

MINUTES OF THE HYBRID REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Tuesday, May 16, 2023

Via WebEx [https:// woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mbabb7601aca474e0d16e8b5cc796bbdc](https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mbabb7601aca474e0d16e8b5cc796bbdc)

Meeting Number: 2485 336 9996

Meeting Password: MtbP9itYu63

CALL TO ORDER: Ms. Lynn Piascyk, Chair, called the meeting to order (7:01 PM).

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (in-person); Dr. Maria Madonick, Vice Chair (in-person); Ms. Brooke Hopkins (in-person); Dr. Jay Dayha (in-person); Ms. Sarah Beth Del Prete, Secretary (in person); Mr. Jeff Hughes (in-person); Mr. Steven Lawrence (in-person); Dr. Michael Strambler (in-person) and Ms. Erin Williamson (remote).

STAFF: Vonda Tencza, Superintendent; Donna Coonan, Director of Business Services / Operations; Analisa Sherman, Principal; James Sapia, Assistant Principal; Carrie Borcharding, Special Services Director and Marsha DeGennaro, Clerk of the Board.

CAPSS / SCASA SUPERINTENDENT / STUDENT AWARD RECOGNITION

Grade 6 recipients of the CAPSS and SCASA Superintendent/ Student Awards were presented to Molly Davis, Zalayhar Daigle, Natalie Errico, Finley Halstead, Natasha Lenskold and Justin Oladele.

CORRESPONDENCE – Ms. Del Preted noted the Board had received a letter regarding the Extended Day program and an email from a parent pertaining to Dismissal procedures. It was noted that correspondence received is available for viewing in BoardBook.

PUBLIC COMMENT – None

PTO Report – The full PTO report is available in [BoardBook](#). Events included Family Math Night, the Spring Book Fair, Staff Appreciation Week, an Evening at Quassy with Bethany Community School, ArtsWeek, the 6th Grade graduation pool party and PTO board elections on May 18. The Board extended a sincere thank-you to Dr. Jain as this was her last meeting as PTO President.

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Dr. Madonick

Second by Mr. Lawrence

UNANIMOUS

REPORTS

Superintendent Report – Superintendent Tencza apprised the Board that to date the CSDE has still not hired a firm to conduct the reading waiver process and that Woodbridge was one of 20 districts selected for the next round in the master of the science of reading program. A thank you was extended to the PTO for their generous efforts in making Teacher Appreciation Week special for staff. Also, follow-up pertaining to the development of the WBOE Mission / Vision and Goals for 2023/24 will occur at the July regular meeting.

2023/24 Budget Update – Superintendent Tencza informed the Board on the possible adjustments to the budget given the \$208,240 reduction by the Boards of Selectmen and Finance which reduced the 2023/24 budget to \$17,017,090. As the Board added the inclusion of a STEAM teacher and one regular education para to the budget recommended by Interim Superintendent Syriac, these positions could be delayed to next year. Other reductions could include relocating the benefits for the Cafeteria supervisor to the Cafeteria budget as well as the salary for a part-time custodian, shifting technology purchases to a grant, and shifting salary and benefits associated with a school psychologist to a grant. Favorable projected costs for the Ezra Nurse and medical insurance were not as high as originally estimated. It is anticipated the Board will finalize reductions at the June 20 regular meeting.

BRS Update – Ms. Sherman noted Teacher Appreciation Week and the Board sponsored ice cream truck, upcoming Artsweek, the return of Amity high school interns, flashlight day in Kindergarten and “dress like a teacher” in Grade 6.

BRS Town Building Committee – Mr. Hughes noted this committee met on April 27 and May 12 to develop and finalize the RFQ for the roofing project. A walk-through of BRS was held on May 12 with only one firm participating.

Facilities Committee – Mr. Hughes reviewed the May 4 meeting inclusive of the monthly project update from the Facilities Manager, results of the custodial satisfaction survey and the roof RFQ.

Finance Committee – Mr. Lawrence reviewed the May 9 meeting inclusive of the standard monthly reports, which indicated a projected surplus of approximately \$125,000 primarily as a result of \$358,000 in salary savings, electricity and the Ezra nurse. Overages are occurring in substitutes, special education transportation, special education tuition, contracting for behavioral technicians and the purchase of additional HVAC equipment.

The Committee reviewed the proposed air quality audit in response to legislative mandates. All schools districts are required to have a uniform inspection and evaluation of the heating, ventilation and air conditioning system in each school building. Administration is recommending that the Board enter into this contract with Van Zelm in the coming year. This work will be completed in mid-August prior to the return of staff and students.

MOTION #2 – VAN ZELM AUDIT

Move that we authorize the Superintendent and/or designee to enter into a contract agreement with Van Zelm Engineering to complete the State mandated air quality audit.

Mr. Lawrence
Second by Mr. Hughes
UNANIMOUS

HVAC Maintenance Contract – The Finance Committee reviewed the RFP for a three-year HVAC maintenance agreement. Ms. Coonan noted that an RFP had been published with both a one-year and three-year option. While this work is usually performed annually, it may be possible to obtain better pricing with a three-year option. Bid responses will be due by June 5 with work performed during the months of August, December and April.

Ad Hoc Enrollment, Instructional Needs and Space Planning Committee – Dr. Madonick noted that this meeting did not meet in April and the next meeting would be tomorrow (5/17) at 4:30 PM.

Policy Committee – Dr. Madonick presented the policies currently under 30-day review for adoption.

MOTION #3 – POLICY ADOPTION (9131)

Move that we adopt Policy 9131 – Committee of the Whole as revised.

Dr. Madonick
Second by Mr. Lawrence
UNANIMOUS

MOTION #4 – POLICY ADOPTION (9311)

Move that we adopt Policy 9311 – Formulation, Adoption, Amendment and Deletion of Policies as revised.

Dr. Madonick
Second by Ms. Hopkins
UNANIMOUS

MOTION #5 – POLICY ADOPTION (9312)

Move that we adopt Policy 9312 – Formulation, Adoption, Amendment and Deletion of Bylaws as revised.

Dr. Madonick
Second by Ms. Hopkins
UNANIMOUS

MOTION #6 – POLICY ADOPTION (9313)

Move that we adopt Policy 9313 – Formulation, Adoption, Amendment and Deletion of Administrative Regulations as revised.

Dr. Madonick
Second by Dr. Dahya
UNANIMOUS

CABE Liaison Report – No Report. CABE is asking Boards of Education around the state to review House Bill 5003 regarding the funding of education in CT.

Upcoming Meeting Presentation(s) – Wellness, Professional Development / Evaluation Update and Superintendent Evaluation. Board members were asked to complete their portion of the superintendent evaluation form and return it to Chair Piascyk by May 26 to ensure adequate time for compilation and discussion at the June meeting.

Upcoming WBOE Committee / Meeting Schedule – WBOE Ad Hoc Enrollment, Instructional Needs and Space Planning Committee on May 17 and 31 at 4:40 PM; WBOE Policy Committee on June 6 at 4:30 PM; Finance on June 13 at 4:30 PM; and the regular WBOE Meeting on June 20 at 7:00 PM. It was also noted that in recognition of the state holiday of *Juneteenth*, the regular meeting originally scheduled on June 19 was moved to June 20, 2023.

NEW BUSINESS –

Board Self-Evaluation – Chair Piascyk reviewed the responses received from each of the Board members regarding the functionality of the Board. Each Board member was asked to complete the *Success Strategies for Leadership Team Evaluation* document. Categories included Vision, Community Leadership, Board Operations, Board Ethics and Board Superintendent Team. There was general consensus that Board members have an established rapport with other districts, community leaders, as well as parents and staff and communicates well with all constituents on a variety of topics. The current Board has respect for each other as well as administration and has embraced the work to become a better team, which is quite different than prior Boards. There is a high level of trust, professionalism and integrity as individuals as well as the collective full body of members. It is anticipated that at the July regular meeting, the Board will develop their Mission / Vision and Goals for the 2023/24 school year. This will then guide the goals of the superintendent, administration and ultimately certified and non-certified staff in navigating the roadmap to success in 2023/24.

PUBLIC COMMENT – None

Executive Session

The Board entered Executive Session to discuss the 2023/24 Director of Business Services / Operations contract.

MOTION #7 – EXECUTIVE SESSION (8:58 PM)

Move that we enter Executive Session to discuss negotiations with respect to collective bargaining and to discuss the prospective 2023/24 Director of Business Services / Operations contract and invite the Superintendent to join the Board.

Mr. Hughes
Second by Dr. Dahya
UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (in-person); Dr. Maria Madonick, Vice Chair (in-person); Ms. Brooke Hopkins (in-person); Dr. Jay Dayha (in-person); Ms. Sarah Beth Del Prete, Secretary (in person); Mr. Jeff Hughes (in-person); Mr. Steven Lawrence (in-person); Dr. Michael Strambler (in-person) and Ms. Erin Williamson (remote).

The Board reviewed the contract for the Director of Business Operations / Services.

MOTION #8 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (9:30 PM).

Mr. Hughes
Second by Dr. Strambler
UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (in-person); Dr. Maria Madonick, Vice Chair (in-person); Ms. Brooke Hopkins (in-person); Dr. Jay Dayha (in-person); Ms. Sarah Beth Del Prete, Secretary (in person); Mr. Jeff Hughes (in-person); Mr. Steven Lawrence (in-person); Dr. Michael Strambler (in-person) and Ms. Erin Williamson (remote).

STAFF: Vonda Tencza, Superintendent; and Marsha DeGennaro, Clerk of the Board.

Ms. Piascyk called the Public Session back to order (9:30 PM).

MOTION #9 – CONTRACT MODIFICATION

Move that we accept the Superintendent's recommendation to modify the contract of the Director of Business Services and Operations for the Woodbridge School District effective July 1, 2023 consistent with the discussion of Executive Session.

MOTION TO ADJOURN: (9:31 PM)

Dr. Madonick
Second by Dr. Strambler
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board