

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Monday, April 27, 2009 7:00 PM

Woodbridge Board of Education Regular
Meeting April 27, 2009 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. **Reports**
 - A. Superintendent's Report
 1. BRS Update
 2. Loop Update
 - B. PTO Update
 - C. Facilities Committee Report
 - D. Curriculum Committee
 - E. Policy Committee
 1. Accept Policies 9110 (Number of Members, Terms of Office, Election of Members), 9122 (Vice Chair), 9222 (Resignation/Removal from Office/Censure) and 1111 (Use of Education/Government Television Channel - New)
 - F. CABA Liaison Report
 - G. ACES Liaison Report
- IV. **New Business**
 - A. Accept Certified Staff Retirement
 - B. Act on Certified Leave of Absence Requests
- V. **Finance**
 - A. Approval of Financial Reports from Finance Committee
 1. Monthly Summary Financial Report Ending
 2. Monthly Detail Financial Report Ending
 3. Combining Financial Statements
 4. Monthly Cafeteria Report
 5. Standards of Efficiencies
 6. Act on Transfer Request
 7. Special Revenue & Student Activity Funds Internal Control Procedures
 8. Act on Transportation Contract Extension
- VI. **Old Business**
- VII. **Receive and File**
- VIII. **Other**
 - A. Public Comment

- B. Executive Session, in accordance with State Statute
- IX. **Adjournment**

MINUTES OF THE BOARD OF EDUCATION REGULAR MEETING

Monday, March 16, 2009

Library Media Center, Beecher Road School

CALL TO ORDER: Sheila McCreven, Chair called the meeting to order at 7:06 PM.

BOARD MEMBERS PRESENT: Ms. Sheila McCreven, Chair; Mr. David Barkin, Vice Chair; Mr. Michael Ewing, Secretary; Ms. Susan Kelley (7:10 PM), Mr. Carl Linskog, Mr. Mark Livesay, and Ms. Debby Pines.

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

MEMBERS OF THE PUBLIC: Joseph Holowienko, WEA; James Crawford, Bill Letsch, Rick Wood, Teachers; Margaret Hamilton, PTO; Mark Dutka, Maria Dutka, Lucy Lin, Nathan Lin and Steven Fleischman, community.

BOARD CORRESPONDENCE

Acknowledgement of a petition received from Andrea Fleischman with additional 59 signatures regarding the Math Curriculum.

PUBLIC COMMENT

Margaret Hamilton asked that consideration be given to adding "PTO Representative" to Policy 7551 (Naming of Facility).

Mr. Linskog indicated it was his understanding the March Board meeting would include a Performance Review of the Superintendent in conjunction with BOE Goals. This would then allow for goal setting to occur at the April meeting. The March agenda does not reflect those items. Ms. McCreven noted that last year the Executive Leadership Committee was convened to accomplish this task. This was an Ad Hoc committee and has not been convened this year. If the Board agrees, this Committee could meet in the coming weeks and the applicable follow-up items would then be placed on the April agenda.

CONSENT AGENDA

Minutes

MOTION #1 – MINUTES, FEBRUARY 23, 2009 MEETING

Move that we approve the minutes of the February 23, 2009 Meeting.

Ms. Pines

Second by Mr. Barkin

UNANIMOUS

REPORTS

Board Member Appreciation – Superintendent Stella presented each Board member with a copy of *Six Secrets of Change*, by Michael Fullan. He extended his heartfelt thanks to each member for their dedication and commitment on behalf of the children of Beecher Road School.

Superintendent's Report

- *Beecher Road School Update* – Superintendent Stella apprised the Board he recently accepted a donation in memory of Bunny Yesner of a Storytelling Rocking Chair, which will be housed in the Storytelling Room in the Library Media Center. Another donation of an inscribed rock to be located outside the 5th grade pod area is under consideration and will be reviewed by the Facilities Committee at their April meeting.
- *Student Recognition* – Superintendent Stella recognized recent student achievements at the CEMA Music Festival. Four students, Danny Giebisch, Eli Baum, Nathan Lin and Mark Dutka, represented Beecher Road School at the

Connecticut Music Educators Association (CMEA) Southern Regional Festival at Naugatuck High School. Nathan Lin and Mark Dutka gave a brief solo performance.

- Sister School Trip – James Crawford and Rick Wood gave a presentation on their upcoming trip to our Sister Schools in China --- *Building Global Communication Bridges Among Students*. A blog has been created that will allow all community members as well as students throughout the State to participate vicariously in this travel experience. A link will be available shortly on our web site.
- Last Day of School – Superintendent Stella proposed adjusting the last day for students to be Monday, June 22 to allow for a professional development day for staff on Tuesday, June 23. The Columbia Reader’s Workshop Institute at BRS is scheduled for Tuesday, June 23 to Friday, June 26. Our calendar provides 182 days of student instruction, 2 days over the state requirement of 180 days.

MOTION #2 – 2008/09 CALENDAR ADJUSTMENT

Move that we accept the Superintendent’s recommendation and change the last day for students in 2008/09 to June 22, 2009.

Mr. Ewing
Second by Mr. Lindskog
UNANIMOUS

PTO Update: Ms. Hamilton provided each Board member with a gift on behalf of Board Member Appreciation. She noted the Cookbook has been forwarded to the publisher, support for the recently held Kindergarten registration and plans for a non-fundraising social evening.

Facilities Committee: Ms. Pines reviewed the March 6 meeting. Review of the boiler system has been referred to the Town Building Committee. A subcommittee, with Caron Stebinger and Rich Burness as members, was formed in support of ground improvements and planting configurations. While it may be possible to remove the storage trailers, room will have to found within Beecher to house the Recreation equipment. The STEAP Grant was approved but will be resubmitted in hopes of attaining additional funding to address traffic concerns in the BRS North Parking lot.

Curriculum Committee: –Ms. McCreven reviewed the March 10 Curriculum Committee meeting, which focused on a comprehensive review of the Math Curriculum and a petition presented to the Board. Discussion ensued regarding data assessment and analysis, the effectiveness of resources, the alignment of our curriculum to the Middle School, and whether BRS are prepared for Grades 7-12. Board members were urged to attend the upcoming Superintendent’s Parent Curriculum Academy on March 26, which will focus on the Math Program.

Policy Committee: – Mr. Ewing presented policies, currently under 30-day review, for adoption.

MOTION #3 – POLICY 5113.1

Move that we adopt Policy 5113.1 (Attendance Regulations).

Mr. Ewing
Second by Ms. Pines
UNANIMOUS

MOTION #4 – POLICY 9110

Move that we adopt Policy 9110 (Number of Members, Terms of Office).

Mr. Ewing
Second by Ms. Pines
UNANIMOUS

MOTION #5 – POLICY 9120

Move that we adopt Policy 9120 (Officers of the Board).

Mr. Ewing
Second by Ms. Pines
UNANIMOUS

MOTION #6 – POLICY 9121

Move that we adopt Policy 9121 (Chairperson).

Mr. Ewing
Second by Ms. Pines
UNANIMOUS

MOTION #7 – POLICY 9123

Move that we adopt Policy 9123 (Secretary of the Board).

Mr. Ewing
Second by Ms. Pines
UNANIMOUS

It was agreed that PTO Representative(s) would be added as part of the “Committee” in Paragraph 3 before community member(s).

MOTION #8 – POLICY 7551

Move that we amend Policy 7551 (Naming of Facilities) and add “PTO Representative” as part of the “Committee” in Paragraph 3 before community member(s).

Ms. Pines
Second by Ms. McCreven
UNANIMOUS

MOTION #9 – POLICY 7551

Move that we adopt Policy 7551 (Naming of Facilities) as amended.

Mr. Ewing
Second by Ms. Pines
UNANIMOUS

CABE Liaison Report – Ms. McCreven noted that Board members were receiving information from CABE directly and there was no need for a formal report this evening.

ACES Liaison Report – Ms. Pines reviewed the 40th Anniversary of ACES, the commitment from state legislators in support of magnet school funding and a collaborative alternative to education initiative.

Mr. Ewing left the meeting (9:30 PM).

NEW BUSINESS

Non-renewal of Non-tenured Staff – Superintendent Stella presented the non-renewal of contracts for two certified staff members who may not have a position in the coming year. This recommendation is made in accordance with Connecticut General Statute 10-151. The notification of a non-renewal recommendation is perfunctory in nature and followed by districts throughout the state. The determination and selection of individuals is based on seniority and endorsement area. The procedure is generally predicated on a "last in, first out" premise.

MOTION #10 –NON-RENEWAL NON-TENURED STAFF

Move that pursuant to Connecticut General Statute 10-151, we accept the Superintendent’s recommendation to non-renew the teaching contracts of Allison Schulze and Jennifer Schnitzer at the end of the 2008/09 school year. Further, move that the Superintendent be directed to communicate this action of the Board in writing to each and further, that the Superintendent be authorized to respond on behalf of the Board of Education to any requests which may be forthcoming from each and/or their representative pursuant to Connecticut General Statute 10-151.

Ms. Pines
Second by Mr. Lindskog
UNANIMOUS

Ms. Pines requested consideration of naming the Beecher Road School Library Media Center in honor of Bunny Yesner. As the policy for naming facilities was just adopted this evening, this request was tabled to the April meeting to allow administration to develop procedures.

FINANCE

Mr. Barkin reviewed the March 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 period ending February 28, 2009.

Mr. Barkin
Second by Mr. Lindskog
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 period ending February 28, 2009.

Mr. Barkin
Second by Mr. Lindskog
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 period ending February 28, 2009.

Mr. Barkin
Second by Mr. Lindskog
UNANIMOUS

RECEIVE & FILE – None

OLD BUSINESS – None

PUBLIC COMMENT – None

MOTION TO ADJOURN: (9:50 PM)
Mr. Lindskog
Second by Ms. Pines
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

What You Can Do to Stay Healthy¹

There are everyday actions people can take to stay healthy.

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hands cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread that way.

Try to avoid close contact with sick people.

- Influenza is thought to spread mainly person-to-person through coughing or sneezing of infected people.
- If you get sick, CDC recommends that you stay home from work or school and limit contact with others to keep from infecting them.

¹<http://www.cdc.gov/swineflu>

Woodbridge School District

40 Beecher Road - South
Woodbridge, CT 06525
www.woodbridge.k12.ct.us

Gaeton F. Stella, Ph.D.
Superintendent



Charles Zettergren
Business Manager

April 27, 2009

Dear Beecher Community Member:

Beecher has been in communication with QVHD which is working closely with CDC and the State Health Department to minimize the spread and severity of swine flu although we have not yet seen this new flu in CT. Your help is requested to achieve this goal. We are providing this communication to assist you in answering questions and offering guidance at the local level. There is a lot of good information from CDC, with more coming from the State Department of Health. QVHD will keep us updated on the local situation as it changes.

BACKGROUND:

CDC (Centers for Disease Control) has identified cases of swine influenza A (H1N1) virus infection in people in California, Texas, Kansas, New York and Ohio. CDC is working with local and state health agencies to investigate these cases. It has been determined that this virus is spreading from human to human, but the investigation continues in order to obtain as much information about the virus and its transmission as possible. This will help in controlling the spread.

Mexico has reported increased levels of respiratory disease including reports of severe pneumonia cases and deaths. The limited number of patients identified thus far in U.S. has not had severe illness, and only one person has been hospitalized. However the CDC is concerned about the cases in the U.S. and the World Health Organization is also concerned about continued spread of this new virus. Right now, there is no vaccine for this new virus and the current seasonal influenza vaccine is thought to be unlikely to provide protection against this new strain.

What We Are Doing at Beecher:

- Reviewing and enforcing our illness policy regarding both students and staff.
- Reviewing our school system's plan for responding to a pandemic flu and updating as necessary.
- Notifying the health district if we see an increase in respiratory illness with fever, particularly in persons having traveled to an affected area within 7 days of their illness or are known to have had contact with an ill person from one of these areas.
- Reviewing and implementing the CDC Guidelines and Recommendations for Preventing the Spread of Influenza (the flu) in School Settings, found at <http://www.pandemicflu.gov/plan/school/index.html>.
- Referencing the "Pandemic Preparedness, Planning Tools for School Districts" notebook and computer disk previously distributed by QVHD.
- Reviewing generic planning information for schools, including examples of state and local plans found on the Department of Education's website at <http://www.ed.gov/admins/lead/safety/emergencyplan/pandemic/index.html>.

- More specific information for CT schools is now being developed and will be sent to us by the Department of Education.

School districts and parents/guardians can help protect the health of their staff and their students and families by calling attention to the everyday preventive actions that all of us can initiate to minimize illness.

We wish to thank QVHD for substantial assistance in composition of the communiqué.

Sincerely,

Gaeton F. Stella

Gaeton F. Stella, Ph.D.
Superintendent

GFS/med

Beecher Road School
Kucinskas Memorial Track
Bid Results 4/22/09

FIRM	8' Stonedust ITEM #1	8' EnviroSeal ITEM #2	10' Stonedust ITEM #3	10' EnviroSeal ITEM #4
Chris Sorensen				
Base Bid	\$89,900	\$115,000	\$90,325	\$125,000
Brick Pavers	\$9,000	\$9,000	\$9,000	\$9,000
Benches	\$3,000	\$3,000	\$3,000	\$3,000
Total	\$101,900	\$127,000	\$102,325	\$137,000
Sul-War Inc				
Base Bid	\$74,500	\$99,500	\$79,500	\$109,500
Brick Pavers	\$6,500	\$6,500	\$6,500	\$6,500
Benches	\$2,500	\$2,500	\$2,500	\$2,500
Total	\$83,500	\$108,500	\$88,500	\$118,500
Eye Brothers				
Base Bid	\$53,881	\$94,843	\$59,503	\$110,879
Brick Pavers	\$6,458	\$6,458	\$6,458	\$6,458
Benches	\$1,319	\$1,319	\$1,319	\$1,319
Total	\$61,658	\$102,620	\$67,280	\$118,656
Cavalieri Excavating				
Base Bid	\$157,311	\$202,311	\$198,980	\$212,311
Brick Pavers	\$5,200	\$5,200	\$5,200	\$5,200
Benches	\$6,000	\$6,000	\$6,000	\$6,000
Total	\$168,511	\$213,511	\$210,180	\$223,511
Versaltile Excavating				
Base Bid	\$64,664	No Bid	\$76,695	No Bid
Brick Pavers	\$6,300		\$6,300	
Benches	\$1,250		\$1,250	
Total	\$72,214	\$0	\$84,245	\$0
Arpino's Asphalt				
Base Bid	\$56,280	\$84,280	\$66,300	\$98,100
Brick Pavers	\$3,900	\$3,900	\$3,900	\$3,900
Benches	\$600	\$600	\$600	\$600
Total	\$60,780	\$88,780	\$70,800	\$102,600

**BEECHER ROAD SCHOOL
Loop/Track Budget
April 23, 2009**

OCTOBER 30, 2008 FUNDING-EXPENSE RECAP

FUNDING SOURCES

State Grant		\$10,000
PTO Fundraising		
PTO Funds Raised To Date	\$15,000	
Estimated Additional Fundraising	<u>\$20,000</u>	
Total Estimated PTO Funds		\$35,000
BOE Capital Budget 2009 Request		<u>\$6,000</u>
TOTAL ESTIMATED FUNDS		<u><u>\$51,000</u></u>

ESTIMATED EXPENSES

Design, Survey, Bid Documents		\$9,000
Construction Costs		\$36,500
Contingency		<u>\$5,500</u>
TOTAL ESTIMATED COSTS		<u><u>\$51,000</u></u>

ACTUAL ANTICIPATED EXPENSES 4-23-08

Low Bid on 8' Stonedust Surface 4-22-09		\$60,780
10 % Contingency		\$6,078
Architect Fees		<u>\$9,700</u>
Total Projected Cost		<u><u>\$76,558</u></u>
Shortfall from original projected revenue		<u><u>(\$25,558)</u></u>

MINUTES OF THE BOARD OF EDUCATION FACILITIES COMMITTEE

Friday, April 3, 2009

District Office Conference Room

Beecher Road School - South

CALL TO ORDER: Mr. Barkin called the meeting to order at 8:00 AM.

IN ATTENDANCE: Mr. David Barkin, Ms. Debby Pines, Board of Education Members; Dr. Guy Stella, Superintendent; Mr. Charles Zettergren, Business Manager; Greg Kula, Facilities Manager; Joseph Hellauer, Town Administrative Officer; Cathy Wick, PTO Representative; Sandy Simowitz, Anthony Taddei, Teachers.

NEW BUSINESS

Suggestions were made to claim areas in the building for a joint building cleanliness project with staff and students.

The donation of a scoreboard was discussed and accepted. The Recreation Department will coordinate the installation in the South Gym.

OLD BUSINESS

Issues regarding the removal of trees and plantings around the BRS grounds were reviewed. Spring maintenance around the BRS grounds and garden areas will be scheduled in the coming weeks.

Plans regarding the location of the ¼ Mile Loop were reviewed.

MOTION TO ADJOURN: (8:40 AM)
Ms. Pines
Second by Mr. Barkin
UNANIMOUS

Minutes recorded by Debby Pines

Bylaws of the Board

Vice-Chairperson

A Vice-Chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board ~~bi-annually~~ *every two years* at the July organizational meeting of the Board. The Vice-Chairperson shall assume the duties of the Chairperson for the unexpired term in the event of a vacancy in that office and a new Vice-Chairperson shall be elected by a majority of all Board members to serve for the unexpired term.

The Vice-Chairperson shall preside at Board meetings and shall perform such other duties of the Chairperson as necessary due to the absence or inability of the chairperson. ~~The Vice-Chairperson is authorized to release checks for payment of Board of Education accounts, in the absence of the Chairperson.~~

(cf. 9324 Meeting Conduct and Parliamentary Procedure)
9121(c) Bylaws of the Board of Education Officers

Legal Reference: Connecticut General Statutes
10-218 Officers. Meetings.
10-224 Duties of the Secretary.
10-225 Salaries of Secretary and Attendance Officers.

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 1/17/06

Bylaws of the Board

Resignation/Removal From Office/Censure

A prospective Board member should realize that there is a great deal of investment in time, effort and dedication expected of each member of the Board. Before he/she seeks an appointment, this should be made clear to the candidate and that it is expected that he/she will serve a full four-year term of office.

However, if for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for this exigency.

Whenever a member of the Board of Education shall cease to be a bona fide resident of the Town of Woodbridge, membership in the Board shall immediately cease. Any member who fails to attend three consecutive meetings of the Board without good cause may be removed by it.

A Chairperson or Vice-Chairperson of the Board of Education may be removed from their position as Chairperson/Vice-Chairperson by the affirmative vote of six (6) members of the Board, and in case the office of the Chairperson or Vice-Chairperson shall become vacant the Board shall, within 30 days thereafter, fill the vacancy for the unexpired term (see also #9121, and #9122).

The Board may vote to censure or reprimand a member by a two-thirds vote of the membership of the whole Board.

Legal Reference: Connecticut General Statutes

7-103 Resignation of Municipal Officers

Adopted By the Board: 11/92; Revised 1993; Approved 3/29/93; Revised 11/21/05

Bylaws of the Board

Number of Members, Terms of Office, Election of Members

The Board of Education shall consist of nine members. Their terms of office shall be four years in length in accordance with the Woodbridge Town Charter and any other governing laws. Before entering upon their official duties, members of the Board of Education shall take the oath of office before the Town Clerk or their designee.

No more than five nor less than four members of the Board of Education shall be elected to each serve for a four year term at each regular town election.

The Board of Education shall elect from its members, **bi-annually every two years**, at the organizational meeting **in July**, a Chairperson, Vice-Chairperson, and a Secretary. The organizational meeting shall be called to order by the current Board Chairperson who will preside until a Chairperson is elected. In the absence of the Chairperson, the Vice-Chairperson, or Secretary in that order shall preside until a new Chairperson is elected. Election of officers shall be in writing and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting. If a Chairperson and/or Secretary are not chosen within one month, because of a tie vote of the members, Town Selectmen shall choose such officers from the Board membership.

Legal Reference:

Connecticut General Statute 10-218 Officers. Meetings

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 4/26/05;
Reviewed

Community Relations

Use of Education/Government Television Channel

Operational Guidelines

Access

The use of the Education/Government Channel shall be limited to the Board of Education and Town government programming. The use of studio facilities operated by the Board of Education shall have student instruction as their primary goal.

Board of Education sponsored programs include, but are not limited to:

1. Direct instruction.
2. Presentation of school programs, including political discussions or debates, provided they are sponsored, organized and controlled by school personnel (such activities must be balanced as to content).
3. Presentation of school activities, performances or ceremonies.
4. Meetings and hearings (such coverage shall be "gavel to gavel" and will depict all speakers).
5. Other school related activities as approved by the Superintendent.

Town government programs include, but are not limited to:

1. Town hearings and meetings (such coverage shall be "gavel to gavel" and will depict all speakers).
2. Information regarding procedures, requirements or other technical matters.
3. Presentation of town activities, performances or ceremonies.
4. Items of community interest. Coverage of such items will be decided on a case-by-case basis and must reflect broad community interest and be of local origin.

Political Issues

Political programs will be limited to one local “candidates night” per elected body of a non-partisan format within 30 days of a town election. The appearance of an elected official, (example: the Governor, Senator) in his/her official capacity shall not be considered a political program unless the elected official is running for office and the appearance is within 60 days of that election.

Authority

All matters regarding the use and implementation of programming for the Education/Government Channel will rest with the Superintendent of Schools and/or the First Selectperson or their designee(s).

Advertising

Advertising will be limited to product, ticket sales, and free events sponsored or approved by the Board of Education and Town agencies only.

When local business provide financial/material for televised school related support or town related and approved events programming, the statement, “Sponsored by (name of agency and/or logo)” will be permitted.

Copyright

All Education/Government Channel programming must strictly abide by copyright regulations.

Copying

Copies of locally developed programs will be made available from time to time at an established rate of \$10 per 30 minutes or a fraction thereof. This fee can be modified at the discretion of the Superintendent of Schools and/or First Selectperson or their designee(s).

Facilities/Equipment

The studio and equipment located within the public schools shall be used for the production of the Education/Government Channel programming. This equipment may be used for such purpose as long as said use does not interfere with the operation of the schools education program. The education of the public school students is the primary function of this equipment.

Personnel

The First Selectperson, Superintendent of Schools shall hire/appoint a person to be responsible for the following:

- ◇ Education/Government Channel character generator operation,
- ◇ operation of the "head end" equipment,
- ◇ coordination of all local Education/Government Channel activities,
- ◇ solicitation and training of volunteers to produce Education/Government Channel programs,
- ◇ scheduling use of facilities/equipment, communication between the school instructional program and the Education/Government Channel production crews,
- ◇ development of needs lists; and
- ◇ any other responsibilities as deemed appropriate.

Procedures

A "Video Proposal" form must be completed prior to the development of any program produced for the Education/Government Channel, which is not developed by school or town personnel.

Adopted by the Board:

Bylaws of the Board

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The Vice-Chairperson shall preside at Board meetings and shall perform such other duties of the Chairperson as necessary due to the absence or inability of the chairperson. ~~The Vice-Chairperson is authorized to release checks for payment of Board of Education accounts, in the absence of the Chairperson.~~

(cf. 9324 Meeting Conduct and Parliamentary Procedure)
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However, if for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for this exigency.

Whenever a member of the Board of Education shall cease to be a bona fide resident of the Town of Woodbridge, membership in the Board shall immediately cease. Any member who fails to attend three consecutive meetings of the Board without good cause may be removed by it.

A Chairperson or Vice-Chairperson of the Board of Education may be removed from their position as Chairperson/Vice-Chairperson by the affirmative vote of six (6) members of the Board, and in case the office of the Chairperson or Vice-Chairperson shall become vacant the Board shall, within 30 days thereafter, fill the vacancy for the unexpired term (see also #9121, and #9122).

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No more than five nor less than four members of the Board of Education shall be elected to each serve for a four year term at each regular town election.

The Board of Education shall elect from its members, **bi-annually every two years**, at the organizational meeting **in July**, a Chairperson, Vice-Chairperson, and a Secretary. The organizational meeting shall be called to order by the current Board Chairperson who will preside until a Chairperson is elected. In the absence of the Chairperson, the Vice-Chairperson, or Secretary in that order shall preside until a new Chairperson is elected. Election of officers shall be in writing and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting. If a Chairperson and/or Secretary are not chosen within one month, because of a tie vote of the members, Town Selectmen shall choose such officers from the Board membership.

Legal Reference:

Connecticut General Statute 10-218 Officers. Meetings

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 4/26/05;
Reviewed

Community Relations

Use of Education/Government Television Channel

Operational Guidelines

Access

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Board of Education sponsored programs include, but are not limited to:

1. Direct instruction.
2. Presentation of school programs, including political discussions or debates, provided they are sponsored, organized and controlled by school personnel (such activities must be balanced as to content).
3. Presentation of school activities, performances or ceremonies.
4. Meetings and hearings (such coverage shall be "gavel to gavel" and will depict all speakers).
5. Other school related activities as approved by the Superintendent.

Town government programs include, but are not limited to:

1. Town hearings and meetings (such coverage shall be "gavel to gavel" and will depict all speakers).
2. Information regarding procedures, requirements or other technical matters.
3. Presentation of town activities, performances or ceremonies.
4. Items of community interest. Coverage of such items will be decided on a case-by-case basis and must reflect broad community interest and be of local origin.

Political Issues

Political programs will be limited to one local “candidates night” per elected body of a non-partisan format within 30 days of a town election. The appearance of an elected official, (example: the Governor, Senator) in his/her official capacity shall not be considered a political program unless the elected official is running for office and the appearance is within 60 days of that election.

Authority

All matters regarding the use and implementation of programming for the Education/Government Channel will rest with the Superintendent of Schools and/or the First Selectperson or their designee(s).

Advertising

Advertising will be limited to product, ticket sales, and free events sponsored or approved by the Board of Education and Town agencies only.

When local business provide financial/material for televised school related support or town related and approved events programming, the statement, “Sponsored by (name of agency and/or logo)” will be permitted.

Copyright

All Education/Government Channel programming must strictly abide by copyright regulations.

Copying

Copies of locally developed programs will be made available from time to time at an established rate of \$10 per 30 minutes or a fraction thereof. This fee can be modified at the discretion of the Superintendent of Schools and/or First Selectperson or their designee(s).

Facilities/Equipment

The studio and equipment located within the public schools shall be used for the production of the Education/Government Channel programming. This equipment may be used for such purpose as long as said use does not interfere with the operation of the schools education program. The education of the public school students is the primary function of this equipment.

Personnel

The First Selectperson, Superintendent of Schools shall hire/appoint a person to be responsible for the following:

- ◇ Education/Government Channel character generator operation,
- ◇ operation of the "head end" equipment,
- ◇ coordination of all local Education/Government Channel activities,
- ◇ solicitation and training of volunteers to produce Education/Government Channel programs,
- ◇ scheduling use of facilities/equipment, communication between the school instructional program and the Education/Government Channel production crews,
- ◇ development of needs lists; and
- ◇ any other responsibilities as deemed appropriate.

Procedures

A "Video Proposal" form must be completed prior to the development of any program produced for the Education/Government Channel, which is not developed by school or town personnel.

Adopted by the Board:

FINANCE COMMITTEE

WOODBRIIDGE BOARD OF EDUCATION

The Finance Committee held a meeting on Tuesday, April 21, 2009, in the Superintendent's Conference Room in Beecher Road School South. Carl Lindskog, and Susan Kelley, members of the Committee were present. Dr. Guy Stella, Superintendent, and Charles Zettergren, Business Manager, and Sandy Stein, Tony Schaffer and Larry Hurwitz – the representatives from the Woodbridge Board of Selectmen, Woodbridge Board of Finance, and Extended Day Program, respectively - attended as well.

The meeting was called to order by the Chairman, Mr. Lindskog, at 6:00 p.m.

The Committee reviewed and discussed the report of budgeted versus actual expenditures for the nine months ending 3/31/09, pages F1-F5. It was noted that the trends that have been in place for some time continued during the recent month.

The Committee reviewed the Combining Balance Sheets as of 3/31/09 and the Combining Statement of Revenues and Expenditures as of 3/31/09, pages F6-F7. It was a sense of the meeting that the projected additional deficit in the operations of the cafeteria of about \$10,000 should be reflected now in the year-end estimates.

Dr. Stella then requested that an additional \$30,000 be allocated from the projected surplus in faculty salaries to provide additional funding for the Readers' Workshop. He reported that the demand for space in the upcoming workshop has exceeded expectations. There has been a ground swell of support on the part of the faculty in both the primary and intermediate schools for this important piece of personal professional development. Attendance at the workshops is not mandatory, intrudes on the free time of the participants, and is uncompensated. The expenditure includes books for the classrooms that will have repetitive use.

There was lengthy discussion of the request, and consideration of the impact of the expenditure in a period of economic hardship. It was a sense of the meeting that this expenditure should be approved for the current fiscal year as a bold statement of support for the personal initiatives and commitment being demonstrated by the faculty, and as an investment in an important enhancement to the curriculum. The outcomes in the individual classrooms will be monitored by the building principals and reported to the Board.

The Committee then reviewed and discussed the report of Standard of Efficiencies prepared by Mr. Zettergren. It was noted that Mr. Zettergren had devoted a huge effort to formatting the data from the Strategic School Profile, much of which had to be massaged to make it useful. It was a sense of the meeting that the data are and will be very useful for understanding and elaborating on how our costs behave, and how they are being managed over time. It was further a sense of the meeting that the report should be

updated on at least an annual basis and should be scheduled for review by the Board in September or October as a prelude to preparation of the next annual budget.

The Committee then reviewed and discussed the report by Mr. Zettergren on the new internal control procedures for Special Revenues and Activity Funds. Mr. Zettergren's efforts and his collaboration with the outside auditors were applauded. It was a sense of the meeting that the new policies were an appropriate and important addition to the operating controls.

Mr. Zettergen then reported that there are on-going conversations looking to finalize now a new transportation contract to replace the current one that expires at the end of fiscal 2010. There are several advantages to the owners if they have the extension in place. In addition, it enables the Board to capture a 2% annual increase for each of the 5 years covered by the extension. After discussion, it was a sense of the meeting that the 5 years extension as outlined was economically advantageous to both parties.

There being no New Business and no other business, the meeting was adjourned at 7:10 p.m.

CWL

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY SUMMARY FINANCIAL REPORT
For 9 Months Ended March 31, 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	542,590	10,198	4,647,622	4,582,582	65,041
200	TOTAL BENEFITS	2,250,809	182,873	177,902	4,971	1,659,039	1,559,888	99,151
300	TOTAL PROFESSIONAL SERVICES	314,424	18,048	11,822	6,226	256,398	226,050	30,348
400	TOTAL PROPERTY SERVICES	632,209	64,583	59,599	4,984	449,118	425,690	23,428
500	TOTAL OTHER PURCHASED SERVICES	1,199,887	87,941	59,765	28,176	936,060	759,734	176,326
600	TOTAL SUPPLIES & MATERIALS	315,915	19,464	19,789	(325)	252,871	238,473	14,397
700	TOTAL PROPERTY	42,140	440	296	144	42,140	29,838	12,302
800	TOTAL DUES AND FEES	84,138	2,107	2,529	(422)	77,620	74,518	3,102
	TOTAL ADOPTED BUDGET	11,726,733	928,244	874,291	53,952	8,320,867	7,896,772	424,095

COMMENTS

1. Anticipated savings \$59,766, misc salary timing differences \$5,275
2. Timing difference on GASB 45 funding \$95,822, anticipated savings \$12,074, timing of other benefits (\$8,745)
3. OT/PT timing diff \$32,027, subs under budget \$3,263, Legal under budget \$5,225, Other Prof(\$10,167)
4. Utilities \$26,202, oil (\$14,972), lease & rentals \$5,302, Bldg Imp \$2,973 purch services \$3,923.
5. Tuition savings/timing \$101,867, insurance savings \$15,443, transportation savings/timing \$12,056, telephone \$3,675, interns timing diff \$40,560, postage \$2,725
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	28,750	2,483	26,267
3901	CONSULTANTS	18,000	1,800	574	1,226	12,600	5,976	6,624
510	TRANSPORTATION	124,581	11,404	11,228	176	100,917	86,272	14,645
560	TUITION	308,575	28,630	12,671	15,959	222,684	122,017	100,667
	TOTALS	488,656	45,584	24,473	21,111	364,950	216,748	148,202

**WOODBIDGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 9 Months Ended: March 31, 2009

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	553,106	-	434,277	128,015	102%	(9,186)	-	(9,186)
120	Teachers - Regular	3,957,454	-	2,517,791	1,344,758	98%	94,905	16,098	78,807
120	Teachers - Special Education	734,003	-	481,917	234,933	98%	17,153	-	17,153
1201	Psychologist	137,358	-	94,275	43,083	100%	0	-	0
1203	Counselor	30,288	-	18,684	11,568	100%	36	-	36
	Sub-Total Certified Salaries	5,412,209	-	3,546,943	1,762,357	98%	102,909	16,098	86,811
1303	Custodians	362,230	-	259,048	74,240	92%	28,942	17,000	11,942
140	Nurses	111,882	-	79,323	32,418	100%	141	-	141
150	Secretaries, Clerical	299,059	-	224,324	71,209	99%	3,526	-	3,526
160	Paraprofessionals	387,091	-	248,500	137,360	100%	1,231	-	1,231
1601	Special Education Paraprofess.	269,470	-	199,515	90,832	108%	(20,877)	4,000	(24,877)
190	Salaries, Miscellaneous	45,270	-	24,929	9,810	77%	10,531	7,237	3,294
	Sub-Total Non-Certified Salaries	1,475,002	-	1,035,639	415,869	98%	23,494	28,237	(4,743)
	TOTAL SALARIES	6,887,211	-	4,582,582	2,178,226	98%	126,403	44,335	82,068
1906	Retirement - Sick Pay-Out	38,550	-	20,000	-	52%	18,550	18,550	-
220	FICA	188,191	-	121,510	-	65%	66,681	62,500	4,181
230	Merf	112,222	-	80,964	-	72%	31,258	31,258	-
270	Medical Insurance	1,870,388	-	1,312,259	-	70%	558,129	554,000	4,129
280	Life Insurance	16,758	-	13,652	-	81%	3,106	3,106	0
2902	Other Employee Benefits	24,700	-	11,503	3,109	59%	10,088	2,300	7,788
	TOTAL BENEFITS	2,250,809	-	1,559,888	3,109	69%	687,812	671,714	16,098

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 9 Months Ended: March 31, 2009

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
320	Professional Development	69,782	4,500	53,183	16,565	94%	4,534	4,534	-
330	Legal Fees	46,500		25,775	14,169	86%	6,556	6,556	(0)
340	Software Support	6,600		5,659	675	96%	266	266	-
350	Substitutes	31,500	-	18,787	6,000	79%	6,713	-	6,713
390/01	OT/PT/Consultant Services	55,500		8,458	59,341	122%	(12,299)	-	(12,299)
3902	Financial Audit	13,991		13,470	-	96%	521	521	-
390	Other Prof/Tech. Services	90,551	4,500	100,718	1,500	108%	(7,167)	8,500	(15,667)
	TOTAL PROFESSIONAL SERVICES	314,424	9,000	226,050	98,250	100%	(876)	20,377	(21,253)
410/01	Utilities - Electric and Water	259,440		142,522	84,049	87%	32,869	12,000	20,869
420	Heating Oil	174,785		146,877	42,247	108%	(14,339)	7,000	(21,339)
430	Repairs and Maintenance	36,000	-	19,844	9,567	82%	6,589	6,589	-
450	Leases and Rentals	50,383		32,489	16,860	98%	1,034	300	734
4501	Building Improvements	44,500	-	30,399	680	70%	13,421	13,421	-
490	Other Purchased Services	23,100	-	13,792	6,516	88%	2,792	2,792	-
4901	Service Contracts	44,001	-	39,767	3,938	99%	296	296	-
	TOTAL PROPERTY SERVICES	632,209	-	425,690	163,857	93%	42,662	42,398	264
510	Pupil Transportation-Regular	419,572	(4,500)	287,987	100,825	94%	26,260	17,000	9,260
510	Pupil Transportation-Spec. Educ.	124,581		86,269	29,938	93%	8,374	-	8,374
520	Insurance-General Liability	87,311		77,798	-	89%	9,513	-	9,513
5201	Worker's Compensation	77,690	-	71,760	-	92%	5,930	-	5,930
530	Telephone Services	18,901		10,500	9,027	103%	(626)	-	(626)
535	Internet	10,890	-	8,530	826	86%	1,534	-	1,534
537	Postage	6,900		2,450	418	42%	4,032	4,032	-
540	Advertising	2,600	-	495	203	27%	1,902	1,902	-
550	Interns	106,000	(4,500)	65,440	-	64%	36,060	36,060	-
560	Tuition	337,172	-	143,452	56,514	59%	137,206	-	137,206
590	Other Purchased Services	8,270	-	5,053	940	72%	2,277	2,277	-
	TOTAL OTHER PURCH SERVICES	1,199,887	(9,000)	759,734	198,691	80%	232,462	61,271	171,191

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 9 Months Ended: March 31, 2009

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
610	Instructional Supplies	165,250	4,500	134,287	17,572	89%	17,891	17,891	-
620	Computer Software	49,140	-	31,072	434	64%	17,634	17,634	-
625	Supplies Nurses	1,800	-	976	150	63%	674	674	-
630	Supplies Custodial	40,500	-	31,685	2,822	85%	5,993	5,993	-
635	Supplies Office	15,100	-	13,443	893	95%	764	764	-
640	Books and Audio Visual	18,500	-	11,640	1,705	72%	5,155	5,155	-
645	Subscriptions	9,075	-	5,200	1,300	72%	2,575	2,575	-
650	Testing	13,800	(2,500)	8,538	67	76%	2,695	2,695	-
690	Misc. Supplies	2,750	-	1,632	-	59%	1,118	1,118	-
	TOTAL SUPPLIES & MATERIALS	315,915	2,000	238,473	24,943	83%	54,499	54,499	-
730	Equipment - Office	8,500	-	10,410	-	122%	(1,910)	-	(1,910)
732	Computer Hardware	13,940	-	10,788	1,501	0%	1,651	1,651	-
735	Equipment - Teaching	13,300	-	6,890	1,522	63%	4,888	4,888	-
740	Equipment - Building	3,650	-	1,295	4,662	163%	(2,307)	-	(2,307)
745	Furniture	2,750	-	455	171	23%	2,124	2,124	-
	TOTAL PROPERTY	42,140	-	29,838	7,856	89%	4,446	8,663	(4,217)
810	Dues and Fees	24,799	(2,000)	17,278	314	77%	5,207	5,207	-
825	Unemployment	9,300	-	7,109	-	76%	2,191	2,191	-
900	Other Fees	50,039	-	50,131	1,302	103%	(1,394)	-	(1,394)
	TOTAL DUES AND FEES	84,138	(2,000)	74,518	1,616	93%	6,004	7,398	(1,394)
	TOTAL ADOPTED BUDGET	11,726,733	-	7,896,772	2,676,548	90%	1,153,413	910,655	242,758

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

March 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
Combining Balance Sheets as of 03/31/09 (Unaudited)

	Total	Café	Special Revenue			Agency
			Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
Assets:						
Cash	\$ 72,112	\$ 9,312	\$ 43,139	\$ 960	\$ 16,020	\$ 2,681
Prepaid Expenses	-		-			
Accounts receivable	2,661	1,341	225	\$ 823	\$ 272	
Intergovt Receivable	4,200	4,200		-		
Inventory	8,039	8,039				
Total Assets	87,012	22,892	43,364	1,783	16,292	2,681
Liabilities and Fund Balance						
Liabilities:						
Amounts held as agent	19,459	8,979	10,480		-	-
Accounts payable	7,705	4,443	1,659	1,603	-	-
Deferred revenue	10,007		10,007			
Wages payable	-					
Total Liabilities	37,171	13,422	22,146	1,603	-	-
Fund Balance	49,841	9,470	21,218	180	16,292	2,681
Total Liabilities and Fund Balance	\$ 87,012	\$ 22,892	\$ 43,364	\$ 1,783	\$ 16,292	\$ 2,681
Activity Fund:						
Administrative Fund						\$ -
Technology						500
Orange Drug & Alcohol Prevention						459
PTO						927
Drama Club						\$ 795
Total						\$ 2,681

Woodbridge Board of Education
Combining Statement of Revenues & Expenditures
for the 9 Months Ended 03/31/09 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
Revenues:							
Charges for services	\$ 495,946	\$ 129,743	\$ 247,103	\$ 25,541	\$ 93,007	\$ 552	
Intergovernmental	20,794	20,794					
Donations	3,899						3,899
Other income	20	11	9				
Additions	-						-
Total revenues/additions	520,659	150,548	247,112	25,541	93,007	552	3,899
Expenditures:							
Wages, FICA, MERF	350,427	72,140	197,498		80,789		
Medical Insurance	17,573	17,573					
Cost of food sold	62,387	62,387					
Equipment	919	919	-				
Other Expenses	91,375	8,434	40,018	26,683	8,912	4,169	3,159
Deductions	-						
Total expenditures/deductions	522,681	161,453	237,516	26,683	89,701	4,169	\$ 3,159
Excess (deficiency) of revenues over expenditures before operating transfer in	(2,762)	(10,905)	9,596	(1,142)	3,306	(3,617)	
Operating transfer in	13,000	13,000	-		-		
Excess (deficiency) of revenues over expenditures after operating transfer in	10,238	2,095	9,596	(1,142)	3,306	(3,617)	
Fund Balance, ending	\$ 47,160	\$ 9,470	\$ 21,218	\$ 180	\$ 13,059	\$ 3,233	

Woodbridge School District
School Cafeteria Financial

	MARCH 2009			FISCAL YEAR TO DATE		
	Budget	Actual	Variance	Budget	Actual	Variance
<u>Sales Revenue</u>						
Sales	23,015	19,395	(3,620)	139,136	129,743	(9,393)
Government Grants	3,306	3,138	(168)	19,983	20,794	811
Other Income	3	0	(3)	18	11	(7)
Total Operating Revenue	26,324	22,533	(3,791)	159,138	150,548	(8,590)
<u>Cost of Food</u>	10,875	10,253	622	65,747	62,387	3,360
Gross Profit	15,448	12,280	(3,168)	93,391	88,161	(5,230)
<u>Labor Costs</u>						
Salaries/Taxes/Retirement	8,924	8,979	(55)	71,392	72,140	(748)
Medical Insurance	2,121	1,953	168	16,967	17,573	(606)
Total Labor Cost	11,045	10,932	113	88,358	89,713	(1,355)
Other Expenses	895	288	607	5,408	9,353	(3,945)
Total Expenses	22,815	21,473	1,342	159,513	161,453	(1,940)
Income (Loss) from Operations	3,509	1,060	(2,449)	(375)	(10,905)	(10,530)
Board Subsidy	0	0	0	13,000	13,000	0
Total Net Income (Loss)	3,509	1,060	(2,449)	12,625	2,095	(10,530)
<u># Meals</u>						
Free	286	347	61	1,732	1,794	62
Reduced	119	123	4	718	641	(77)
Total Meals	6,040	6,034	(6)	36,514	37,476	962

WOODBRIDGE BOARD OF EDUCATION										
SSP- Annual Standards for Efficiency										
February 27, 2009										
	2007-2008				2006-2007					
	Woodbridge	%	DRG Avg	%	State	Woodbridge	%	DRG Avg	%	State
RESOURCES										
<u>STAFF COUNT (FTE)</u>										
Teachers	68.5	62.6%	367.0	65.5%		66.5	62.9%	363.0	65.8%	
Administrators	5.0	4.6%	27.2	4.9%		5.0	4.7%	23.0	4.2%	
Library/Media Staff **	4.0	3.7%	14.7	2.6%		2.0	1.9%	8.0	1.5%	
Other Professionals	6.0	5.5%	44.0	7.9%		4.5	4.3%	47.5	8.6%	
Total Certified	83.5	76.3%	452.8	80.8%		78.0	73.8%	441.5	80.1%	
Non-Certified	26.0	23.7%	107.4	19.2%		27.7	26.2%	110.0	19.9%	
Total Staff Count	109.5	100.0%	560.2	100.0%		105.7	100.0%	551.5	100.0%	
<u>PROF. EXPERIENCE</u>										
Average Years Experience	14.9		13.6		13.6	16.2		14.5		14.4
% Master' Degree	88.4		82.7		75.6	91.1		84.5		78.9
<u>INPUTS</u>										
ENROLLMENT	786.0		5,102.0			793.0		5,115.0		
<u>EFFICIENCIES/RATIOS</u>										
<u>CLASS SIZE</u>										
Grade K (BOE Guideline 17-19)	17.8		18.3		18.1	20.2		18.8		18.2
Grade 2 (BOE Guideline 17-19)	16.6		19.8		19.3	18.0		19.6		19.2
Grade 5 (BOE Guideline 19 - 21)	22.3		22.3		20.9	19.3		22.4		21.1
<u>RATIOS</u>										
Students Per Teacher	11.5		13.9		Not Avail.	11.9		14.0		13.4
Teachers Per Administrator	13.7		13.5		Not Avail.	13.3		14.3		13.9
Teachers Per Principal	39.3		Not Avail.		Not Avail.	36.5		Not Avail.		Not Avail.
Total Staff Per Principal	52.3		Not Avail.		Not Avail.	50.4		Not Avail.		Not Avail.
Students. Per Academic Computer	2.8		3.6		3.4	2.9		3.7		3.6
** State has now included TA's in this category starting in 2007-2008										
F9										

WOODBIDGE BOARD OF EDUCATION
 SSP- Annual Standards for Efficiency

February 27, 2009

	2007-2008		2006-2007							
	Woodbridge	%	DRG Avg	%	State	Woodbridge	%	DRG Avg	%	State
RESOURCES										
EFFICIENCIES/RATIOS										
<u>INSTRUCTION HOURS</u>	1,000		988		987	1,016		989		987
<u>EXPENDITURES PER PUPIL</u>	14,870		Not Yet		Not Yet	13,503		11,984		12,151
	Estimated		Published		Published					
OUTCOMES										
<u>CMT % Meeting State Goal</u>										
Grade 3 Reading	79.8		71.2		52.0	64.9		73.1		52.3
Writing	86.5		79.0		63.4	72.1		77.6		60.8
Mathematics	85.6		78.4		60.0	70.3		77.6		59.4
Grade 4 Reading	74.4		72.3		55.9	73.4		77.5		57.0
Writing	78.6		81.2		62.9	80.5		82.8		65.1
Mathematics	76.1		80.1		60.3	79.7		82.1		62.3
Grade 5 Reading	85.3		80.3		62.2	80.5		80.4		61.4
Writing	84.5		79.6		64.5	79.5		81.3		64.6
Mathematics	88.5		83.5		65.9	79.7		83.9		66.0
Grade 6 Science	84.6		75.5		54.9	N/A		N/A		N/A
Reading	85.2		84.1		66.3	91.1		83.6		64.3
Writing	89.3		79.5		61.9	89.4		81.0		63.0
Mathematics	86.9		86.2		66.4	91.0		84.3		63.9
District Enrollment as % Est Stud. Pop.	85.4					84.2				
Note: CMT % for DRG are based on averages.						F10				

WOODBIDGE BOARD OF EDUCATION
RECOMMENDED BUDGET TRANSFER
As of March 31, 2009

<u>Object</u>	<u>Description</u>	<u>From</u>	<u>To</u>
120	Teacher Salaries	\$30,000	
610	Instructional Supplies		\$30,000
<hr/>			
		\$30,000	\$30,000

Coincides with Readers Workshop Initiative

Woodbridge Public Schools
Special Revenue & Student Activity Funds
Internal Control Procedural Guidelines

GENERAL

For each Special Revenue or Student Activity Account, the following information should be documented:

1. The purpose of the bank account.
2. Clearly defined sources and uses of funds.
3. Specific individuals responsible for the maintenance of the account.
4. Superintendent or Business Manager authorization for establishment of account.

DUTIES

TEACHER, SECRETARY, TA, DIRECTOR OF EXTENDED DAY, DIRECTOR OF SEP, AND ANY STAFF HANDLING MONEY:

Responsibilities include the minimum:

- Any funds received not yet compiled onto a deposit form must be secured in a locked environment. A deposit form must be completed in a timely fashion and brought to the Business Office.
- Prepare items for deposit; count cash and checks twice. Photocopy checks and complete funds for deposit form. This form needs to be signed by the teacher or individual responsible for the activity. Ticket reconciliation should be completed if applicable.
- Maintain copy of funds for deposit form, and checks for a minimum of three years.
- Review all documents for accuracy and compliance.
- Bring deposit to Business Office where funds will be secured in a locked environment.
- All individuals who are responsible for particular accounts will receive an activity report on a monthly basis from the business office. Transactions should be reviewed and any discrepancies should be reported to the Business Manager with specific information. (i.e., deposit #123 is not for the correct amount, check payable to ABC company was never authorized by me)
- Any individual responsible for a particular account or activity may request a transaction report from the Business Office at any time.

FINANCE OFFICE

ACCOUNTS PAYABLE & PAYROLL

The accounts payable and payroll personnel perform a critical function of reviewing all documents and corresponding with the appropriate staff to ensure compliance with this policy in the following manner:

- Review all documents attached to both check requests and deposits for accuracy and compliance with this policy.

- Secure funds in a locked environment prior to bank deposit being made.
- Send notice of insufficient or unbalanced deposit items to the appropriate person. Corrections require immediate attention.
- Return check request items to appropriate party detailing deficiency when information is insufficient.
- Make bank deposits for field trip and student activity accounts.
- Process complete forms, record in QuickBooks and return confirmation copies to appropriate party.
- Review fund/account balances prior to issuing checks.
- Prepare financial reports for appropriate personnel.

BUSINESS MANAGER

The Business Manager oversees and facilitates the process for student activities and special revenue accounts for compliance with the district's policies in the following manner:

- Review check requests for proper signatures, integrity of supporting documents, and purpose of payments.
- Sign checks for student activity and special revenue accounts.
- Reconcile bank accounts for student activities and special revenue accounts. Monthly reconciliations are to be kept on file for a minimum of five years.
- Review the endorsement on all returned checks. Investigate any unusual endorsements.
- Communicate with appropriate personnel regarding transactions pertaining to their accounts and respond to any inquiries.

SUPERINTENDENT OF SCHOOLS

- Open bank statements, review, and initial
- Review bank reconciliations and associated documentation
- Approve district policy for student activities and special revenue funds.

REQUIRED DEPOSIT DOCUMENTS

- a. Copies of checks to be deposited.
- b. Source of funds.
- c. Funds for Deposit Form and any other relevant information.
- d. All individuals receiving funds must utilize numbered receipts with the exception of the cafeteria operation. One copy is given to individual from whom funds are collected and one copy is attached to deposit slips sent to the Business Office.
- e. All events where admission is charged must use pre-numbered tickets for admission. The ticket numbers must be documented in the Business Office before tickets are sold. All printing orders for tickets must be shipped directly to the Business Office.
- f. The ticket reconciliation portion of the Funds for Deposit form must be completed. The number of gratis tickets issued must be put on the form and a list attached. The unsold tickets should be turned in to the Business Office.

REQUIRED CHECK REQUEST DOCUMENTS

1. Original invoices must contain:
 - a. Company Name
 - b. Company Address
 - c. Description of Items
 - d. Items purchased
 - e. Amount due

2. Supporting documentation must be an original, not a copy. The only two exceptions are as follows:
 - Invoices received via e-mail are acceptable if they are from known vendors who normally provide invoices in this format. The e-mailed invoice will only be acceptable if sent directly to the Business Office. A copy of the e-mail must be attached with the documentation to prove the e-mail was sent directly to the Business Office. The Business Manager must approve paying off of an e-mailed invoice by e-mail to the Accounts Payable or Payroll person.

 - Invoices received via fax are acceptable if they are from known vendors who normally provide invoices in this format. The faxed invoice will only be acceptable if sent directly to the Business Office. The Business Manager must approve paying off of a faxed invoice by e-mail to the Accounts Payable or Payroll person.

3. Vendor invoices should be scrutinized for the following items:
 - Adequate descriptions for items purchased (i.e., not general, such as 'clothing', but rather the specific type of clothing);
 - A verification of the extension
 - Comparison of dates. Purchase order versus invoice date or shipping date. (i.e., invoice date should not be before shipping date)
 - Review of invoice for other unusual items (i.e., no address, incomplete information; different fonts; no invoice number; etc.)
 - Invoice should not be a statement.
 - For legitimate school purpose

4. Original signature on check request form in ink.
5. Special instructions if applicable.
6. Check request be made on Business Office form.

CHECK PROCESSING

1. The checks will be signed by the Business Manager or Superintendent of Schools. All signatures must be original and done in pen. The normal timeframe for processing checks by the Business Office is ten business days. All check requests to the Business Office should be sent at least ten days prior to when check is needed.
2. No check will be processed on an 'emergency' basis without the written authorization of the Superintendent of Schools or Business Manager. The written authorization must be retained with the supporting documentation for the check.
3. After the check has been signed by the Business Manager, the invoice will be noted with the date and check number. This will ensure that original supporting documents will not be re-used at a later time.
4. All checks must have a name of a payee; payee's address; date; dollar amount; and original signatures of the Business Manager or Superintendent of Schools. The payees address is an absolute must on all checks, notwithstanding whether or not the payee picks up the check at the Business Office.
5. Vendor checks must be kept in a secure location in the Business Office until the checks have been mailed or picked up.
6. All checks must be mailed from the Business Office. The payee of a check may pick-up the check at the Business Office. In some circumstances, (i.e., field trip) a designee may pick up a check, not made payable to this person. The check may be picked up in the Business Office and signed off on as received.

Draft

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FUNDS FOR DEPOSIT

Today's Date:

Collection for: _____

For Date(s): _____

Person(s) in Charge/Teacher(s): _____

Group/Grade:

TO BE FILLED OUT BY PERSON COLLECTING/DEPOSITING FUNDS

CASH Received: _____

CHECK Amount: _____

Total Funds Received: \$

	CAFE	REG. 3	REG. 4	TICKETS	TOTAL
Currency:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Coin:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please fill in :

# of checks	<input type="text"/>	@	<input type="text"/>	=	<input type="text"/>
# of checks	<input type="text"/>	@	<input type="text"/>	=	<input type="text"/>
# of checks	<input type="text"/>	@	<input type="text"/>	=	<input type="text"/>
# of checks	<input type="text"/>	@	<input type="text"/>	=	<input type="text"/>
# of checks	<input type="text"/>	@	<input type="text"/>	=	<input type="text"/>
Total # of checks	<input type="text"/>			=	<input type="text"/>

VERIFICATION OF FUNDS (signatures required)

Signature of Teacher/Administrator _____ Print name _____ Date _____

Signature of Person submitting deposit _____ Print name _____ Date _____

Funds Verified by Business Office: _____
Signature _____ Date _____

PLEASE NOTE: This form with copies of checks and verification/break down sheet is to be sent to the Business Office for every deposit. Funds (cash and checks) are to be brought to the Business Office for deposit. ****If you are set-up to deposit your funds directly, please continue. Fill out this sheet for the Business Office.**

EVENT TICKET RECONCILIATION

Today's Date

Event Name: _____

Date of Event:

	STUDENT TICKET \$ _____	ADULT TICKET \$ _____	TOTAL TICKETS SOLD	GRATIS TICKETS
Begin #	<input type="text"/>	<input type="text"/>		<input type="text"/>
Ending #	<input type="text"/>	<input type="text"/>		<input type="text"/>
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Student \$	<input type="text"/>	Total Adult \$	<input type="text"/>
Grand Total Collected \$	<input type="text"/>		

Submitted by: _____

Date: _____

Print name: _____

Approved by: _____

Date: _____