

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Monday, April 26, 2010 7:00 PM

Woodbridge Board of Education Regular
Meeting April 26, 2010 Library Media Center
7:00 PM Beecher

Agenda

- I. **Preliminary Business**
 - A. Call to Order
 - B. Salute to the Flag
 - C. Correspondence
 - D. Public Comment
- II. **Consent Agenda**
 - A. Approval of Meeting Minutes
 - 1. February 22, 2010 Regular Meeting
 - 2. March 15, 2010 Regular Meeting
- III. **Reports**
 - A. Superintendent's Report
 - 1. BRS Update
 - a. BRS Monthly Enrollment Report
 - 2. World Language Program Update
 - a. Act on CES Title II Grant 2010/11
 - 3. Wintergreen Magnet School
 - B. PTO Update
 - C. Facilities Committee Report
 - D. BRS Building Committee
 - E. Policy Committee
 - F. Ad Hoc Strategic School Profile Committee
 - G. CABE Liaison Report
 - H. ACES Liaison Report
- IV. **New Business**
 - A. Act on Certified Staff Retirements
 - B. Act on Staff Resignation
- V. **Finance**
 - A. Approval of Financial Reports from Finance Committee
 - 1. Monthly Summary Financial Report Ending March 31, 2010
 - 2. Monthly Detail Financial Report Ending March 31, 2010
 - 3. Combining Financial Statements Through March 31, 2010
 - 4. Summer Enrichment 2010 Budget Proposal
 - 5. Extended Day 2010/11 Budget Proposal
 - 6. 2010/11 Cafeteria Budget Proposal
 - 7. Cafeteria Point of Service Proposal
 - B. 2009/10 Budget Adjustment
 - C. Update on GASB 43/45 Funds and Status of BOS Investment Committee Proceedings

VI. **Old Business**

VII. **Other**

A. Public Comment

B. Executive Session, in accordance with State Statute

VIII. **Adjournment**

MINUTES OF THE REGULAR BOARD OF EDUCATION MEETING

Monday, February 22, 2010
Library Media Center, Beecher Road School

CALL TO ORDER: Tom Handler, Vice Chair called the meeting to order at 7:00 PM.

BOARD MEMBERS PRESENT: Dr. Clotilde Dudley-Smith, Mr. Michael Ewing; Dr. Steve Fleischman, Secretary; Dr. Thomas Handler, and Mr. Mark Livesay.

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

MEMBERS OF THE PUBLIC: Joe Holowienko, WEA; Margaret Hamilton, PTO; Aldon Hynes, Kerry Steinfeld, community.

BOARD CORRESPONDENCE

Letter was received from Dr. William Silberberg.

PUBLIC COMMENT

Kerry Steinfeld expressed concern regarding the lack of communication to parents on a recent incident that occurred after hours at Beecher Road School that involved employees of the outside cleaning service and the type of background checks that are conducted employees and outside services.

CONSENT AGENDA

Minutes

MOTION #1 – MINUTES, JANUARY 4, 2010 SPECIAL MEETING

Move that we approve the minutes of the January 4, 2010 Special Meeting.

Mr. Livesay
Second by Dr. Fleischman
UNANIMOUS

MOTION #2 – MINUTES, JANUARY 19, 2010 REGULAR MEETING

Move that we approve the minutes of the January 19, 2010 Regular Meeting.

Mr. Livesay
Second by Dr. Fleischman
IN FAVOR: Dr. Dudley-Smith, Dr. Handler, Dr. Fleischman
ABSTAIN: Mr. Ewing and Mr. Livesay
MOTION PASSES 3-0-2

REPORTS

Superintendent's Report

- ***Beecher Road School Update*** – Superintendent Stella highlighted the return of children from the Winter Break, the removal of brush on the South ball field, Chinese New Year Celebration at the Chinese Sunday School at SCSU and an Eagle Scout Ceremony. Students in Grades 5 & 6 participated in the School Climate project, a program designed to respond to bullying and focuses on defining strategies for development of the social/emotional well being of children. It is anticipated a Superintendent's Academy will be held on bullying in the spring. Ms. Haverkamp provided an update on the TAG Program and the upcoming Book Study Group for Parents.
- ***Open Choice*** – Superintendent Stella reviewed the participation in Open Choice. The recommendation from administration was to maintain the current allocation of 12 slots.

MOTION #3 – OPEN CHOICE PARTICIPATION

Move that we continue our participation in the Open Choice program and allocate 12 slots beginning in Kindergarten for the 2010/11 school year.

Mr. Ewing
Second by Dr. Fleischman
UNANIMOUS

- Wintergreen Magnet School – this was deferred to the March meeting when Dr. Edmondson would be in attendance.
- Tri-State Update – Ms. Torre outlined the process that staff is engaged in as part of the Tri-State Visit in the Spring. Surveys and interviews will be conducted with staff, students and parents as part of developing the essential question, identifying resources & artifacts and documenting evidence. The self-study is not a report card nor a teacher evaluation. The focus is on three areas: (1) a rubric to review evidence that the approach selected is organized and directing the work through the eight indicators of success; (2) implementation of the plan that has been established; and (3) results that validate differences and/or success in student performance/achievement. This visit provides an independent assessment on where we were, where we are, what has been accomplished and suggestions for where we need to go. A comprehensive report will be provided to the Board at the May meeting.

PTO Report – Ms. Hamilton invited everyone to The Hoot on February 27, 2010. Successful social nights have been held in each of the Primary Grades with Grades 3-6 slated for the Spring. The March PTO meeting will be rescheduled and the Spring Book Fair is the week of March 22.

Facilities Committee – No Report

BRS Town Building Committee – Dr. Fleischman presented the report prepared by Mr. Barkin, Vice Chair of the Building Committee. The Building Committee requested ratification from the Board on the selection of Dimeo Construction as the Construction Manager for the project.

MOTION #4 – SELECTION OF CM (DIMEO CONSTRUCTION)

Move that we recommend the selection of Dimeo Construction as the CM for the BRS Building Project.

Dr. Fleischman
Second by Mr. Ewing
UNANIMOUS

Policy Committee – No Report

Curriculum Committee (Committee of the Whole) – A comprehensive review and in-depth analysis of the Math curriculum will occur in March, Language Arts/Reading/Writing in April and World Language in June. It was requested the Board have adequate time to review all data that will be presented, inclusive of how the process works, the scope of the review, what resources are involved and how information/data is used.

Ad Hoc SSP Committee – It is anticipated this committee will meet on March 9.

CABE – No Report

ACES – No Report

NEW BUSINESS

Superintendent Stella presented the 2010/11 Calendar developed in conjunction with the BOWA districts.

MOTION #5 – 2010/11 CALENDAR

Move that we approve the 2010/11 Calendar as presented by administration.

Mr. Ewing
Second by Mr. Livesay
UNANIMOUS

FINANCE

Dr. Handler reviewed the February 8 Finance Committee meeting and presented the Financial Reports. Administration has been diligent in their efforts to identify cost savings to offset the unanticipated deficit in Special Education costs.

MOTION #6 – BOARD OF EDUCATION 2009/10 MONTHLY SUMMARY FINANCIAL REPORT

Move that we accept the 2009/10 BOE Monthly Summary Financial Report, F1, submitted by the Business Manager for the period ending January 31, 2010.

Mr. Ewing
Second by Mr. Livesay
UNANIMOUS

MOTION #7 – BOARD OF EDUCATION 2009/10 MONTHLY DETAIL FINANCIAL REPORT

Move that we approve the 2009/10 BOE Monthly Detail Financial Report, F2-5, submitted by the Business Manager for the period ending January 31, 2010.

Mr. Ewing
Second by Mr. Livesay
UNANIMOUS

MOTION #8 – BOARD OF EDUCATION 2009/10 COMBINED FINANCIAL STATEMENTS

Move that we approve the 2009/10 BOE Combined Financial Statements, F6-7, submitted by the Business Manager for the period ending January 31, 2010.

Mr. Ewing
Second by Mr. Livesay
UNANIMOUS

Results of the Point-of-Service bids as well as a thorough analysis of the whole Cafeteria process were requested. Administration will solicit feedback from the Wellness Committee and develop a plan that will be shared with the Finance Committee prior to action by the full board.

Early Retirement Plan

Concern was expressed for increasing the base buyout from \$25,000 to \$35,000 given the current economy. Administration was urged to consider a cap on the number of participants. It was noted that the plan is developed based on our staffing profile, criteria limits eligibility and it is to everyone's advantage to make the offer attractive.

MOTION #9 –EARLY RETIREMENT PLAN

Move that we authorize the Superintendent to move forward with the implementation of an Early Retirement Plan for certified staff.

Mr. Livesay
Second by Mr. Ewing
UNANIMOUS

PUBLIC COMMENT – None

Dr. Fleischman requested an Executive Session to discuss the specifics pertaining to the custodial staff.

MOTION #9 –MEETING SESSION

Move that we go into Executive Session.

Dr. Fleischman
Second by Mr. Livesay
UNANIMOUS

BOARD MEMBERS PRESENT: Dr. Clotilde Dudley-Smith, Mr. Michael Ewing; Dr. Steve Fleischman, Secretary; Dr. Thomas Handler, and Mr. Mark Livesay.

STAFF: Dr. Guy Stella, Superintendent and Chuck Zettergren, Business Manager.

Public Session (8:51 PM).

MOTION TO ADJOURN: (8:51 PM)
Dr. Handler
Second by Dr. Dudley-Smith
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

MINUTES OF THE REGULAR BOARD OF EDUCATION MEETING

Monday, March 15, 2010

Library Media Center, Beecher Road School

CALL TO ORDER: Sheila McCreven, Chair called the meeting to order at 7:04 PM.

BOARD MEMBERS PRESENT: Ms. Sheila McCreven, Chair; Mr. David Barkin, Mr. Michael Ewing; Dr. Steve Fleischman, Secretary; Dr. Thomas Handler, Vice Chair; Mr. Carl Linskog, Mr. Mark Livesay and Dr. YanYun Wu (7:16 PM).

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

MEMBERS OF THE PUBLIC: Mr. Edward Sheehy, First Selectman; Joe Holowienko, WEA; Jean Molot, Jennifer Schnitzer, Math Teachers; Sandy Stein, Board of Selectmen and Margaret Hamilton, PTO.

BOARD CORRESPONDENCE

Letter received from the Town Clerk regarding completion of Code of Ethics/Private Interest form.

PUBLIC COMMENT – None

Concerns were expressed regarding items not on the agenda – Annual Performance Review of the Superintendent; Town Audit Report and the GASB 45/Medical Reserve status with Town.

REPORTS

Superintendent's Report

- Board Member Recognition – Superintendent Stella presented each member with a book, *Mindset* (Carol S. Dweck, Ph.D.), and extended his heartfelt thanks to each member for their dedication and commitment on behalf of the children of Beecher Road School. First Selectman, Edward Sheehy read a proclamation praising and thanking Board members for their service to the Woodbridge community.

Dr. Wu arrived (7:16 PM)

- Beecher Road School Update – Superintendent Stella highlighted *Read Across America*, Superintendent's Parent Academy March 23 on Responsive Classroom, monthly meetings with teachers and administrators on STEM (Science, Technology, Engineering and Mathematics) and Nancy Smerekanicz, a 6th grade teacher who won grant to attend the *Honeywell Educators Space Academy Program* at the U.S. Space and Rocket Center in Huntsville, Alabama.
- Math Curriculum Update – Superintendent Stella, Ms. Molot and Ms. Schnitzer presented a comprehensive overview of the current Math program, units of study/grade levels, resources and assessment data. The review included State of Connecticut Math Curriculum Frameworks, National Council on Teaching Mathematics Principals and Standards, CMT's, web sites, textbook resources, grade level team correlations, differentiated learning strategies, continuity of skill development and instructional tools. Questions were raised regarding assessments that exceed Connecticut standards and compare data nationally given our lack of performance internationally; determination for how, what, when and where Math strands are taught; evaluation of resources and websites; internal assessment among grade levels and class-to-class that measure growth annually and what else is required to develop an ideal Math program.

PTO Report – Ms. Hamilton noted The Hoot raised over \$12,000, social nights are continuing with the 4th grade this Friday and reminded everyone of the Spring Book Fair the week of March 22.

Facilities Committee – Dr. Fleischman reported on the meeting held just prior to the Board meeting regarding the solar panel bid. Unfortunately only one bid was received. The Committee believed it could be more cost effective to bid the photo voltaic and dunnage separately. A letter will be sent to the Town from the Chair and Superintendent requesting the project be rebid as separate components.

BRS Town Building Committee – Mr. Barkin, Vice Chair of the Building Committee indicated this committee is currently meeting on a weekly basis. At the last meeting, a presentation on potential canopies for the front of the building was received. At their meeting tomorrow, they will meet with the construction manager, who will guide the phasing, cost model development and sequencing of events and also discuss the impact on bonding and the Town's debt service. It is anticipated they remain on target for a spring referendum date.

Policy Committee – No Report

Ad Hoc SSP Committee – It is anticipated this committee will meet following the April Board meeting. As the Preliminary Budget Hearing is the same evening as the regularly scheduled BOE meeting, the regular April meeting will be held on April 26.

CABE – Dr. Fleischman expressed interest in attending the NSBA Conference April 9-12 in Chicago. Approximately \$1,065 is allocated for Board member professional development in this year's budget.

Mr. Ewing left the meeting (9:00 PM).

ACES – Superintendent Stella noted that action on participation in the Wintergreen Magnet School is deferred to the April meeting to allow the CSDE and the Hamden BOE to render final budget and funding allocations. Dr. Edmondson will attend the April meeting.

NEW BUSINESS

Superintendent Stella presented a leave of absence request for the 2010/11 school year.

MOTION #1 – LEAVE OF ABSENCE (HALSEY)

Move that we grant Grace Halsey a leave of absence for the 2010/11 school year.

Dr. Handler

Second by Mr. Lindskog

UNANIMOUS

Non-renewal of Non-tenured Staff – Superintendent Stella presented the non-renewal of contracts for three 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 #2 –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 Carson Echeverry, Jennifer Schnitzer and Caterina Zdrowski at the end of the 2010/11 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.

Dr. Handler

Second by Mr. Lindskog

UNANIMOUS

FINANCE

Dr. Handler reviewed the March 8 Finance Committee meeting and presented the Financial Reports. Dr. Handler apprised the Board that because of Spring Vacation, the April Finance meeting will be held Thursday, April 8.

MOTION #3 – BOARD OF EDUCATION 2009/10 MONTHLY SUMMARY FINANCIAL REPORT

Move that we accept the 2009/10 BOE Monthly Summary Financial Report, F1, submitted by the Business Manager for the period ending February 28, 2010.

Dr. Handler
Second by Ms. McCreven
UNANIMOUS

Mr. Zettergren indicated the projected surplus has been reduced to approximately \$28,000, from \$45,000, as a result of additional unanticipated expenses in Special Education related to OT/PT consulting services. The audit report, the 2010/11 Extended Day and Summer Enrichment budgets will be presented to the Finance Committee at their April 8 meeting. Concern was expressed regarding the overrun in Special Education. It was suggested that administration enact a freeze on discretionary funding for at least the next two months.

MOTION #4 – BOARD OF EDUCATION 2009/10 MONTHLY DETAIL FINANCIAL REPORT

Move that we approve the 2009/10 BOE Monthly Detail Financial Report, F2-6, submitted by the Business Manager for the period ending February 28, 2010.

Dr. Handler
Second by Ms. McCreven
UNANIMOUS

Concern was expressed again regarding the status report on GASB 45, the medical reserve and the investment fund that has been requested for several months and yet all remain unknown. It was noted these items would be placed on the April Finance Committee agenda.

MOTION #5 – BOARD OF EDUCATION 2009/10 COMBINED FINANCIAL STATEMENTS

Move that we approve the 2009/10 BOE Combined Financial Statements, F6-7, submitted by the Business Manager for the period ending February 28, 2010.

Dr. Handler
Second by Ms. McCreven
UNANIMOUS

PUBLIC COMMENT

Joe Holowienko, on behalf of the WEA, expressed their appreciation and support of the Board of Education.

MOTION TO ADJOURN: (9:31 PM)
Dr. Fleischman
Second by Mr. Lindskog
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

Beecher Road School
Woodbridge School District
Student Enrollment As of April 5, 2010

Gr./Teacher	Boys	Girls	Total
PRE-K			
DePalma	11	9	20

KINDERGARTEN			
Belisle	9	11	20
Coleman	8	12	20
Dempsey	7	12	19
Salindardi	8	11	19
Wyman-Anctil	7	12	19
TOTAL			96

GRADE 1			
Chick	10	6	16
Hutchinson	8	8	16
Navudu	9	7	16
Piascyk	8	8	16
Regan	9	6	15
TOTAL			79

GRADE 2			
Echeverry	12	7	19
Krawec	10	10	20
Crespi	7	9	16
Nakouzi	9	8	17
TOTAL			72

GRADE 3			
Don	10	7	17
Halsey	10	8	18
Lavigne	10	8	18
Crawford	11	6	17
Reizfeld	11	8	19
TOTAL			89

O.O.D. 5

MAGNET 3

Gr./Teacher	Boys	Girls	Total
GRADE 4			
Eleck	10	7	17
Concilio	9	9	18
Russo	9	9	18
Vincitorio	11	9	20
Rourke	10	10	20
TOTAL			93

GRADE 5			
Blinstrubas	8	11	19
McCollom	8	10	18
Chase	10	8	18
Mumford	9	10	19
Ngov	11	7	18
TOTAL			92

GRADE 6			
Holowienko	13	8	21
Katzen	9	10	19
Osborn	8	12	20
Smerekanicz	10	11	21
Waldron	12	7	19
White	10	13	23
TOTAL			123

MULTI-AGE			
Sanders(yr 1)	10	10	20
Burness(Yr.2)	9	6	15
Golden(Yr.3)	6	10	16
Ahern(yr 4)	11	10	21
TOTAL			72

ENROLLMENT DATA			
B.R.S	736	(K-6:716/PreK:20)	
Other	8		
TOTAL	744		

COMPARISON TOTALS -April 1, 2009			
B.R.S	752	(K-6:734/Pre-K:18)	
Other	8		
TOTAL	760		

Project Summary

Overview of Project

Cooperative Educational Services proposes to create a 21st century learning environment for World Language students in grades Pre-K-8. This project will embed 21st century skills like critical thinking, problem-solving, communication, collaboration and innovation into the World Language experience of all students at Six to Six Interdistrict Magnet School. They will complete tasks developing these skills while using technology tools such as interactive whiteboards, Flip video cameras, iPods, multi-user virtual learning environments, Google Earth, Skype, and others. These tools will enable teachers and students to learn in partnership with their peers from sister schools in other countries—China, Spain. In addition, students will be able to communicate with native speakers in the target language throughout the world. Technology will also allow students to compare and contrast geography and cultures in both virtual environments and using genuine materials—advertising, music, recorded performances. Teachers will improve their assessment processes by adapting technology to provide more precise feedback to students and to capture student performance and progress in a portfolio that will travel with the student.

Woodbridge School District will join Six to Six in some key aspects of this project, such as professional development, establishment of relationships with native speakers (especially sister schools), and developing technology-based World Language lessons. Professional development in the integration of technology and World Language content will be provided by Southern Connecticut State University, Donna de Recinos, and Cooperative Educational Services.

Our project is built around the following elements:

- Internet-based communications with native speakers worldwide, especially in sister schools

The ability to escape virtually from a classroom's walls means that students will become engaged in a more authentic language experience. Communicating in real-time about real-world topics with native speakers makes learning more challenging and in-depth. Students must think on their feet in the target language, can learn from the native speakers' reactions, and will pick up on nuances that cannot be found in books or pen-and-paper exercises.

- Student development of presentations in the target language, based on their own lives and cultures, along with those of their e-pals in partner schools

Interactive whiteboards enable students to combine their own narration in the target language with vast array of resources via the internet. They can create virtual presentations with multi-user virtual environments and/or materials from any web site using the target language. These tools will encourage high-level thinking about the commonalities and differences in diverse cultures.

- Implementation of electronic world language portfolios that travel with students from grades Pre-K-8, and then into high school

Electronic portfolios can include audio and video recordings, students' electronic presentations, as well as traditional assessments (in scanned form)—all of which can be stored on an inexpensive flash drive.

Projected changes and projected impact on student achievement

At the school level, the projected change is a substantial upgrade to our World Language program (Mandarin Chinese and Spanish at Six to Six, and Spanish in the Woodbridge School District). This will affect all 450 students at Six to Six Interdistrict Magnet School, since World Language study is required. It will affect 730 students at Woodbridge. Three teachers provide World Language instruction at Six to Six, two in Woodbridge, and three administrators will be involved in the project (two from Six to Six, one from Woodbridge). Six to Six has one classroom each for Mandarin Chinese and Spanish at the middle school level. Grade Pre-K-4 instruction is provided in students' own classrooms weekly, for a total of 27 classes affected. Woodbridge has two classrooms where all K-6 students receive Spanish language instruction.

For our students, the changes will be significant and lead to increased student achievement. Classrooms will be equipped with technologies that cause students to interact with world languages in many exciting ways. The new interactions will be more authentic, more challenging, and more in-depth than previously possible. Furthermore, teachers will have new ways to assess student performance and progress. Assessments will be authentic and connected to real-world experiences, provide more precise feedback to students, and encourage student self-assessment as part of the evaluation process.

Specific changes will include:

- Focusing learning on authentic interactions with native speakers (including e-pals in sister schools) using internet communications technology.
- Establishment of sister school relationships in China and Spain (or other primarily Spanish-speaking countries) with which our students can communicate directly.
- Introduction of new student projects based on interactive whiteboard technology. These projects will include virtual avatars and environments created by students using elements of the cultures they are studying in World Language classes as well as genuine media from the target culture.
- Moving from pen-and-paper and live oral assessments to electronic and recorded assessments.
- Establishing an electronic portfolio for each student that can follow him/her throughout their Pre-K-12 years.

We expect these changes to affect student achievement in several ways. First, more authentic exposure to a world language will enliven the learning experience and increase student engagement. Second, creative use of technology will enhance this effect. It will also prompt high level, critical thinking in students. They will complete projects that require comparisons

between cultures and understanding of the connections between language and culture. Third, technology-based evaluation allows teachers to provide more differentiated instruction. Teachers can more thoroughly evaluate an oral communication activity recorded to MP3 than a live oral communication assessment. These MP3 recordings can be replayed as often as needed by both teachers and students. Such assessments allow teachers to provide targeted feedback to students on how to improve their performance and help teachers plan instruction. Finally, electronic portfolios will enable both students and teachers to view progress over time and detect learning trends which can be enhanced (if positive) or addressed (if areas of weakness).

Project Objectives

1. To improve student achievement through the embedding of carefully selected technologies into the World Language curriculum at Six to Six Interdistrict Magnet School.
2. To design and implement World Language units which ensure that every student has learned key technology literacy skills while pursuing fluency in a world language.
3. To provide teachers with the research-based instructional and technology skills necessary to fully implement a 21st century learning environment for World Languages.

These objectives directly address the primary goal of the EETT program, “to improve student achievement through the effective use of technology in elementary and secondary schools.” They provide technology literacy as well as content-area skills. They ensure that teachers have the tools and training necessary to develop and use the technology-based curriculum, and provide key 21st century skills (language, communication, internet-based research, collaboration) students will need in the global knowledge economy.

Timeline

June 18, 2010	PD day with Gary Webster
July 1, 2010	Order and install new equipment
Mid-August, 2010	Planning Day
August 26-27, 2010	Two Full-Day PD Days with SCSU
September, 2010	Baseline assessment of students; introduce school planning and management team to project plan developed in Aug.
September, October 2010	PD day with Gary Webster
September, 2010	Present project to parents at two curriculum nights hosted at Six to Six
September, 2010-June, 2010	Donna de Recinos: 1-2 coaching sessions each month, including classroom visits, feedback, curriculum modification and review of assessment data.
September, 2010-June, 2010	Implement project with students
October, 2010	½ day PD with SCSU
November, February, March 2010	PD day with Gary Webster, ½ day with SCSU

GRANTEE NAME: Cooperative Educational Services		TOWN CODE: 243
GRANT TITLE: Title II, Part D, Application for Educational Technology Entitlement Grants (ARRA)		
PROJECT TITLE: 21 st Century Learning Environments		
CORE-CT Classification: FUND: 12060 SPID: 29063 PROGRAM: 82079		
BUDGET REFERENCE 2009 CHARTFIELD1: 170003		
GRANT PERIOD: (03/01/10-8/31/11)		AUTHORIZED AMOUNT:
CODE	DESCRIPTION	BUDGET AMOUNT
100	PERSONAL SERVICES – SALARIES	6,550
200	PERSONAL SERVICES – EMPLOYEE BENEFITS	737
300	PURCHASED PROFESSIONAL AND TECHNICAL SERVICES	48,200
400	PURCHASED PROPERTY SERVICES	
500	OTHER PURCHASED SERVICES	13,400
600	SUPPLIES	4,000
700	PROPERTY	56,682
890	OTHER OBJECTS	
940	INDIRECT COSTS	10,139
	TOTAL:	139,708

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY SUMMARY FINANCIAL REPORT
For 9 Months Ended March 31, 2010**

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	7,097,649	563,214	544,556	18,658	4,755,045	4,648,045	107,000
200	TOTAL BENEFITS	2,392,934	183,927	181,263	2,664	1,655,012	1,659,398	(4,386)
300	TOTAL PROFESSIONAL SERVICES	356,794	26,474	19,315	7,159	283,914	255,042	28,872
400	TOTAL PROPERTY SERVICES	569,401	54,089	47,340	6,749	404,917	385,526	19,391
500	TOTAL OTHER PURCHASED SERVICES	975,781	66,937	85,112	(18,175)	737,181	748,388	(11,207)
600	TOTAL SUPPLIES & MATERIALS	353,297	23,783	29,509	(5,726)	281,655	240,498	41,157
700	TOTAL PROPERTY	57,290	2,250	2,794	(544)	51,130	28,746	22,384
800	TOTAL DUES AND FEES	88,565	2,603	1,475	1,128	80,309	55,213	25,096
	TOTAL ADOPTED BUDGET	11,891,711	923,276	911,364	11,912	8,249,163	8,020,856	228,307

1.
2.
3.
4.
5.
6.
7.
8.

COMMENTS

1. Expected Savings \$96,040, Timing Diff \$10,960
2. Expected Savings \$15,352, Health Insurance reimbursements not yet received (\$7,238), Ret/Sick timing diff (\$12,500).
3. Other Prof timing (\$10,025), Prof Dev \$14,096, legal under budget \$6,882 subs savings \$8,623, OT/PT timing \$3,686, Software Supp timing \$5,610
4. Elec. savings \$24,281, Elec/Water timing \$7,423 leases timing \$3,811, serv. contracts timing proj. deficit (\$24,015) Bldg Imp. timing \$7,191 Other Purch Srvs timing (\$1,983), Heating Oil timing \$2683
5. Gen liab. & workers comp ins over budget (\$8,878), tuition timing/deficit (\$8,262), transp. Timing/deficit (\$15,288), phone timing diff \$3,697, other purch srvs timing diff \$11,577, misc timing \$5,947
6. Timing diff on supply invoices \$41,157
7. Timing diff on property invoices \$22,384
8. Savings \$16,410, other \$8,686

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	5,851	(2,101)	26,250	29,585	(3,335)
3901	CONSULTANTS	18,000	1,800	475	1,325	12,600	5,579	7,021
510	TRANSPORTATION	67,200	5,840	14,113	(8,273)	49,680	93,023	(43,343)
560	TUITION	116,800	11,000	32,600	(21,600)	83,800	99,769	(15,969)
	TOTALS	239,500	22,390	53,039	(30,649)	172,330	227,956	(55,626)

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

For 9 Months Ended: March 31, 2010

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	577,996	-	446,590	134,191	100%	(2,785)	-	(2,785)
120	Teachers - Regular	4,064,734	-	2,596,056	1,405,870	98%	62,808	6,620	56,188
120	Teachers - Special Education	763,299	-	520,992	259,764	102%	(17,457)	-	(17,457)
1201	Psychologist	143,771	-	98,508	45,263	100%	-	-	-
1203	Counselor	32,490	-	20,095	12,395	100%	-	-	-
	Sub-Total Certified Salaries	5,582,290	-	3,682,241	1,857,483	99%	42,566	6,620	35,946
1303	Custodians	362,230	-	210,795	30,830	67%	120,605	36,773	83,832
140	Nurses	117,528	-	72,710	30,781	88%	14,037	2,000	12,037
150	Secretaries, Clerical	299,059	-	233,852	73,708	103%	(8,501)	-	(8,501)
160	Paraprofessionals	395,132	-	254,126	137,989	99%	3,017	-	3,017
1601	Special Education Paraprofess.	288,421	-	181,515	87,749	93%	19,157	-	19,157
190	Salaries, Miscellaneous	52,989	-	12,806	5,894	35%	34,289	32,288	2,001
	Sub-Total Non-Certified Salaries	1,515,359	-	965,804	366,951	88%	182,604	71,061	111,543
	TOTAL SALARIES	7,097,649	-	4,648,045	2,224,434	97%	225,170	77,681	147,489
1906	Retirement - Sick Pay-Out	38,903	-	19,000	-	49%	19,903	19,903	-
220	FICA	196,864	-	121,304	-	62%	75,560	61,000	14,560
230	Merf	125,753	-	85,179	-	68%	40,574	37,574	3,000
270	Medical Insurance	1,983,412	-	1,398,217	-	70%	585,195	548,000	37,195
280	Life Insurance	28,302	-	20,581	-	73%	7,721	6,700	1,021
2902	Other Employee Benefits	19,700	-	15,117	2,934	92%	1,649	1,649	-
	TOTAL BENEFITS	2,392,934	-	1,659,398	2,934	69%	730,602	674,826	55,776

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

For 9 Months Ended: March 31, 2010

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	79,400	-	47,334	26,000	92%	6,066	6,066	-
330	Legal Fees	34,300		15,982	14,017	87%	4,301	-	4,301
340	Software Support	11,750		2,955	-	25%	8,795	8,795	-
350	Substitutes	31,800	-	13,637	-	43%	18,163	15,000	3,163
390/01	OT/PT/Consultant Services	55,500		35,164	46,976	148%	(26,640)	-	(26,640)
3902	Financial Audit	14,144		14,940	-	106%	(796)	-	(796)
390	Other Prof/Tech. Services	129,900	-	125,030	3,674	99%	1,196	1,196	-
	TOTAL PROFESSIONAL SERVICES	356,794	-	255,042	90,667	97%	11,085	31,057	(19,972)
410/01	Utilities - Electric and Water	267,403		141,796	87,324	86%	38,283	-	38,283
420	Heating Oil	117,212		85,782	27,064	96%	4,366	-	4,366
430	Repairs and Maintenance	36,800	-	28,714	4,088	89%	3,998	3,998	-
450	Leases and Rentals	48,453		32,531	15,651	99%	271	-	271
4501	Building Improvements	28,000	-	15,309	-	55%	12,691	12,691	-
490	Other Purchased Services	23,200	-	19,560	3,506	99%	134	134	-
4901	Service Contracts	48,333	-	61,834	12,347	153%	(25,848)	17,550	(43,398)
	TOTAL PROPERTY SERVICES	569,401	-	385,526	149,980	94%	33,895	34,373	(478)
510	Pupil Transportation-Regular	430,916		273,589	117,185	91%	40,142	8,270	31,872
510	Pupil Transportation-Spec. Educ.	67,200		93,023	47,975	210%	(73,798)	-	(73,798)
520	Insurance-General Liability	80,152		89,221	-	111%	(9,069)	-	(9,069)
5201	Worker's Compensation	87,785	-	87,594	-	100%	191	-	191
530	Telephone Services	17,943		9,758	7,634	97%	551	551	-
535	Internet	12,975	-	6,907	-	53%	6,068	6,068	-
537	Postage	6,900		3,842	421	62%	2,637	2,637	-
540	Advertising	2,800	-	671	-	24%	2,129	2,129	-
550	Interns	113,363	-	75,211	38,089	100%	63	-	63
560	Tuition	139,307		107,819	119,193	163%	(87,705)	-	(87,705)
590	Other Purchased Services	16,440	-	753	160	6%	15,527	15,527	-
	TOTAL OTHER PURCH SERVICES	975,781	-	748,388	330,657	111%	(103,264)	35,182	(138,446)

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

For 9 Months Ended: March 31, 2010

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	191,450	300	141,888	13,655	81%	36,207	36,207	-
620	Computer Software	63,412	-	44,519	4,633	78%	14,260	14,260	-
625	Supplies Nurses	2,000	-	1,651	223	94%	126	126	-
630	Supplies Custodial	42,500	-	23,090	2,681	61%	16,729	16,729	-
635	Supplies Office	14,100	-	10,387	1,260	83%	2,453	2,453	-
640	Books and Audio Visual	19,500	-	5,516	13,875	99%	109	109	-
645	Subscriptions	10,535	-	9,207	400	91%	928	928	-
650	Testing	5,800	-	2,137	-	37%	3,663	3,663	-
690	Misc. Supplies	3,700	-	2,103	-	57%	1,597	1,597	-
	TOTAL SUPPLIES & MATERIALS	352,997	300	240,498	36,727	78%	76,072	76,072	-
730	Equipment - Office	-	-	-	-	0%	-	-	-
732	Computer Hardware	17,510	-	9,285	380	55%	7,845	7,845	-
735	Equipment - Teaching	20,450	(1,000)	6,610	838	38%	12,002	12,002	-
740	Equipment - Building	5,350	-	1,808	300	39%	3,242	3,242	-
745	Furniture	14,280	700	11,043	679	78%	3,258	3,258	-
	TOTAL PROPERTY	57,590	(300)	28,746	2,197	54%	26,347	26,347	-
810	Dues and Fees	24,835	-	16,103	-	65%	8,732	8,732	-
825	Unemployment	9,300	-	4,896	-	53%	4,404	4,404	-
900	Other Fees	54,430	-	34,214	448	64%	19,768	3,768	16,000
	TOTAL DUES AND FEES	88,565	-	55,213	448	63%	32,904	16,904	16,000
	TOTAL ADOPTED BUDGET	11,891,711	-	8,020,856	2,838,044	91%	1,032,811	972,442	60,369

Woodbridge Board of Education
Expenditures by Object
Financial Analysis
For Fiscal Year 2009-2010

March 2010

OBJECT 110 – ADMINISTRATORS

The projected deficit is due to negotiated salary increases after budget finalization. The Superintendent is giving back his 2% salary increase for the year. That money will be used to support professional development for teachers and/or instructional resources for children.

OBJECT 120 – SALARIES TEACHERS-REGULAR & SPECIAL EDUCATION

These projected surplus' are a result of staffing changes after budget finalization.

OBJECT 1303 – CUSTODIANS

This surplus is a result of staffing changes and the use of a service contractor during the transition period required to hire new staff.

OBJECT 160/1601 – PARAPROFESSIONALS- REGULAR & SPECIAL EDUCATION

These changes are a result of staffing changes after budget finalization.

OBJECT 220,230 – FICA & MERF

This surplus in these accounts is a result of custodial staffing changes and the use of a service contractor during the transition period required to hire new staff.

OBJECT 270 – MEDICAL INSURANCE

We are currently projecting a surplus in this account due to staffing changes and individuals changing plan options.

OBJECT 350 – SUBSTITUTES

We are currently projecting a surplus in this account due to lower than anticipated usage through usage of attendance tracking and efficient use of the intern model.

OBJECT 390/01 – OT/PT CONSULTANT SERVICES

The deficit in this account is due to additional children with special needs requiring these types of services.

OBJECT 410/01 – UTILITIES – ELECTRIC & WATER

The projected surplus in this account is due to electricity usage tracking better than budget and favorable rates obtained through consortium purchasing.

OBJECT 4901 – SERVICE CONTRACTS

The projected deficit is the result of using a service contractor for custodial services during the transition period required to hire new staff. The surplus in custodial salaries more than offsets the deficit in this account.

OBJECT 510 – PUPIL TRANSPORTATION

The net deficit in the transportation line item is due to higher than anticipated transportation costs associated with special needs students.

OBJECT 520 - INSURANCE-GENERAL LIABILITY

We are experiencing a deficit in this account due to higher than anticipated insurance premiums.

OBJECT 560 - TUITION

The anticipated deficit in this line item is due to additional outplacements of special needs students unknown at time of budget development.

OBJECT 900 – OTHER FEES

We are projecting a surplus in this account due to utilizing grant money to offset some of the costs associated with EZRA nursing expenses. Also the funding for the second half of the cafeteria subsidy in the amount of \$7,000 will not be made due to accounting changes initiated by the Board.

Woodbridge Board of Education
Combining Balance Sheets as of 03/31/10 (Unaudited)

	Total	Café	Special Revenue			Agency
			Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
Assets:						
Cash	\$ 75,021	\$ 6,119	\$ 54,089	\$ 2,319	\$ 11,011	\$ 1,483
Prepaid expenses	-					
Accounts receivable	4,649	3,426	514	\$ 437	\$ 272	
Intergovt Receivable	7,743	7,743		-		
Inventory	6,114	6,114				
Total Assets	93,527	23,402	54,603	2,756	11,283	1,483
Liabilities and Fund Balance						
Liabilities:						
Amounts held as agent	703	-	703		-	-
Accounts payable	5,904	3,238	2,341	325	-	-
Deferred revenue	11,922		11,922			
Wages payable	-					
Total Liabilities	18,529	3,238	14,966	325	-	-
Fund Balance	74,998	20,164	39,637	2,431	11,283	1,483
Total Liabilities and Fund Balance	\$ 93,527	\$ 23,402	\$ 54,603	\$ 2,756	\$ 11,283	\$ 1,483
Activity Fund:						
Administrative Fund						\$ -
Drama						745
ODAC						459
PTO						276
Technology						\$ 3
Total						\$ 1,483

Woodbridge Board of Education
 Combining Statement of Revenues & Expenditures
 for the 9 Months Ended 03/31/10 (Unaudited)

	Special Revenue						Agency
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	Activity Fund
Revenues:							
Charges for services	\$ 489,052	\$ 131,692	\$ 257,703	\$ 24,793	\$ 69,475	\$ 5,389	\$ -
Intergovernmental	22,502	22,502					
Donations	-						
Other income	72	72					
Additions	-						-
Total revenues/additions	511,626	154,266	257,703	24,793	69,475	5,389	-
Expenditures:							
Wages, FICA, MERF	333,658	69,198	193,290		71,170		
Medical Insurance	9,977	9,977					
Cost of food sold	62,031	62,031					
Equipment	300	300	-				
Other Expenses	85,756	7,328	42,753	24,142	6,552	4,040	941
Deductions	-						
Total expenditures/deductions	491,722	148,834	236,043	24,142	77,722	4,040	\$ 941
Excess (deficiency) of revenues over expenditures before operating transfer in	20,845	5,432	21,660	651	(8,247)	1,349	
Operating transfer in	7,000	7,000	-		-		
Excess (deficiency) of revenues over expenditures after operating transfer in	27,845	12,432	21,660	651	(8,247)	1,349	
Fund Balance, ending	\$ 73,515	\$ 20,164	\$ 39,637	\$ 2,431	\$ 1,890	\$ 9,393	

Woodbridge School District
Cafeteria POS Bid Results
February 10, 2010

Description	Qty	Horizon	Nutrikids
Hardware: Terminals, Pin Pads, Cash Drawer	3	\$5,480	\$5,895
Network Connections		\$0	\$0
Software		\$6,165	\$4,740
Training- Travel Costs Separate		\$3,870	\$1,250
Totals		\$15,515	\$11,885
Server Cost (If Required)		\$1,230	\$0
Annual Maintenance Fees		\$863	\$665

Committee Comments

1. Horizon ability to separate ala carte items from base lunch a positive feature.
2. Amity Middle and High School use Horizon
3. Horizon Technology Superior
 - a. Terminals and integration process superior with Horizon
 - b. Nutrikids using older technology concept
 - c. With Horizon we get all required software and can turn different modules on as required.
 - d. Could utilize Mealpay Plus for field trips, extended day, summer enrichment, etc.
4. Horizon more comprehensive training.
5. Horizon more comprehensive menu planning and nutrition analysis.
6. Horizon has healthy vending possibility.

CAFETERIA POS ADVANTAGES

Menu Planner/Nutritional Analysis

- * Costs automatically calculated and displayed by system as you build menu.
- * Plan menu for entire week using weighted average if desired.
- * Perform nutritional analysis with ease. System checks for compliance
- * Print/post menus with or without nutrition information.

Point of Service

- * Cashier views student photo for identification
- * Cashier views timely messages for allergy warnings, spending limits, account balance etc.
- * Increased line speed with use of photo and pin pad
- * Process payments quickly and efficiently. Add change due to account or return to customer.
- * Color coded menu grid for efficiency and convenience
- * Export data to other applications
- * Eliminate students having to come to the cafeteria to purchase tickets in the morning.
- * Utilization of staff in more efficient manner.

MealpayPlus

- * Reduce cash handling and possible shrinkage
- * Increase participation and revenue
- * Improve line speed due to pre-paid accounts
- * Minimize possibility of students missing lunch due to lack of funds.
- * Enhance wellness programs through parental monitoring features.

- * Horizon marketing assistance to parents
- * Parents able to access system 24/7
- * Make payments via credit cards, e-checks, and cash
- * Ability to use auto account replenish feature or low-balance email reminder
- * Child will no longer have lost lunch money

ROI

With projected revenue of \$211,423 for fiscal year an 8% increase in sales due to marketing, ease of use, increased line speed, and participation increase would pay for the cost of the system in one year.