, **The Woodbridge School District Safe School Climate Plan**, addresses the mandated areas of compliance which are required under C.G.S.10-222d as amended by P.A. 11-232. In addition to the following current efforts, the administration, faculty and staff of this District commit to continue to improve, enhance, and update both the Plan and its implementation biennially in order to best serve the students, parents, guardians and the community.

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

#### **I. Prohibition Against Bullying**

The Board of Education (Board) prohibits bullying (a) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and (b) outside of the school setting if such bullying (i) creates a hostile environment at school for the victim, (ii) infringes on the rights of the victim at school, or (iii) substantially disrupts the education process or orderly operation of a school.

**II. Definitions**

**“Bullying”** means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student’s property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

**“Cyberbullying”** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

**“Mobile electronic device”** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

**“Electronic communication”** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

**“Hostile environment”** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

**II. Definitions (continued)**

**“Outside of the school setting”** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

**“School employee”** means (a) a teacher, substitute teacher, school administrator, school Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional Board of Education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional Board of Education.

**“School climate”** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. *(It is based on people’s experiences of school and reflects norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures.)*

**III. Reporting and Responding to Bullying and Retaliation (Complaint Process)**

**A. Publication of the Prohibition against Bullying and Related Procedures**

The prohibition against bullying shall be publicized by including the following statement in the Beecher Road School Parent and Student Handbook:

“Bullying behavior by any student in the Woodbridge School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same district that:

- A. causes physical or emotional harm to such student or damage to such student’s property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

## Safe School Climate Plan

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Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, gender identity, or physical mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

### **B. Appropriate School Personnel**

All school employees are charged with the responsibility of taking reports of bullying or if witnessing acts of bullying to notify the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available. Reports shall be appropriately investigated by the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available.

### **District Safe School Climate Coordinator**

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying in District schools;
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and
4. Meet with the safe school climate specialists at least twice during the school year to discuss bullying issues in the district and make recommended changes to the District's safe school climate plan.

### **Safe School Climate Specialist**

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying reports in the school.

### **C. Annual Notification of the Complaint Process**

The process by which students may make formal, informal, and anonymous complaints as set forth below shall be publicized annually in the student handbook of each of the District schools. In addition, this Safe School Climate Plan shall be placed on the District website.

**D. Formal Written Complaints**

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school employee, and they shall be promptly forwarded to the Safe School Climate Specialist or another school administrator, if the Safe School specialist is unavailable, for review and action in accordance with Section IV below.

**E. Informal/Verbal Complaints by Students**

Students may make an informal complaint of conduct that they consider to be bullying by verbal report to the Safe School Climate Specialist, or to any school employee, as defined, or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A school employee, or administrator or the Safe School Climate Specialist who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school employee, administrator, if not the Safe School Climate Specialist, shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below

**F. Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school employee who receives the complaint. Should anonymity be requested, the Safe School Climate Specialist, if not the Principal or his/her designee, shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

**IV. Staff Responsibilities and Intervention Strategies**

**A. Teachers and Other School Staff**

School employees who witness acts of bullying, as defined above, or who receive reports of bullying shall promptly notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such employee witnesses or receives a report of bullying. A written report must be filed not later than two school days after making such an oral report concerning the events witnessed or reported.

School employees who receive student or parent reports of suspected bullying shall promptly notify the Safe School Climate Specialist of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, this employee shall verbally report the matter to the Safe School Climate Specialist not later than the next school day.

In addition to addressing both informal and formal complaints, school employees and other are encouraged to address the issue of bullying in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. All school employees including teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying.”

**B. Responsibilities of the Safe School Climate Specialist**

**1. Investigation**

The Safe School Climate Specialist shall be promptly notified of any formal or informal complaint of suspected bullying received by any school employee. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District’s Safe School Climate Plan. All such complaints shall be investigated promptly. The investigation must be

completed promptly after the receipt by the Safe School Climate Specialist of any written report. In order to allow the District to adequately investigate all formal complaints, the parent of the student suspected of being bullied must complete a consent form that allows their District to release that student's name to those third parties who the District contacts as part of its investigation of that complaint with regard to the investigation of informal complaints, the parent of the student suspected of being bullied must complete the above-referenced consent form so long as that student has not requested anonymity.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

The school shall notify parents or guardians of all students involved in a verified act of bullying not later than forty-eight (48) hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and in the case of a divorced/split situation, to the other parent/guardian if requested. The notice must describe the school's response, measures being taken by the school to ensure the safety of the students against whom such act was directed, and any consequences that may result from further acts of bullying.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## **2. Remedial Actions**

Verified acts of bullying shall result in intervention by the Building Principal or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim and to assure that the prohibition against bullying behavior is enforced, with the goal that any such bullying behavior will end as a result.

Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying" as defined

above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in-school suspension; suspension or expulsion) is a matter for the professional discretion of the Building Principal (or responsible program administrator or his/her designee.) The following sets forth possible interventions for building principals to enforce the Board's prohibition against bullying. No disciplinary action may be taken solely on the basis of an anonymous complaint.

The following sets forth permissible interventions for building principals (or other responsible program administrators) to enforce the Board's prohibition against bullying.

**a. Non-disciplinary Interventions**

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

In any instance in which bullying is verified, the building Principal (or other responsible program administrator) shall invite the parents or guardians of the student against whom such act was directed, and the parents or guardians of a student who commits any verified act of bullying, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying. In the discretion of the building Principal or other responsible program administrator, the meeting(s) described in this section may be held jointly or separately, however the Connecticut State Department of Education recommends such meetings be separate.

**b. Disciplinary Interventions**

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

**c. Interventions for Bullied Students**

The Safe School Climate Specialist/Building Principal (or other responsible program administrator) or his/her designee shall intervene in order to address repeated incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- Counseling;
- Increased supervision and monitoring of student to observe and intervene in bullying situations;
- Encouragement of student to seek help when victimized or witnessing victimization;
- Peer mediation where appropriate.

**3. General Prevention and Intervention Strategies**

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other District actions may ameliorate any potential problem with bullying in school or at school-sponsored activities. A focus will be placed on district and school efforts to improve school climate based upon the National School Climate Standards.

While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential

## Safe School Climate Plan

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intervention strategies shall serve as a resource for administrators, teachers and other professional staff members in each school:

- a. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education;
- b. A safe school climate assessment on or after July 1, 2012 and biennially thereafter to determine the prevalence of bullying. Such assessments may include, in addition to those approved and disseminated by the State Department of Education, in collaboration with CAS, the National School Climate Standards Self-Assessment Tool' and the Connecticut State Department of Education's "Improving School Climate Team Rubric;"
- c. Establishment by the school Principal of a Safe School Climate Committee in each District school or the designation of an existing committee that is responsible for fostering a safe school climate and addressing issues related to bullying in the school.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and amend school policies relating to bullying;
4. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
5. Educate students, school employees and parents and guardians of students on issues relating to bullying;
6. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying; and
7. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying for the school.
8. Parent members of the Safe School Climate Committee are excluded from activities #1 and #2 above and from any other committee activities that may compromise student confidentiality.

## Safe School Climate Plan

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- d. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- e. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through grade six;
- f. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
- g. School-wide training related to safe school climate;
- h. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- i. Respectful responses to bullying concerns raised by students, parents or staff;
- j. Planned professional development programs addressing bully/victim problems;
- k. Student peer training, education and support. Use of peers to help ameliorate the plight of victims and include them in group activities;
- l. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
- m. Continuing awareness and involvement on the part of staff and parents with regards to prevention and intervention strategies;
- n. Modeling by all school employees of positive, respectful, and supportive behavior toward students;
- o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

**V. Reporting Obligations**

**A. Report to the Parent or Guardian of the Perpetrator**

If after investigation, acts of bullying by a specific student are verified, not later than forty-eight (48) hours after the completion of the investigation, the Building Principal/Safe School Climate Specialist or his/her designee shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification. In addition, the school shall invite the parent/guardian of a student who commits any verified act of bullying (after the completion of the investigation) to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the student's safety and to prevent further acts of bullying. Records will be maintained by the School Principal/Safe School Climate Specialist of the bullying reports, subsequent investigations and parental/guardian meetings.

**B. Reports to the Targeted Student and his/her Parent or Guardian**

If after investigation, acts of bullying against a specific student are verified, the Building Principal/Safe Climate Specialist or his/her designee shall notify the parent or guardian of the victim of such finding, not later than forty-eight (48) hours after the completion of the investigation. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law (e.g., court order/subpoena). In addition, the school shall invite the parent/guardian of the student against whom the verified act of bullying was directed, after the completion of the investigation, to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the targeted student's safety and to prevent further acts of bullying. Records will be maintained by the School Principal/Safe School Climate Specialist of the bullying reports, subsequent investigations and parental/guardian meetings.

Notices shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and the other parent/guardian if requested. This mailing requirement shall be in effect for as long as the student attends the school in which the original request is made.

**C. List of Verified Acts of Bullying**

The Principal/Safe School Climate Specialist of each school shall establish a procedure to document and maintain records relating to reports and investigations of bullying in such school and maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. The list shall be reported annually to the Department of Education in such manner as prescribed by the Commissioner of Education. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with Section III (1) above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.

**VI. Prohibition against Discrimination and Retaliation**

**A. Safety**

Discrimination and/or retaliation against any person who reports bullying, provides information during an investigation of an act of bullying, or witnesses or has reliable information about bullying is prohibited.

The continuation and perpetuation of bullying of a student through the dissemination of hurtful or demeaning material by any other student is prohibited.

The District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, discrimination or retaliation in our school building, on school grounds, or in school related activities. All reports and complaints of bullying, cyberbullying, discrimination and retaliation will be investigated promptly and prompt action will be taken to end that behavior and restore the student's against whom such bullying was directed (target's) sense of safety. This commitment is to be supported in all aspects of the school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

Before formally investigating the allegations of bullying, discrimination or retaliation, the Principal/Safe School Climate Specialist or designee will take steps to assess the need to restore a sense of safety to the alleged student against whom such bullying was directed (target) and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but are not limited to, creating a personal safety plan; pre-determining seating arrangements for the alleged victim (target) and/or the alleged perpetrator in the classroom, at

lunch, or on the bus; identifying a staff member who will act as a “safe person” for the alleged student against whom such bullying was directed (target); and altering the alleged perpetrator’s schedule and access to the alleged target. The Principal/Safe School Climate Specialist will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal/Safe School Climate Specialist will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal/Safe School Climate Specialist or designee will contact the victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If determined necessary, the Principal/Safe School Climate Specialist will work with appropriate school staff to implement them immediately.

### **B. Law Enforcement Notification**

The School Principal or his/her designee shall notify the appropriate local law enforcement agency when such Principal or the Principal’s designee believes any acts of bullying constitute criminal conduct.

## **VII. Training Requirements for School Staff**

- A. Certified staff of the District shall be provided in-service training on the prevention, identification and response to school bullying and the prevention of and response to youth suicide. *(The Board, subject to the approval of the State Department of Education, is not required to offer an in-service program regarding bullying or youth suicide prevention and intervention if it instead implements an evidence-based model approach to this issue.)*
- B. Beginning teachers shall satisfactorily complete instructional modules as required by C.G.S. 10-145a which shall include a module in classroom management and climate, which shall include training regarding the prevention, identification, and response to school bullying and the prevention of and response to youth suicide.
- C. Non-certified staff of the District will participate in annual training to be provided, within available appropriations, by the Connecticut State Department of Education. The training may be presented in person by mentors, offered in state-wide workshops, or through on-line courses. Such training may include, but is not limited to:

## **Safe School Climate Plan**

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1. Developmentally appropriate strategies to prevent bullying among students in school and outside the school setting,
2. Developmentally appropriate strategies for immediate and effective interventions to stop bullying,
3. Information regarding the interaction and relationship between students committing acts of bullying, students against whom such acts of bullying are directed and witnesses of such acts of bullying,  
  
Research findings on bullying, such as information about the types of students who have been shown to be at-risk for bullying in the school setting,
4. Information about the incidence and nature of cyberbullying as defined in C.G.S. 10-222d, or
5. Internet safety issues as they relate to cyberbullying.

### **VIII. Notification Requirements**

- A. A copy of this District's Safe School Climate Plan shall be provided in written or electronic format to all District employees annually at the beginning of each school year.
- B. The District's Safe School Climate Plan shall be made available on the Board's website and on the school website. Such posting shall occur within thirty (30) days of the approval of such plan by the Board.
- C. The District's Safe School Climate Plan shall be included in the District's publication of the rules, procedures and standards of conduct. The District's Safe School Climate Plan shall be included in the Beecher Road School Parent and Student Handbook

### **IX. School Climate Assessments**

- A. On or after July 1, 2012, and biennially thereafter, the Board requires each school within the District to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education.
- B. Completed assessments shall be shared with the Board and then submitted by the Board to the State Department of Education.

**X. Bullying Through the Use of Technology (Cyberbullying)**

An emerging form of bullying is the use of technology to threaten, intimidate, ridicule, humiliate, insult, or harass. Technology enables aggressive expression toward others and does not rely on physical strength or physical contact. By using a cell phone or the Internet, a student can quickly and aggressively spread rumors, threats, hate mail, or embarrassing photos through text messages, e-mails, or instant messages.

There are a number of social networking sites (MySpace, Facebook, Twitter, etc.) available to our students that can be misused and/or abused for bullying purposes. Any alleged misuse or abuse must be reported to any staff member or the Safe School Climate Specialist.

The District's discipline policy states that misuse, on or off campus, of electronic devices, for threatening/bullying/hazing or harassment is a violation and can be the basis for discipline on or off campus. When information is received that a student or students are involved in bullying through the use of technology either as the actor or a member of a group, or the victim, the following will be considered:

- If it takes place on campus or at a school sponsored event, disciplinary action will be taken.
- If it takes place off campus a school may take disciplinary action if the incident poses a likelihood of substantial disruption to the educational process or the orderly day to day operations of the school.

**XI. Relationship to Other Laws**

- A. Consistent with state and federal laws, and the policies of the district and school rules, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, gender, religion, national origin, or sexual orientation. Nothing in the "Plan" prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or district policies.
- B. In addition, nothing in the "Plan" is designed or intended to limit the authority of the school or district to take disciplinary action under applicable laws, or local school or District policies in response to violent, harmful, or disruptive behavior, regardless of whether the "Plan" covers the behavior.

**XII. Immunity for Board of Education, School Employees, Others**

Members of the Board of Education and school employees are protected by statute against damage claims in the implementation of a safe school climate plan and, in accordance with a school district safe school climate plan, report, investigate, or respond

## **Safe School Climate Plan**

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to bullying. PA 11-232 also extends this immunity to reports of bullying incidents by parents, students, and others to a school employee according to a safe school climate plan.

To be immune, these parties must act in good faith and, in the case of a school employee or Board of Education, within the scope of their duties. The immunity does not cover gross, wanton, reckless, or willful misconduct.

Woodbridge School District  
**ANNUAL BULLYING NOTICE**

Bullying behavior by any student in the Woodbridge School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. Causes physical or emotional harm to such student or damage to such student’s property,
- B. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. Creates a hostile environment at school for such student,
- D. Infringes on the rights of such student at school, or
- E. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

**Woodbridge School District  
Report of Bullying / Consent to Release Student Information**

Date: \_\_\_\_\_

Student \_\_\_\_\_

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To Parent / Guardian:

A complaint of bullying has been filed on behalf of your child alleging that he / she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the complaint, the Woodbridge School District may need to disclose the name of your child and/or other information which may otherwise disclose your child's identity.

***(Please check one):***

\_\_\_\_\_ I hereby give permission for the Woodbridge School District to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

\_\_\_\_\_ I do NOT give permission for the Woodbridge School District to disclose my child's name, along with other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

\_\_\_\_\_  
Signature of Parent / Guardian      Date

\_\_\_\_\_  
Name (Please Print)

**Woodbridge School District  
Bullying Report Form**

The Woodbridge Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

Bullying as defined in P.A. 11-232 is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school district that: causes physical or emotional harm to such student or damage to such student's property, places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, creates a hostile environment at school for such student, infringes on the rights of such student at school, or substantially disrupts the education process or the orderly operation of a school.

Complainant (student report may be anonymous) \_\_\_\_\_  
Describe relationship to alleged victim(s) / bully(ies) \_\_\_\_\_  
Home Address \_\_\_\_\_  
Work Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Date(s) of alleged incident(s) \_\_\_\_\_  
Location(s) of alleged incident(s) \_\_\_\_\_  
Names of alleged bully(ies) \_\_\_\_\_  
Name(s) of alleged victim(s) \_\_\_\_\_  
List any witness(es) \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force or physical contact, if any, was used and any verbal statements such as threats, requests, demands, etc. (attach additional pages if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
*Complainant Signature*

\_\_\_\_\_  
*Date*

Received by: \_\_\_\_\_

Date \_\_\_\_\_

**Woodbridge School District  
Report of Bullying / Investigation Summary**

School \_\_\_\_\_ Date \_\_\_\_\_

Location(s) \_\_\_\_\_

**Reporter Information**

- Anonymous Student Report
- Staff Member Report
- Parent / Guardian Report
- Student Report

Student reported as committing act: \_\_\_\_\_

Student reported as victim: \_\_\_\_\_

Description of alleged act(s): \_\_\_\_\_

\_\_\_\_\_

Time and place: \_\_\_\_\_

Names of potential witnesses: \_\_\_\_\_

\_\_\_\_\_

**For Staff Use Only**

Action of Reporter: \_\_\_\_\_

Administrative Investigation Notes (use separate sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

Bullying Verified? Yes \_\_\_\_\_ No \_\_\_\_\_

Remedial Actions Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Woodbridge School District**  
**Report of Bullying / Investigation Summary**  
(continued)

If bullying verified, report sent to parent(s) / guardian(s) of students?

Parent / Guardian Name \_\_\_\_\_ Date sent: \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_ Date sent: \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_ Date sent: \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_ Date sent: \_\_\_\_\_

**(Attach bullying complaint, witness statements and notification of parents of students involved if bullying verified)**

Woodbridge School District

Beecher Road School  
Student Acknowledgement of Anti-Bullying Policy

I understand the policy against bullying at Beecher Road School as explained to me by \_\_\_\_\_ (school personnel).

I am aware that if I engage in any of the actions or behaviors that constitute bullying in school, before or after school on school grounds, on the bus, or at school sponsored events, I can be subjected to school discipline for bullying. This could include: after school detention, school community service, loss of privilege, suspension in or out of school and / or possible expulsion.

I promise that I will not engage in any actions or behaviors that could be considered bullying. I promise to respect the rights of other students and to act appropriately towards other students.

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Grade \_\_\_\_\_

Parent / Guardian (if present) \_\_\_\_\_ Date \_\_\_\_\_

School Administrator or designee:  
Name \_\_\_\_\_ Position \_\_\_\_\_

**MINUTES OF THE BOARD OF EDUCATION FINANCE COMMITTEE**  
**Monday, December 12, 2011**  
**District Office Conference Room**  
**Beecher Road School - South**

**Attendees:** Steven Fleischman, YanYun Wu, Margaret Hamilton, Board Members; Dr. Gaeton Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Laurence Grotheer, BOS Liaison; Sandy Stein, BOF Liaison; Lori Patrick, WEA; Rachel Anastasio, PTO.

Dr. Fleischman called the meeting to order 7:05 PM. The Committee reviewed the monthly financial reports through November 30, 2011, the 5-year budget forecast and the 2012/13 Budget Proposal.

Meeting Adjourned: 8:20 PM

*Minutes recorded by Dr. Fleischman*