



# Woodbridge School District

40 Beecher Road  
Woodbridge, Connecticut 06525

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Vonda Tencza - Superintendent

Carrie Borchering - Director of Special Services    Donna Coonan - Director of Business Services/Operations

September 11, 2023

Dear Families,

Welcome back to the 23-24 school year. I hope that by now, you and your students have settled back into the school routine, and we can anticipate some cooler weather in the coming weeks.

This year, we are excited to welcome a new staff member, Ms. Sarah Burke, who joined us as a 4th-grade resource room teacher. Sarah comes from Milford, where she has previously worked with 4th-grade students and has a strong background in literacy. Welcome, Sarah! Additionally, we are fortunate to have Ms. Cheryl Tafel as our new Assistant Principal. Cheryl will be leading a number of Planning and Placement Team (PPT) meetings throughout the year and collaborating with both General Education and Special Education teachers.

We have received valuable feedback from parents, teachers, and the school community regarding various resources and contact needs. The Special Services Department is actively working on assembling a community resource bank and will be offering training and presentations to families throughout the year on various topics. Some of these opportunities will be hosted here at Beecher, while others will hopefully be in collaboration with the BOWA community. Stay tuned for more details.

CT-SEDS, the new CT IEP system used across the state, has been a bit challenging, but the company has worked out several kinks this summer. You should receive invitations to the 'Parent Portal' when there are documents available. Please note that because this is a secure and closed system, there will never be a login or password to access the site. You will always receive an email notification when there are new documents for you to view. If you wish to access the parent portal again, we recommend saving one of the emails containing the link. Each time you log in, you will be provided with a code to enter the system. While it may be cumbersome, this process ensures the security and privacy of your student's data.

Regarding the scheduling of PPTs (Annual Reviews), we are implementing some changes to our process. Please understand that within our school, there are numerous moving parts involved in finding a suitable time that accommodates everyone's instructional schedules. When you receive a date and time for your PPT, we kindly request that you do your best to make that time work for you. We are making an effort to schedule these meetings well in advance to provide you with ample notice. I sincerely appreciate your collaboration and patience as we work towards making our scheduling process more streamlined. Your cooperation in this matter is invaluable, as we strive to ensure that PPTs are as effective and efficient as possible.

Attached to this message, you will find links to the Procedural Safeguards, the State IEP manual, and seclusion and restraint paperwork. These documents are provided annually for families, and you may also request a hard copy at any time.

If you have any specific questions, if there are upcoming Special Education community events you'd like to share, or information you are looking for, please don't hesitate to reach out to me.

I'm looking forward to working with your family and students throughout the year!

Sincerely,



Carrie Borcharding  
Director of Special Services  
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[Procedural Safeguards](#)  
[Procedures and Practices Manual](#)  
[Seclusion and Restraint for Parents](#)