

Woodbridge Board of Education  
Woodbridge Board of Education Regular  
Meeting  
Monday, March 16, 2009 7:00 PM

Woodbridge Board of Education March 16,  
2009 Regular Meeting Library Media Center  
Beecher Road Sc

## **Agenda**

- I. **Preliminary Business**
  - A. Call to Order
  - B. Salute to the Flag
  - C. Correspondence
  - D. Public Comment - Agenda Items
- II. **Consent Agenda**
  - A. Approval of Meeting Minutes
- III. **New Business**
  - A. Act on Certified Staff Non-Renewals
- IV. **Finance**
  - A. Approval of Financial Reports from Finance Committee
    1. Monthly Summary Financial Report Ending 2/28/09
    2. Monthly Detail Financial Report Ending 2/28/09
    3. Combining Financial Statements
    4. Monthly Cafeteria Report
- V. **Old Business**
- VI. **Receive and File**
- VII. **Other**
  - A. Public Comment
  - B. Executive Session, in accordance with State Statute
- VIII. **Adjournment**

# MINUTES OF THE BOARD OF EDUCATION REGULAR MEETING

Monday, February 23, 2009

Library Media Center, Beecher Road School

**CALL TO ORDER:** Sheila McCreven, Chair called the meeting to order at 7:00 PM.

**BOARD MEMBERS PRESENT:** Ms. Sheila McCreven, Chair; Mr. David Barkin, Vice Chair; Mr. Michael Ewing, Secretary; Dr. Thomas Handler (7:09 PM), Ms. Susan Kelley, Mr. Carl Lindskog (7:25 PM), Mr. Mark Livesay, Ms. Debby Pines and Ms. Carolyn Wolff.

**STAFF:** Dr. Guy Stella, Superintendent; Chuck Zettergren, Business Manager; Carol Bequary, Primary Grades Principal; MaryLou Torre, Intermediate Grades Principal; Sheila Haverkamp, Special Services Director and Marsha DeGennaro, Clerk of the Board.

**MEMBERS OF THE PUBLIC:** Craig Edmondson, Executive Director ACES; Joseph Holowienko, WEA; Stephanie Goldberg, Larry Hurwitz, Stephanie Wielgoszinski, Teachers; Jeanette Glicksman, PTO; Elanna Bernstein, Peter Kaufman, Rachel Kaufman, Laurence Grotheer, George Grotheer, Clotilde Dudley-Smith, Steven Fleischman, and Aldon Hynes, community.

**BOARD CORRESPONDENCE** – None

**PUBLIC COMMENT** – None

**CONSENT AGENDA**

*Minutes*

**MOTION #1 – MINUTES, JANUARY 21, 2009 MEETING**

Move that we approve the minutes of the January 21, 2009 Meeting.

Mr. Barkin

Second by Mr. Livesay

IN FAVOR: Mr. Barkin, Mr. Ewing, Ms. Kelley, Mr. Livesay, Ms. McCreven, and Ms. Wolff

ABSTAIN: Ms. Pines

***MOTION PASSES 6-1***

## **REPORTS**

*Superintendent's Report*

- *World Language Program Update* – Stephanie Goldberg highlighted recent technology enhancements and SmartBoard integration in the World Language Program. Rachel Kaufman and George Grotheer demonstrated Spanish language skills through utilization of the SmartBoard.
- *Beecher Road School Update* – Superintendent Stella highlighted the next Superintendent Curriculum Academy on March 26, which will focus on current trends in Mathematics. Connecticut Mastery Testing will commence the first week in March.
- *Wintergreen Magnet School and Open Choice:* Dr. Craig Edmondson, Executive Director at ACES provided the Board with an overview of each program. Woodbridge has participated in the Wintergreen Magnet School since its inception. It is anticipated that participation will be expanded to include other districts in the coming year.

**MOTION #2 – OPEN CHOICE**

Move that we continue our participation in Open Choice and allocate 12 slots beginning in Kindergarten for the 2009/10 school year.

Ms. Pines  
Second by Mr. Ewing  
UNANIMOUS

**MOTION #3 – WINTERGREEN MAGNET SCHOOL**

Move that we continue our allocation of 5 slots for participation in the Wintergreen Magnet School for the 2009/10 school year.

Ms. Pines  
Second by Mr. Lindskog  
UNANIMOUS

*PTO Update:* Ms. Glicksman apprised the Board that approximately \$23,000 has been raised in support of the Kucinskas Loop. The PTO remains hopeful they will raise \$30,000. The Spring Book Fair will be held the week of March 30.

*Facilities Committee:* Ms. Pines reviewed the February 6 meeting. A shrub/bush has been donated in memory of Bunny Yesner and will be planted outside the BRS Library. Ground improvements will continue in the coming months as areas are cleared for the Loop and Nature Trail. The dumpsters will be enclosed for safety purposes and shrubbery will be planted to hide the enclosure.

*Curriculum Committee:* – No Report. Ms. McCreven indicated it is anticipated that this committee will meet on either March 10 or 11.

*Policy Committee:* – Mr. Ewing reviewed the February 5 Policy Committee and presented policies for 30-day review.

**MOTION #4 – POLICY 5113.1 (30-DAY REVIEW)**

Move that we accept Policy 5113.1 (Attendance Regulations) for 30-day review.

Mr. Ewing  
Second by Ms. Pines  
UNANIMOUS

Mr. Ewing stated there were no changes in Policy 9110, By-Laws of the Board.

**MOTION #5 – POLICY 9110 (30-DAY REVIEW)**

Move that we accept Policy 9110 (Number of Members, Terms of Office) for 30-day review.

Mr. Ewing  
Second by Ms. Pines  
UNANIMOUS

Mr. Ewing noted the changes in Policies 9120, 9121 and 9123, By-Laws of the Board.

**MOTION #6 – POLICY 9120 (30-DAY REVIEW)**

Move that we accept Policy 9120 (Officers of the Board) for 30-day review.

Mr. Ewing  
Second by Ms. Pines  
UNANIMOUS

**MOTION #7 – POLICY 9121 (30-DAY REVIEW)**

Move that we accept Policy 9121 (Chairperson) for 30-day review.

Mr. Ewing  
Second by Ms. Pines  
UNANIMOUS

Mr. Ewing referred Policy 9122 (Vice-Chairperson) back to Committee.

**MOTION #8 – POLICY 9123 (30-DAY REVIEW)**

Move that we accept Policy 9123 (Secretary of the Board) for 30-day review.

Mr. Ewing  
Second by Ms. Pines  
UNANIMOUS

Mr. Ewing presented a new policy, 7551 (Naming of Facilities).

**MOTION #9 – POLICY 7155 (30-DAY REVIEW)**

Move that we accept Policy 7155 (Naming of Facilities) for 30-day review.

Mr. Ewing  
Second by Ms. Pines

It was suggested that Board Member(s) be added as part of the “Committee” in Paragraph 3 after community member(s) and before student(s).

**MOTION #9A – POLICY 7155 (30-DAY REVIEW)**

*Move that we accept Policy 7155 (Naming of Facilities) as amended for 30-day review.*

*Mr. Ewing  
Second by Ms. Pines  
UNANIMOUS*

CABE Liaison Report – Ms. McCreven advised the Board of funding challenges municipalities may incur as a result of Governor Rell’s proposed budget reductions and the current state deficit.

Ms. Pines left the meeting (8:33 PM).

ACES Liaison Report – No Report

**NEW BUSINESS**

2009/10 Calendar – Superintendent Stella presented the 2009/10 Calendar, developed in collaboration with the BOWA districts.

**MOTION #10 – 2009/10 CALENDAR ADOPTION**

Move that we adopt the 2009/10 Calendar as presented by administration.

Dr. Handler  
Second by Mr. Lindskog

It was suggested that a notation be added regarding the early dismissal days for Kindergarten the first week of school.

**MOTION #10A – 2009/10 CALENDAR ADOPTION**

*Move that we adopt the 2009/10 Calendar as amended.*

*Dr. Handler  
Second by Mr. Lindskog  
UNANIMOUS*

**FINANCE**

Mr. Lindskog reviewed the February 9 Finance Committee meeting and presented the Financial Reports.

**MOTION #11 – 2008/09 BOARD OF EDUCATION MONTHLY SUMMARY FINANCIAL REPORT**

Move that we accept the BOE Monthly Summary Financial Report, F1, submitted by the Business Manager for the seventh-month period ending January 31, 2009.

Mr. Linskog  
Second by Mr. Barkin  
UNANIMOUS

**MOTION #12 – 2008/09 BOARD OF EDUCATION MONTHLY DETAIL FINANCIAL REPORT**

Move that we approve the 2008/09 BOE Monthly Detail Financial Report, F2-5, submitted by the Business Manager for the seventh-month period ending January 31, 2009.

Mr. Linskog  
Second by Dr. Handler  
UNANIMOUS

**MOTION #13 – 2008/09 COMBINED FINANCIAL STATEMENTS**

Move that we approve the 2008/09 BOE Combined Financial Statements, F6-7, submitted by the Business Manager for the seventh-month period ending January 31, 2009.

Mr. Linskog  
Second by Dr. Handler  
UNANIMOUS

It was noted that Mr. Zettergren would be pursuing a new three-year contact, beginning in January 2010, for purchasing electric power to take advantage of the current low cost of oil.

**RECEIVE & FILE** – None

**OLD BUSINESS** – None

**PUBLIC COMMENT** – None

**MOTION TO ADJOURN:** (8:53 PM)  
Mr. Ewing  
Second by Mr. Barkin  
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

**WOODBRIIDGE BOARD OF EDUCATION  
MONTHLY SUMMARY FINANCIAL REPORT  
For 8 Months Ended February 28, 2009**

OBJ #	DESCRIPTION	Adopted Annual Budget w/Transfers	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date \$ Variance (Over)Under
100	TOTAL SALARIES	6,887,211	552,787	538,395	14,392	4,094,835	4,039,992	54,843
200	TOTAL BENEFITS	2,250,809	182,873	172,795	10,078	1,476,166	1,381,986	94,180
300	TOTAL PROFESSIONAL SERVICES	314,424	21,048	24,800	(3,752)	238,350	214,228	24,122
400	TOTAL PROPERTY SERVICES	632,209	64,583	64,915	(332)	384,535	366,091	18,444
500	TOTAL OTHER PURCHASED SERVICES	1,199,887	140,941	81,021	59,920	848,119	699,969	148,150
600	TOTAL SUPPLIES & MATERIALS	315,915	24,264	19,915	4,349	233,406	218,684	14,722
700	TOTAL PROPERTY	42,140	500	1,460	(960)	41,700	29,542	12,158
800	TOTAL DUES AND FEES	84,138	2,107	6,648	(4,541)	75,513	71,989	3,524
	<b>TOTAL ADOPTED BUDGET</b>	<b>11,726,733</b>	<b>989,104</b>	<b>909,949</b>	<b>79,155</b>	<b>7,392,623</b>	<b>7,022,481</b>	<b>370,142</b>

**COMMENTS**

1. Anticipated savings \$52,084, misc salary timing differences \$2,759
2. Timing differernce on GASB 45 funding \$85,175, anticipated savings \$10,837, timing of other benefits (\$1,832)
3. OT/PT timing diff \$33,292, subs under budget \$7,320, Legal over budget (\$1,800), Other Prof(\$14,690)
4. Utilities savings \$12,343, oil (\$5,924), lease & rentals \$2,400, R&M \$5,200, Bldg Imp \$10,112 purch services (\$5,687).
5. Tuition savings/timing \$79,702, insurance savings \$15,248, transportation savings/timing \$12,640, interns timing diff \$40,560
6. Timing difference on supply invoices.
7. Timing difference on property purchases is causing variance.
8. Timing difference on dues & fees

**SPECIAL EDUCATION BREAKOUT**

OBJ #	DESCRIPTION	Adopted Annual Budget	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date Variance (Over)Under
390	OT/PT SERVICES	37,500	3,750	0	3,750	25,000	2,483	22,517
3901	CONSULTANTS	18,000	1,800	996	804	10,800	5,402	5,398
510	TRANSPORTATION	124,581	11,404	9,430	1,974	89,513	75,044	14,469
560	TUITION	308,575	28,630	13,084	15,546	194,053	109,346	84,707
	<b>TOTALS</b>	<b>488,656</b>	<b>45,584</b>	<b>23,510</b>	<b>22,074</b>	<b>319,366</b>	<b>192,275</b>	<b>127,091</b>

Woodbridge Board of Education  
Expenditures by Object  
Financial Analysis  
For Fiscal Year 2008-2009

February 2009

**OBJECT- 110 - SALARIES ADMINISTRATORS**

The projected deficit is due to negotiated salary increases after budget finalization.

**OBJECT 120 – SALARIES TEACHERS-REGULAR & SPECIAL EDUCATION**

These projected surpluses are a result of cost saving initiatives put in place such as the early retirement incentive and other staffing changes after budget finalization.

**OBJECT- 1303 - SALARIES CUSTODIANS**

The projected surplus is due to staffing changes that have occurred.

**OBJECT 1601 – SALARIES SPECIAL EDUCATION PARAPROFESS**

The projected deficit is due to the hiring of an additional mandated one-on-one paraprofessional for special education needs.

**OBJECT 390 – OTHER PROF/TECH SERVICES**

This projected deficit is a result of increased costs associated with our technology staffing agreement with ACES.

**OBJECT 390/01 – OT/PT CONSULTING SERVICES**

This projected deficit is a result of increased costs associated with our special needs students.

**OBJECT 410/01 – UTILITIES ELECTRIC AND WATER**

This projected surplus is based upon our electricity usage being below what was anticipated. The lighting retrofit project we had completed the prior year appears to be having a positive impact on our usage.

**OBJECT 420 – HEATING OIL**

This line item is in deficit due to budgeting oil at \$2.75 per gallon and locking in pricing \$3.48 per gallon. The deficit has been reduced based upon anticipated grant reimbursement from the state for energy assistance.

**OBJECT 510 – PUPIL TRANSPORTATION-REGULAR**

We are projecting a surplus in this line item due to a lower than anticipated diesel fuel prices.

**OBJECT 510 – PUPIL TRANSPORTATION-SPEC EDUC.**

We are projecting a surplus in this line item due to a reduction in the outplacement of special education children.

**OBJECT 520 - INSURANCE-GENERAL LIABILITY**

We are experiencing a surplus in this account due to favorable pricing being obtained on our insurance bid.

**OBJECT 5201 – WORKER'S COMPENSATION**

We are experiencing a surplus in this account due to favorable pricing being obtained on our insurance bid.

**OBJECT 560 - TUITION**

We are projecting a surplus in this line item due to a reduction in the outplacement of special education children.

Woodbridge Board of Education  
Expenditures by Object  
Financial Analysis  
For Fiscal Year 2008-2009

February 2009

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Woodbridge Board of Education  
Combining Balance Sheets as of 02/28/09 (Unaudited)

	Total	Café	Special Revenue			Agency
			Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
<b>Assets:</b>						
Cash	\$ 79,117	\$ 20,626	\$ 37,221	\$ 2,790	\$ 16,087	\$ 2,393
Prepaid Expenses	-		-			
Accounts receivable	2,126	930	225	\$ 699	\$ 272	
Intergovt Receivable	3,592	3,592		-		
Inventory	8,039	8,039				
<b>Total Assets</b>	<b>92,874</b>	<b>33,187</b>	<b>37,446</b>	<b>3,489</b>	<b>16,359</b>	<b>2,393</b>
<b>Liabilities and Fund Balance</b>						
<b>Liabilities:</b>						
Amounts held as agent	30,765	20,278	10,487		-	-
Accounts payable	5,802	4,499	863	440	-	-
Deferred revenue	5,935		5,935			
Wages payable	-					
<b>Total Liabilities</b>	<b>42,502</b>	<b>24,777</b>	<b>17,285</b>	<b>440</b>	<b>-</b>	<b>-</b>
<b>Fund Balance</b>	<b>50,372</b>	<b>8,410</b>	<b>20,161</b>	<b>3,049</b>	<b>16,359</b>	<b>2,393</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 92,874</b>	<b>\$ 33,187</b>	<b>\$ 37,446</b>	<b>\$ 3,489</b>	<b>\$ 16,359</b>	<b>\$ 2,393</b>
<b>Activity Fund:</b>						
Administrative Fund						\$ -
Technology						500
Orange Drug & Alcohol Prevention						459
PTO						627
Drama Club						\$ 807
<b>Total</b>						<b>\$ 2,393</b>

Woodbridge Board of Education  
Combining Statement of Revenues & Expenditures  
for the 8 Months Ended 02/28/09 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
<b>Revenues:</b>							
Charges for services	\$ 446,985	\$ 110,348	\$ 220,474	\$ 22,603	\$ 93,008	\$ 552	\$ -
Intergovernmental	17,656	17,656					
Donations	3,599						3,599
Other income	20	11	9				
Additions	-						-
<b>Total revenues/additions</b>	<b>468,260</b>	<b>128,015</b>	<b>220,483</b>	<b>22,603</b>	<b>93,008</b>	<b>552</b>	<b>3,599</b>
<b>Expenditures:</b>							
Wages, FICA, MERF	320,791	63,161	176,850		80,780		
Medical Insurance	15,620	15,620					
Cost of food sold	52,134	52,134					
Equipment	919	919	-				
Other Expenses	80,287	8,146	35,094	20,876	8,913	4,111	3,147
Deductions	-						
<b>Total expenditures/deductions</b>	<b>469,751</b>	<b>139,980</b>	<b>211,944</b>	<b>20,876</b>	<b>89,693</b>	<b>4,111</b>	<b>\$ 3,147</b>
Excess (deficiency) of revenues over expenditures before operating transfer in	(1,943)	(11,965)	8,539	1,727	3,315	(3,559)	
Operating transfer in	13,000	13,000	-		-		
Excess (deficiency) of revenues over expenditures after operating transfer in	11,057	1,035	8,539	1,727	3,315	(3,559)	
<b>Fund Balance, ending</b>	<b>\$ 47,979</b>	<b>\$ 8,410</b>	<b>\$ 20,161</b>	<b>\$ 3,049</b>	<b>\$ 13,068</b>	<b>\$ 3,291</b>	

Woodbridge School District  
School Cafeteria Financial

	FEBRUARY 2009			FISCAL YEAR TO DATE		
	Budget	Actual	Variance	Budget	Actual	Variance
<b><u>Sales Revenue</u></b>						
Sales	15,692	13,523	(2,169)	116,121	110,348	(5,773)
Government Grants	2,254	1,706	(548)	16,678	17,656	978
Other Income	2	-9	(11)	15	11	(4)
<b>Total Operating Revenue</b>	<b>17,948</b>	<b>15,220</b>	<b>(2,728)</b>	<b>132,814</b>	<b>128,015</b>	<b>(4,799)</b>
<b><u>Cost of Food</u></b>	<b>7,415</b>	<b>5,956</b>	<b>1,459</b>	<b>54,871</b>	<b>52,134</b>	<b>2,737</b>
<b>Gross Profit</b>	<b>10,533</b>	<b>9,264</b>	<b>(1,269)</b>	<b>77,943</b>	<b>75,881</b>	<b>(2,062)</b>
<b><u>Labor Costs</u></b>						
Salaries/Taxes/Retirement	8,924	9,321	(397)	62,468	63,161	(693)
Medical Insurance	2,121	1,952	169	14,846	15,620	(774)
<b>Total Labor Cost</b>	<b>11,045</b>	<b>11,273</b>	<b>(228)</b>	<b>77,314</b>	<b>78,781</b>	<b>(1,467)</b>
Other Expenses	610	371	239	4,513	9,065	(4,552)
<b>Total Expenses</b>	<b>19,070</b>	<b>17,600</b>	<b>1,470</b>	<b>136,698</b>	<b>139,980</b>	<b>(3,282)</b>
<b>Income (Loss) from Operations</b>	<b>(1,122)</b>	<b>(2,380)</b>	<b>(1,258)</b>	<b>(3,884)</b>	<b>(11,965)</b>	<b>(8,081)</b>
<b>Board Subsidy</b>	<b>0</b>	<b>6,500</b>	<b>(6,500)</b>	<b>13,000</b>	<b>13,000</b>	<b>0</b>
<b>Total Net Income (Loss)</b>	<b>(1,122)</b>	<b>4,120</b>	<b>(7,758)</b>	<b>9,116</b>	<b>1,035</b>	<b>(8,081)</b>
<b><u># Meals</u></b>						
Free	234	225	(9)	1,250	1,194	(56)
Reduced	97	78	(19)	519	433	(86)
<b>Total Meals</b>	<b>4,942</b>	<b>4,297</b>	<b>(645)</b>	<b>26,356</b>	<b>26,723</b>	<b>367</b>