

MINUTES OF THE HYBRID WBOE FINANCE COMMITTEE MEETING

Tuesday, October 10, 2023

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m3e35aac566e0a63b02c718fc2912e171>

Meeting number (access code): 2496 655 8254 Meeting password: PQuXxE4mr65

Attendees: Vonda Tencza, Superintendent; Steven Lawrence (in person); Lynn Piascyk (in person), Maria Madonick (remote / in person 5:48 PM), Sarah Beth Del Prete (remote), Erin Williamson (4:33 PM remote), WBOE; Donna Coonan, Business Operations Manager; Vito Esparro, Facilities Manager; Maureen Krawec, WEA Liaison; Jane Roddy, Cafeteria Supervisor; and Marsha DeGennaro, Clerk of the Board.

Mr. Lawrence, Chair called the meeting to order at 4:32 PM.

Public Comment: None

Items reviewed and discussed included:

- a. Capital Budget 2025-2030 Planning Discussion
- b. FY Budget Narrative Report
- c. FY Budget Summary Report
- d. FY Budget Detail Report
- e. FY Combining Financial Report
- f. Review proposal from Constructions Solutions Group for services related to the procurement of a Feasibility Study and possible Ed Specs for a possible future building project
- g. Business Office Staffing
- h. Composting Cost Option Comparisons
- i. Update of Summer Enrichment Balance
- j. Cost Estimate of Classroom Supplies

2025-2030 Capital Budget – The Committee reviewed the suggested projects for the 2025-2030 Capital Budget submission inclusive of various flooring replacement, asbestos abatement in specific areas of South, ventilator replacements, painting of assorted areas, well head removal, playground rejuvenation, cafeteria shades, chair replacement, playground resurfacing, select door / window replacements, fire panel / elevator upgrades. ARRP / ESSER funds have been utilized to address many of the security items that would normally be included. While there is flexibility in the year placement, eventually all of these projects will require completion.

Ms. Williamson left the meeting (4:43 PM)

Monthly Financials – Financials are running close to budget with some savings in certified and administrative salaries. In reviewing the Expendable Trust monies currently allocated for Cable Advisory, physical education, \$5,000 in education, \$9,000 Language Arts Summer Scholars, \$5,000 in Library, \$1,800 in Music, \$50,000 for SEP and PTO donations in the amount of \$15,000 for water filters and filling stations. It was suggested that we modify our process to recognize that if these funds are not utilized in a 3-5 year timeframe, the funds may need to be repurposed. It was noted that Student Activity has had no activity thus far.

Construction Solutions Group (CSG) Proposal – Given our building size there appears to be minimal options in the selection of consulting firms for the management and development of a Feasibility Study. This proposal outlines three phases of services with specified costs associated with each level, somewhat similar to that of a Project Manager. The guidance and expertise of having a firm that has the knowledge to know what questions need to be asked to obtain accurate information would be critical to our process in moving forward in our discussions with the Town. Perhaps there is an opportunity to share project management services with the Town. It was suggested that a representative from this firm attend the October 16 WBOE meeting.

Business Office Staffing – Ms. Coonan shared that in the future she may be modifying the staffing in the Business Office. Currently, the part-time Accounts Payable position is divided between two individuals each working an additional 10

hours per week. Recently, a temporary individual was hired to process the bill-paying component, which is quite behind. It is possible that in the 2024/25 budget this position will be restructured which could have minor financial impact.

Dr. Madonick arrived in person (5:48 PM)

Composting Cost Comparisons – Ms. Coonan noted that our current vendor is Blue Earth and that American Waste is now offering similar services and recently reviewed our operation and will be submitting a quote.

Summer Enrichment Balance – Ms. Coonan noted the \$50,000 balance in this program. This program will likely be offsite for the 2024 summer programming and the potential exists for incurring additional costs related to security.

Classroom Supplies – Superintendent Tencza reviewed the calculation of each grade level classroom supply list. The average is \$130 per child, \$2,500 - \$3,000 per classroom. The current allocation in the operating budget is \$700 per teacher. The total cost would be estimated at approximately \$105,000. It was noted that there is insufficient staff in the Business Office to compile, order and disseminate the magnitude of ordering involved. Suggestions were made for the Expendable Funds to be reallocated to offset this cost. It was agreed this would be discussed at the October 16 WBOE meeting.

Public Comment: None

Meeting Adjourned: 6:02 PM