

## Business

### Budget Planning

As a preliminary part of the development of the budget, the Board of Trustees through the Finance Committee shall be guided by the strategic plan in relation, to the present and future needs of the students and the sending communities. In an effort to make the budget a comprehensive reflection of the financial needs of the school system, representatives of the sending communities, certified and non-certified staff, and the administrative staff shall be involved in the budget process.

The budget developments process for The Woodstock Academy is as follows:

- By November, the Business Office will distribute budget request forms to administrators and department heads;
- Department heads, working with their members, shall develop budget requests. These requests will be submitted to the Head of School or his/her designee by mid-November;
- The Head of School and Associate Head of School for Finance and Operations will meet with each department head and administrator to discuss the individual budget requests;
- The Associate Head of School for Finance and Operations will compile all the requests after the individual meetings and submit a proposed budget to the Head of School by Winter Break;
- The Head of School will provide the Finance Committee with copies of the proposed budget. The committee will review, discuss, and determine whether the projected revenues and expenses in the budget are reasonable;
- After the Finance Committee has reviewed and/or revised the budget, it will be brought before the Board of Trustees for final review and approval; and
- Once the budget is approved, it will be sent to the fiscal authorities and boards of education of the sending communities.

The Head of School or his/her designee will be available to meet and discuss the budget with the sending communities upon request.

Policy Adopted: August 25, 1992  
Policy Updated: October 21, 2014  
Policy Reviewed:

The Woodstock Academy  
Woodstock, Connecticut

**Business****Tuition Fees - Special Education**

The Woodstock Academy conducted a study focused on the special education billing process. An objective was to stabilize special education billing from The Academy to a more predictable level while ensuring The Academy acquires the necessary revenue to operate its special education program. The proposed method was reached by a consensus of the special education study committee, composed of sending district representatives, and the sending district superintendents. The Academy provided the sending districts with a description of the special education program establishing a foundation for the type of special education service included in tuition costs. The Academy determines the annual operating cost of the special education program.

Special Education Billing Process

- The verified October 1 special education enrollment for the current year is utilized to determine the special education billing enrollment for the subsequent year.
- Special education tuition is determined by dividing the total special education operating budget by the special education billing enrollment.
- The special education billing enrollment from each sending district is then multiplied by the special education tuition to determine each sending district's share of special education expenses.
  - Special education tuition is added to the costs for regular education.
  - Students that are in special education supports for greater than 50% of their day are removed from the overall calculation and billed at a separate rate, modified from time-to-time.
- As has been our practice, additional services beyond the scope provided by The Academy are the responsibility of the sending districts.

The administration will utilize the revised special education billing process as outlined beginning with the 2011/2012 budget.

Policy Adopted: November 16, 2010

Policy Reviewed:

The Woodstock Academy  
Woodstock, Connecticut

**Business**

**Contracts**

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

All contracts between The Academy and outside agencies shall be prepared under the supervision of the Head of School or his/her designee, and where appropriate, subject to approval of the legal adviser to The Academy.

The Head of School can sign any contract on behalf of the Board of Trustees.

Affirmative Action

The Woodstock Academy shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity, or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

Policy Adopted: August 25, 1992

Policy Reviewed:

The Woodstock Academy  
Woodstock, Connecticut

**Business****Safe and Secure School Facilities, Equipment, and Grounds**

It is the goal of the Woodstock Board of Trustees to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use, and maintenance. To this end, The Academy shall develop and implement a written school security and safety plan which is in alignment with the guidelines developed by the State of Connecticut.

The plan shall be an all-hazards approach to emergencies at schools and shall be developed in collaboration with all appropriate local officials, including law enforcement, fire, public health, emergency management and emergency medical services.

Safety and hazard assessments shall be conducted on a regular basis for building facilities and grounds. All safety and hazard assessments shall be reported to the Head of School or to his/her designee. The Woodstock Academy administration shall correct identified hazards in a timely manner.

All school personnel shall receive adequate preparation and participate in ongoing professional development activities relating to maintaining a safe and secure school facility.

Policy Adopted: August 25, 1992

Policy Updated: April 29, 2014

Policy Reviewed:

The Woodstock Academy  
Woodstock, Connecticut

**Business****Pesticide Application**

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

Pesticide purchase shall be limited to amounts authorized by the Associate Head of School for Finance and Operations for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized personnel. They shall be stored and disposed of in accordance with EPA registered label directions and applicable state statutes.

Policy Adopted: May 17, 2005  
Policy Reviewed:

The Woodstock Academy  
Woodstock, Connecticut

**Personnel**

**Affirmative Action**

The Board of Trustees will provide equal employment opportunities for all persons without regard to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity, or physical disability.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law.

Policy Adopted: August 25, 1992

Policy Updated: June 21, 2016

Policy Reviewed:

The Woodstock Academy  
Woodstock, Connecticut



## Personnel

### Provisions/Process of Administrative Negotiated Contracts

All articles in negotiated agreements/contracts with teachers, administrators and support staff shall have the effect of Board of Trustee policy. In cases of conflict between negotiated agreements/contracts and Board of Trustee policies or administrative regulations, agreements/contracts take precedence.

#### Administrative Contract Negotiation Process

The Head of School will engage the Executive Committee and discuss overall strategy with administrative contract discussions. The Head of School will negotiate with each administrator separately, or as a group if they have the same job descriptions.

The Head of School will make recommendations concerning each administrator contract to the Executive Committee for endorsement. Any suggested changes will be brought back to the specific administrator.

The Executive Committee will recommend the contract(s) to the entire Board of Trustees.

If a specific administrator has a concern with their contract or changes made to his/her contract at any point the following procedure shall be followed:

- The specific administrator should write a letter to the President of the Board of Trustees explaining his/her concerns;
- The President of the Board will evaluate the validity of the issue;
- If deemed valid, the President shall send the contract to the Executive Committee;
- The specific administrator shall have an opportunity to meet with the Executive Committee to discuss the specific concerns; and
- The Executive Committee can make any changes relevant to the issue and forward the contract to the Board of Trustees for final approval.

The contract shall be endorsed by the full Board of Trustees and forwarded to the appropriate individuals for signatures.

Legal Reference: Connecticut General Statutes

[10-153a](#) through [10-153j](#)

Policy Adopted: May 17, 2016  
Policy Reviewed:

The Woodstock Academy  
Woodstock, Connecticut

**Personnel****Security Check/Fingerprinting**

In order to create a safe and orderly environment for students, all offers of employment and anyone volunteering will be conditional upon the successful outcome of a criminal history record check and a check of the Department of Children and Families Child Abuse and Neglect Registry.

The Woodstock Academy employees and anyone volunteering shall within 30 days after they are hired or selected, submit to state and national criminal history record checks and a check of the Department of Children and Families Child Abuse and Neglect Registry.

Woodstock Academy students employed by The Academy are exempted from this requirement.

Workers placed at The Academy under public assistance employment program shall also submit to the criminal history record check if such individuals will have direct contact with students.

The Woodstock Academy nurses and nurse practitioners appointed by the Board of Trustees or under the control of the Board of Trustees shall also submit to a criminal history record check pursuant to C.G.S. 29-17a.

Student teachers placed at The Woodstock Academy as part of completing preparation requirements for the issuance of an educator certificate, effective July 1, 2010, shall also be required to undergo the same criminal history record checks already required of The Woodstock Academy employees, within 30 days after the student teacher begins service.

Policy Adopted: February 23, 2010  
Policy Updated: November 18, 2014  
Policy Reviewed:

The Woodstock Academy  
Woodstock, Connecticut



## Personnel

### Personnel Records

Personnel records shall be maintained securely and confidentially in the Human Resources Office for all current employees and shall include information customarily kept in personnel files. Files also shall be maintained for past employees, including years of employment, salaries, and such other basic and essential information as the Head of School shall require.

Administrative practice will be such that teachers will be notified when material is included in their personnel file. Teachers will then have the right to inspect their individual files and to request copies of documents included in the files. The standard rate for each copy shall be determined by regulation of the Freedom of Information Act of the State of Connecticut. Teachers will have the right to include reaction to evaluations and discipline included in individual personnel files. A teacher's signature shall not necessarily indicate agreement with material within the evaluations, but shall demonstrate that they reviewed the document/contents.

Each employee of the Board of Trustees shall be entitled to knowledge of and access to their personnel file.

All requests for access to personnel files, except from an employee to see his/her own, shall be referred to the Head of School, who shall determine whether disclosure of such records would legally constitute invasion of employee privacy. The Head of School shall notify an employee and a collective bargaining representative, if any, in writing when a request is made for disclosure of the employee's personnel file.

The records will be disclosed unless written objection is received from the teacher or employee's collective bargaining representative, within four business days from the receipt by employee or collective bargaining representative. The Head of School shall not disclose requested information once a written objection is received from the teacher or employees collective bargaining representative unless directed to do so by the Freedom of Information Commission. If the employee's collective bargaining representative files a written objection regarding disclosure of the records, the employee may subsequently approve the disclosure of the records requested by submitting a written notice to the Head of School.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher.

In accordance with federal law, The Academy shall release information regarding the professional qualifications and degrees of teachers and paraprofessionals to parents/guardians upon request.

Policy Adopted: August 25, 1992

Policy Updated: November 18, 2014

Policy Reviewed:

The Woodstock Academy  
Woodstock, Connecticut

## Personnel

### Family and Medical Leave Act

The Woodstock Board of Trustees will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA) as amended and the Family Medical Leave Act as part of the National Defense Authorization Acts of 2008 and for fiscal year 2010 and 2013 Final Rules. Eligible employees (employment for at least one-year and at least 1,250 hours actually worked in the twelve month period immediately preceding the commencement of the leave) are entitled to up to 12 work weeks of unpaid family and medical leave in any 12-month period. The Academy will continue to pay the district's share of the employee's health benefits during the leave. In addition, The Academy will restore the employee to the same or an equivalent position with equivalent benefits, pay and other conditions of employment after the termination of the leave in accordance with Board policy and collective bargaining agreements.

Paraprofessionals are also eligible to benefits equal to those under the federal FMLA if such paraprofessional was employed for at least one year and for at least 950 hours over the previous twelve-month period preceding the commencement of the leave. A paraprofessional is defined as an Academy employee who performs duties that are instructional in nature or delivers either direct or indirect services to students and/or parents and serves in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

Eligible employees are entitled to take unpaid leave for a covered family member's service in the Armed Forces, for any one or for a combination of the following reasons:

- A "qualifying exigency" as defined by Department of Labor regulations arising out of a covered family member's covered active duty or Federal call to covered active duty (including as a member of the National Guard or Reserves) in the Armed Forces including deployment to a foreign country or to international waters;
- To care for a covered family member who has incurred a serious injury or illness in the line of duty while on covered active duty in the Armed Forces (includes National Guard and Reserves) provided that such duty or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating;
- To care for a covered family member who is a veteran who is undergoing medical treatment, recuperation or therapy for a service related illness or injury that was incurred or aggravated while on active duty and manifested itself before or after the member became a veteran, within five years after a veteran leaves service; and/or
- To care for a parent of a military member called to active duty provided the military member is the spouse, (including same-sex marriages), parent or child of the employee.

When leave is due to a "qualifying exigency" of a service member, an eligible employee may take up to 12 work weeks of leave during any 12-month period. When such leave is to care for an injured or ill service member, an eligible employee may take up to 26 work weeks of leave during a single 12 month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26



weeks in a single 12-month period. Employees will not be deprived of any employment benefits accrued before taking FMLA leave.

The Academy will maintain health insurance benefits at the same basis as is provided to other similarly situated employees. Conversely, employees on FMLA leave are not entitled to accrue any seniority or benefits during the leave unless determined otherwise due to a collective bargaining agreement. When an employee returns from FMLA leave, benefits will be resumed in the same manner as provided prior to taking the leave, subject to any changes in benefit levels that may have occurred during the FMLA leave period and which affect the entire work force. Leave available for eligible employees under FMLA is not intended to supplement leave otherwise provided to such employees. The Academy, through its collective bargaining agreement, may require the eligible employee substitute any accrued vacation or sick leave for any part of the twelve week period that may be taken for the serious health condition of a spouse, child or parent, or for the employee's own serious health condition.

In complying with the FMLA, the District will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

The Board, in compliance with state statute, shall provide to its employees who are a party to a civil union with the same family and medical leave benefits under the federal Family Medical Leave Act (FMLA) as are provided to employees who are party to a marriage. The term "marriage" includes a same-sex marriage that is legally recognized in Connecticut. In addition, the Board shall allow its employees leave time under this policy to serve as organ or bone marrow donors.

The Academy, in compliance with FMLA's regulations, will post and keep posted on its premises, in conspicuous places where employees are employed, a notice explaining the provisions of the FMLA and providing information concerning the procedures for filing complaints of violations of the Act. Electronic posting may be utilized.

Legal Reference: P.L. 103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993, as amended by H.R. 4986, the National Defense Authorization Act for Fiscal Year 2008, Section 585. 29 U.S.C. §2601 et seq. and the National Defense Authorization act for Fiscal Year 2010, Public Law 111-84, section 565, Title V

Final Rule - published in Federal Register, Vol. 60, Nov. 4, Friday, January 6, 1995, as amended on February 3, 1995, March 30, 1995, and on November 17, 2008. Rules and Regulations (29 CFR Part 825).

Final Rule - published in Federal Register, Vol. 78, Wed. February 6, 2013

Connecticut General Statutes

46b-3800 Applicability of statutes to civil unions and parties to a civil union.

PA 07-245 An Act Concerning Family and Medical Leave for Municipal Employees.

PA 07-245 An Act Concerning Family and Medical Leave for Municipal Employees

PA 12-43 An Act Concerning Family and Medical Leave Benefits for Certain Municipal Employees

United States v. Windsor, U.S. 133 S. Ct. 2675 (2013)

Policy Adopted: April 28, 2015

The Woodstock Academy  
Woodstock, Academy