

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Tuesday, January 17, 2012 7:00 PM

Woodbridge Board of Education January 17,
2012 Regular Meeting Executive Session 6:30
PM Public Session 7:00 PM Library Media
Center Beecher Road School

Agenda

- I. **Preliminary Business**
 - A. Call to Order 6:30 PM
 - B. Executive Session - 6:30 PM
 1. Discuss Early Retirement Incentive
 - C. Public Session - 7:00 PM
 - D. Salute to the Flag
 - E. Correspondence
 - F. Public Comment
- II. **Consent Agenda**
 - A. Approval of the December 19, 2011 Regular Meeting Minutes
 - B. Monthly Summary Financial Report Ending December 31, 2011
 - C. Monthly Detail Financial Report Ending December 31, 2011
 - D. Combining Financial Statements through December 31, 2011
- III. **Reports**
 - A. Superintendent's Report
 1. BRS Update
 - a. BRS Monthly Enrollment Report
 2. Update on Principal Search
 3. Playground Update
 4. District Web Site Update
 5. Act on Open Choice Participation
 - B. PTO Update
 - C. Facilities Committee Report
 - D. BRS Building Committee
 - E. Policy Committee
 - F. Finance Committee
 - G. CABA Liaison Report
 - H. ACES Liaison Report
- IV. **New Business**
 - A. Act on Early Retirement Incentive
- V. **Other**
 - A. Public Comment
 - B. Executive Session, in accordance with State Statute
- VI. **Adjournment**

MINUTES OF THE REGULAR BOARD OF EDUCATION MEETING

Monday, December 19, 2011

BRS Library Media Center

CALL TO ORDER: Ms. Hamilton, Chair called the meeting to order at 7:02 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Mr. David Barkin (7:13 PM), Mr. David Bernard, Dr. Clotilde Dudley-Smith (7:04 PM), Dr. Steve Fleischman, Vice Chair; Mr. Carl Lindskog, Ms. Sheila McCreven (7:08 PM), and Dr. YanYun Wu.

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Carol Bequary, Primary Grades Principal; Donna Pagé Intermediate Grades Interim Principal; and Marsha DeGennaro, Clerk of the Board.

MEMBERS OF THE PUBLIC: Laurence Grotheer, BOS Liaison; Joseph Holowienko, Larry Hurwitz, Teresa Nakouzi, Teachers; First Lego League Students and Parents; Pua Ford and Bettina Thiel, community.

CORRESPONDENCE – None

PUBLIC COMMENT – None

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Dr. Fleischman

Second by Mr. Lindskog

UNANIMOUS

REPORTS

Superintendent's Report

- **Beecher Road School Update** – Superintendent Stella highlighted the musical concerts, writing celebrations, and the China Skype Conference with our sister school.

Dr. Dudley Smith arrived (7:04 PM). Ms. McCreven arrived (7:08 PM).

- **First Lego League** – Mr. Holowienko, and the students participating in the First Lego League, gave a robotics demonstration and presentation on the PH Balance of Milk. The First Lego League seeks to immerse children in real-world science, engineering, mathematics and technology challenges, while supporting the development of collaboration and presentation skills. This was the first BRS team to enter the competition and they achieved first place and the opportunity to compete in the state finals.

Mr. Barkin arrived (7:13 PM)

- **Playground Update** – The first meeting of the Playground Committee will be held December 21 at 7:30 AM. A contract has been entered into with Fuss & O'Neill to construct a new playground on the North Campus with groundbreaking slated to occur by the spring break. It is anticipated the Town will remove the existing playground structures during the holiday break.
- **Principal Search Update** – NESDEC has been hired to perform the search for a new principal. It is anticipated candidates will be identified and selected by the April BOE meeting.

2011/12 Calendar Change – Superintendent Stella recommended changing the March 30 Professional Development Day to an early dismissal day for students. This change is the result of the loss of four (4) days attributed to Hurricane Irene and the October 31 snow day. Provided there are no additional snow days, the last day of school would change to June 21st. Depending upon the severity of winter, flexibility remains for reducing students days from 182 to 180 prior to eliminating days during the spring break.

MOTION #2 – 2011/12 CALENDAR CHANGE

Move that we modify the 2011/12 calendar and change March 30 to an early dismissal day for students.

Dr. Fleischman
Second by Mr. Lindskog
UNANIMOUS

2012/13 Budget Proposal – Superintendent Stella presented the 2012/13 budget proposal requesting an increase of 3.84%. As enrollment is slightly more than originally projected, no recommendation was made for a reduction in certified staff. One full-time teacher assistant position is slated for reduction. It was suggested that consideration be given to sharing non-classroom services with other BOWA districts, defining minimum requirements of maintaining a district and clarifying what makes Beecher different than other districts.

MOTION #3 – 2012/13 BUDGET

Move that we approve 2012/13 Budget as presented for submission to the Boards of Selectmen and Finance.

Ms. McCreven
Second by Dr. Fleischman
UNANIMOUS

PTO Update – No report

Facilities Committee – Mr. Barkin stated the minutes were comprehensive and there was no further report.

Town Building Committee Charge – Ms. McCreven indicated the committee charge was recently modified to include components related to the pool. It is anticipated this committee will make a recommendation to the Board of Selectmen by the end of January. This committee meets every Friday at 8:00 AM at Town Hall.

Policy Committee – Mr. Bernard presented Policy 5131.92 for adoption.

MOTION #4 – POLICY ADOPTION BULLYING (5131.92)

Move that we adopt Policy 5131.92 (Bullying).

Dr. Fleischman
Second by Dr. Dudley-Smith
UNANIMOUS

Mr. Bernard noted the Policy Committee will meet on the second and fourth Thursday of the month at 6:00 PM.

Finance Committee – Dr. Fleischman highlighted the December 12 meeting, which included review of the monthly financial reports and the 2012/13 budget proposal.

CABE Liaison – No report

ACES Liaison – No report

PUBLIC COMMENT – None

Dr. Stella thanked Mr. Pullo, the co-principals and special services director for their tireless efforts in developing the 2012/13 budget proposal.

MOTION TO ADJOURN: (8:21 PM)
Dr. Fleischman
Second by Mr. Lindskog
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

**WOODBIDGE BOARD OF EDUCATION
MONTHLY SUMMARY FINANCIAL REPORT
For 6 Months Ended December 31, 2011**

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	7,221,944	392,739	570,822	(178,083)	3,046,901	2,981,933	64,968	1.
200	TOTAL BENEFITS	2,579,599	240,971	9,545	231,427	1,123,789	1,137,549	(13,760)	2.
300	TOTAL PROFESSIONAL SERVICES	347,946	25,381	10,499	14,882	180,971	181,152	(181)	
400	TOTAL PROPERTY SERVICES	595,552	58,282	46,520	11,762	267,525	206,679	60,846	3.
500	TOTAL OTHER PURCHASED SERVICES	1,200,250	83,689	83,029	660	612,975	562,917	50,058	4.
600	TOTAL SUPPLIES & MATERIALS	303,567	31,499	21,437	10,062	177,038	133,570	43,468	5.
700	TOTAL PROPERTY	33,000	2,821	1,883	939	16,072	6,116	9,956	6.
800	TOTAL DUES AND FEES	62,082	2,264	3,947	(1,683)	41,498	20,532	20,966	7.
	TOTAL ADOPTED BUDGET	12,343,940	837,646	747,682	89,964	5,466,769	5,230,448	236,321	

COMMENTS

1. Savings realized from staffing changes and retirements \$64,968.
2. Timing Health Insurance cost share reimbursements not yet received (\$19,889), Life Insurance savings \$6,129.
3. Electricity & Water savings \$6,196; timing \$41,429, Service contracts incl. custodial service (\$27,016), Repairs timing \$10,019, Leases & Rentals timing \$9,778; Heating oil timing \$14,923, Building Improvements timing \$5,517.
4. Liab. Ins. savings \$4,085, Ins. w/comp timing \$6,457, Interns savings \$8,172, Tuition timing \$20,252; Tuition savings (Wintergreen) \$11,092
5. Instructional supplies timing (\$5,030); computer sftwre timing \$25,153 custodial supplies timing \$9,575; Books & A/V timing \$7,808 Subscriptions timing \$3,232, Testing timing \$2,730.
6. Computer Hardware & Equipment timing \$9,956
7. Unemployment (\$2,421); Other fees timing \$23,387

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	8,441	(4,691)	22,500	16,658	5,842
3901	CONSULTANTS	18,000	1,800	1,100	700	10,800	3,300	7,500
510	TRANSPORTATION	128,300	12,830	55,094	(42,264)	76,980	55,094	21,886
560	TUITION	142,000	14,200	41,138	(26,938)	85,200	74,007	11,193
	TOTALS	325,800	32,580	105,773	(73,193)	195,480	149,059	46,421

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

For 6 Months Ended: December 31, 2011

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	613,200	-	310,166	291,422	98%	11,612	-	11,612
120	Teachers - Regular	4,252,008	-	1,723,371	2,547,868	100%	(19,231)	-	(19,231)
120	Teachers - Special Education	773,051	-	293,149	434,581	94%	45,321	-	45,321
1201	Psychologist	156,537	-	66,481	90,056	100%	-	-	-
1203	Counselor	37,643	-	14,541	23,102	100%	-	-	-
	Sub-Total Certified Salaries	5,832,439	-	2,407,708	3,387,029	99%	37,702	-	37,702
1303	Custodians	355,650	-	112,018	69,226	51%	174,406	90,598	83,808
140	Nurses	124,801	-	47,995	63,738	90%	13,068	13,068	-
150	Secretaries, Clerical	292,729	-	158,733	133,996	100%	-	-	-
160	Paraprofessionals	385,172	-	144,090	240,640	100%	442	-	442
1601	Special Education Paraprofess.	201,945	-	102,174	113,506	107%	(13,735)	-	(13,735)
190	Salaries, Miscellaneous	29,208	-	9,215	10,315	67%	9,678	9,678	-
	Sub-Total Non-Certified Salaries	1,389,505	-	574,225	631,421	87%	183,859	113,344	70,515
	TOTAL SALARIES	7,221,944	-	2,981,933	4,018,450	97%	221,561	113,344	108,217
1906	Retirement - Sick Pay-Out	25,000	-	27,013	-	108%	(2,013)	-	(2,013)
220	FICA	216,262	-	81,084	-	37%	135,178	135,178	-
230	Merf	130,281	-	83,064	-	64%	47,217	47,217	-
270	Medical Insurance	2,157,896	-	935,751	1,133,886	96%	88,259	76,241	12,018
280	Life Insurance	34,960	-	9,555	9,871	56%	15,534	3,400	12,134
2902	Other Employee Benefits	15,200	-	1,082	5,997	47%	8,121	8,121	-
	TOTAL BENEFITS	2,579,599	-	1,137,549	1,149,754	89%	292,296	270,157	22,139

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

For 6 Months Ended: December 31, 2011

Object Code	Descriptions		Budget Transfers		Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
320	Professional Development	67,625	-		17,617	45,420	93%	4,588	4,588	-
330	Legal Fees	35,000			10,279	24,721	100%	-	-	-
340	Software Support	12,828			4,845	-	38%	7,983	7,983	-
350	Substitutes	28,000	-		15,023	-	54%	12,977	12,977	-
390/01	OT/PT/Consultant Services	55,500			19,958	27,042	85%	8,500	8,500	-
3902	Financial Audit	14,691			-	14,691	100%	-	-	-
390	Other Prof/Tech. Services	134,302	-		113,430	-	84%	20,872	20,872	-
	TOTAL PROFESSIONAL SERVICES	347,946	-		181,152	111,874	84%	54,920	54,920	-
410/01	Utilities - Electric and Water	253,511			79,131	168,184	98%	6,196	-	6,196
420	Heating Oil	151,673			28,412	122,775	100%	486	486	-
430	Repairs and Maintenance	39,898	-		9,930	7,150	43%	22,818	22,818	-
450	Leases and Rentals	49,430			14,937	34,493	100%	-	-	-
4501	Building Improvements	28,500	-		12,047	54,608	234%	(38,155)	11,845	(50,000)
490	Other Purchased Services	22,000	-		9,936	11,900	99%	164	-	164
4901	Service Contracts	50,540	-		52,286	33,319	169%	(35,065)	-	(35,065)
	TOTAL PROPERTY SERVICES	595,552	-		206,679	432,429	107%	(43,556)	35,149	(78,705)
510	Pupil Transportation-Regular	434,349			208,181	205,448	95%	20,720	14,498	6,222
510	Pupil Transportation-Spec. Educ.	115,000			55,094	73,701	112%	(13,795)	-	(13,795)
520	Insurance-General Liability	89,926			85,841	-	95%	4,085	-	4,085
5201	Worker's Compensation	95,784	-		89,137	-	93%	6,647	6,647	-
530	Telephone Services	18,554			5,959	11,338	93%	1,257	-	1,257
535	Internet	12,100	-		1,179	699	16%	10,222	10,222	-
537	Postage	5,500			490	-	9%	5,010	5,010	-
540	Advertising	2,800	-		320	7,900	294%	(5,420)	3,000	(8,420)
550	Interns	127,710	-		34,741	78,259	88%	14,710	5,850	8,860
560	Tuition	282,102			81,497	185,186	95%	15,419	4,327	11,092
590	Other Purchased Services	16,425	-		478	100	4%	15,847	15,847	-
	TOTAL OTHER PURCH SERVICES	1,200,250	-		562,917	562,631	94%	74,702	65,401	9,301

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

For 6 Months Ended: December 31, 2011

Object Code	Descriptions		Budget Transfers		Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
610	Instructional Supplies	146,700	-		81,380	9,595	62%	55,725	55,725	-
620	Computer Software	53,580	-		22,892	200	43%	30,488	30,488	-
625	Supplies Nurses	1,800	-		-	158	9%	1,642	1,642	-
630	Supplies Custodial	45,792	-		13,321	23,396	80%	9,075	9,075	-
635	Supplies Office	12,000	-		5,340	718	50%	5,942	5,942	-
640	Books and Audio Visual	16,000	-		1,792	8,777	66%	5,431	5,431	-
645	Subscriptions	13,995	-		5,165	50	37%	8,780	8,780	-
650	Testing	10,000	-		3,600	70	37%	6,330	6,330	-
690	Misc. Supplies	3,700	-		80	-	2%	3,620	3,620	-
	TOTAL SUPPLIES & MATERIALS	303,567	-		133,570	42,964	58%	127,033	127,033	-
730	Equipment - Office	-	-		-	-	0%	-	-	-
732	Computer Hardware	10,600	-		1,511	2,588	0%	6,501	6,501	-
735	Equipment - Teaching	15,550	-		2,569	112	17%	12,869	12,869	-
740	Equipment - Building	4,600	-		1,898	2,100	87%	602	602	-
745	Furniture	2,250	-		138	-	6%	2,112	2,112	-
	TOTAL PROPERTY	33,000	-		6,116	4,800	33%	22,084	22,084	-
810	Dues and Fees	20,151	-		11,908	2,745	73%	5,498	5,498	-
825	Unemployment	5,835	-		5,338	497	100%	-	-	-
900	Other Fees	36,096	-		3,286	548	11%	32,262	32,262	-
	TOTAL DUES AND FEES	62,082	-		20,532	3,790	39%	37,760	37,760	-
	TOTAL ADOPTED BUDGET	12,343,940	-		5,230,448	6,326,692	94%	786,800	725,848	60,952

Woodbridge Board of Education
Expenditures by Object
Financial Analysis
For Fiscal Year 2011 - 2012

December 2011

OBJECTS 110-120 – CERTIFIED STAFF

The projected surplus reflects savings realized from staff retirements and the interim principal vacancy savings.

OBJECT 1303 – CUSTODIANS

We are projecting a surplus as a result of staffing changes and the use of a service contractor to aide in the building cleaning. Projections reflect the remedies mandated by the decision rendered by the Connecticut Labor Board.

OBJECT 1601 – TEACHER ASSISTANTS

We are currently projecting a deficit in this account due to increased level of services, which occurred after the budget submission, obligated under the special needs students' IEP

OBJECT 1906 Retirement-Sick Pay-Out

We are projecting a deficit in this account due to contractual payouts connected with a retirement announcement after the budget submission.

OBJECT 270– MEDICAL INSURANCE

The projected surplus is a result of favorable premium renewal rates and will continue to monitor monthly.

OBJECT 280– LIFE INSURANCE

The projected surplus is a result of favorable premium renewal rates.

OBJECT 410 – UTILITIES ELECTRIC AND WATER

The projected surplus is a result of anticipated savings on consumption.

OBJECT 4501 – BUILDING IMPROVEMENTS

The projected deficit is a result of an encumbrance for partial costs of replacing the North Playground.

OBJECT 4901 – SERVICE CONTRACTS

The projected deficit is the result of using a service contractor for custodial services. The anticipated surplus in custodial salaries and benefits is greater than the anticipated deficit in this account.

OBJECT 510 PUPIL TRANSPORTATION

The net deficit is due to student outplacement transportation arrangements.

OBJECT 520 INSURANCE GENERAL LIABILITY

The projected savings is a result of favorable premium renewal.

OBJECT 530 – TELEPHONE SERVICES

The projected savings is a result of anticipated savings based on year to date trends.

OBJECT 540 – Advertising

The projected deficit is a result of consultant fees and related services for the upcoming Principal search.

OBJECT 550 – INTERNS

The projected savings is the result of a vacancy during the fall semester.

OBJECT 560 – TUITION

The projected surplus is the result of favorable Wintergreen Magnet School tuition rates.

Woodbridge Board of Education
Combining Balance Sheets as of 12/31/11 (Unaudited)

	Total	Café	Special Revenue			Agency
			Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
Assets:						
Cash	\$ 144,390	\$ 37,049	\$ 73,750	\$ 3,053	\$ 28,790	\$ 1,748
Prepaid expenses	-	\$ -	-	\$ -	-	\$ -
Accounts receivable	4,430	1,868	735	\$ 1,555	\$ 272	\$ -
Intergovt Receivable	10,641	10,641	-	-	-	-
Inventory	5,789	5,789	-	-	-	-
Total Assets	165,250	55,347	74,485	4,608	29,062	1,748
Liabilities and Fund Balance						
Liabilities:						
Amounts held as agent	231	-	231	-	-	-
Accounts payable	20,684	536	20,148	-	-	-
Deferred revenue	7,440	-	7,440	-	-	-
Wages payable	-	-	-	-	-	-
Total Liabilities	28,355	536	27,819	-	-	-
Fund Balance	136,895	54,811	46,666	4,608	29,062	1,748
Total Liabilities and Fund Balance	\$ 165,250	\$ 55,347	\$ 74,485	\$ 4,608	\$ 29,062	\$ 1,748
				Café	Extended Day	SEP
Current Fund Balance				\$ 54,811	\$ 46,666	\$ 29,062
Baseline - Minimum Fund Balance (30 Day Expenses Average)				\$ 17,000	\$ 28,000	\$ 10,000
Operating Reserve Fund Balance (90 Day Expenses Average)				\$ 51,000	\$ 84,000	\$ 30,000
# of Days Expenses in Fund Balance				\$ 97	\$ 50	\$ 87
Fund Balance Excess				\$ 3,811	\$ -	\$ -

Woodbridge Board of Education
Combining Statement of Revenues & Expenditures
for the 6 Months Ended 12/31/11 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
Revenues:							
Charges for services	\$ 371,588	\$ 91,913	\$ 176,650	\$ 12,189	\$ 88,676	\$ 2,160	\$ -
Intergovernmental	14,127	14,127	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Other income	6.00	6.00	-	-	-	-	-
Additions	-	-	-	-	-	-	-
Total revenues/additions	385,721	106,046	176,650	12,189	88,676	2,160	-
Expenditures:							
Wages, FICA, MERF	261,914	44,901	140,325	-	73,701	2,987	-
Medical Insurance	-	-	-	-	-	-	-
Cost of food sold	42,331	42,331	-	-	-	-	-
Equipment	546	449	97	-	-	-	-
Other Expenses	54,475	6,566	26,705	11,272	7,794	2,138	-
Deductions	20,000	-	20,000	-	-	-	-
Total expenditures/deductions	379,266	94,247	187,127	11,272	81,495	5,125	-
Excess (deficiency) of revenues over expenditures before operating transfer in	6,455	11,799	(10,477) *	917	7,181	(2,965)	
Operating transfer in	-	-	-	-	-	-	
Excess (deficiency) of revenues over expenditures after operating transfer in	6,455	11,799	(10,477)	917	7,181	(2,965)	
Fund Balance, ending	\$ 135,147	\$ 54,811	\$ 46,666	\$ 4,608	\$ 14,372	\$ 14,690	

(* YTD loss is timing related to 3 payrolls in December and 1 less week of revenue due to Holiday Recess.

**SUGGESTED TIMELINE
FOR
SELECTING A PRINCIPAL
WOODBIDGE, CT**

<u>TASKS</u>	<u>DATE</u>
1. Initial contact with the Superintendent	<u>1/3/12</u>
2. Orientation meeting - decide search details: timeline, brochure information, salary, etc.	<u>1/3/12</u>
3. Develop brochure or announcement letter.	<u>1/9/12</u>
4. Publicize vacancy.	<u>1/17/12</u>
5. Date for the acceptance of applications. Begin screening of applications.	<u>3/26/12</u>
7. Complete/organize applicant files.	<u>4/3/12</u>
8. Present dossiers of candidates to Superintendent	<u>4/3/12</u>
9. Interviews of semi-finalists (everyone must attend all sessions).	<u>Week of 4/9/12</u>
10. School visits/interviews of finalists.	<u>Week of 4/23/12</u>
11. Visit to site of most likely nominee (or nominees).	<u>Week of 4/30/12</u>
12. Select the nominee.	<u>Week of 5/7/12</u>
13. Superintendent nominates/Board elects new Principal.	<u>Week of 5/7/12</u>
14. Clean up details.	<u>Weeks of 5/7/12 and 5/14/12</u>



December 12, 2011

Dr. Gaeton F. Stella
Woodbridge Board of Education
4 Meetinghouse Lane
Woodbridge, CT 06525

Dear Dr. Stella 

As required by law, I am contacting ACES member districts to determine the number of seats that will be available for Open Choice students in the 2012-13 school year. I am requesting that your district report this information to us at ACES by **February 1, 2012** so that we may complete the lottery and placement process early enough to obtain student records before the end of the school year. Enclosed is a form for you to report **NEW** available seats for 2012-13 (additional to any seats currently occupied by Open Choice students in any of your district's schools).

We appreciate your continued commitment to this program which impacts schools, students and their families in such a positive way. We are hoping to expand the numbers of seats available in our region, so that more students will have the opportunity to attend schools of their/their families' choice. Enclosed is a summary of survey data on Open Choice students during the 10-11 school year. In the past several years, the legislature has allocated additional transportation funds, an increase in the per pupil Choice grant award, and an increase in the multiple student grant award to districts. ACES has also partnered with New Haven to administer a federal Choice grant which has allowed us to send receiving schools an **additional financial award per new pupil**. This grant funding is expected to continue through 2012.

Please return the enclosed completed form by **Feb. 1, 2012** to Lynn Bailey at 350 State St. North Haven 06473, or fax it to **498-6891**. Please do not include half-day kindergarten seats in your report of available seats. It is not feasible for us to transport students to half-day programs.

If you have any questions about this form or the Open Choice program, please call Carolyn McNally at 498-6842 or Lynn Bailey at 498-6843.

Sincerely,


Craig W. Edmondson, Ed.D.
Executive Director

Enc.

c. Carolyn McNally, Director, Development

"Innovators in Education"

Meeting Minutes

WBOE Facilities Committee Meeting

Meeting Date: 1/5/12

Upcoming Meetings: 2/2/12, 3/1/12 (first Thursday at 7:30 – 8:30 am)

Attending: **Brie Pfannenbecker**
Greg Kula
Al Pullo
Kathy Wick
David Barkin
Michael Cavanagh
David Bernard

Old Business

Playground Update: Parks and Rec demolished all the existing materials at both north and south playgrounds, no materials salvaged other than some plastic parts that will be converted into a wishing well. It was unknown if the wood posts were pressure treated which would have presented a danger if they were recut as had been requested. *Dr. Stella will provide a timeline for implementation at the January BOE meeting for the new playground(s).*

STEAP Grant Update: Dr. Stella and Mr. Pullo to determine if an RFP is required in conjunction with First Selectman Sheehy and Mr. Genovese (Director Finance and Operations). No decision has been made regarding the final selection of consultant for the project.

Facilities / Grounds Projects 2011 / 2012: Mr. Pullo and Mr. Kula need to develop a list of desired work to be accomplished inside and outside the facility.

Overview of Maintenance Management Systems: Scheduled and Emergency:
Administration requested to develop a report / document no later than the March or April Facilities Committee Meeting

New Business

Report from Mike Cavanaugh – TOW Fire Marshal: Mr. Cavanaugh presented a copy of his letter to Dr. Stella dated 11/3/11 regarding his annual inspection on 8/22/11. The letter (attached) illustrates a number of areas that need to be addressed immediately to insure the building is maintained in accordance with the Connecticut Fire Safety Code (at a minimum). One issue that was raised is the difficulty in testing emergency lighting because the electrical panels don't properly identify circuits – this should be remedied and records should be updated on an ongoing basis.

Status / Plan to clear additional areas of invasive species: Mr. Pullo will be soliciting quotes from Chris Sorensen for clearing additional areas of invasive growth. Kathy Wick will contact

Meeting Minutes (cont.)

Emily Cosenza (retired) to assist in marking trees that shouldn't be touched by clearing / clean-up

Development of grounds operations and maintenance manual: Mr. Pullo to speak with F&O regarding developing a grounds maintenance manual that will serve as a tool for the upkeep of the grounds. The manual should include strategies for sustainable and ecologically healthy maintenance procedures, identify products and practices that will help us to solicit competitive quotes and include timetables for different types of maintenance. Such a document would need to be kept up to date.

Future Agenda Items:

- Facilities Utilization Plan
- Removal of old well

November 3, 2011

Dr. Gaeton Stella
Superintendent, Woodbridge Board of Education
40 Beecher Road
Woodbridge, Connecticut 06525

Dear Dr. Stella,

On August 22, 2011 an inspection of 40 Beecher Road was conducted by the Office of the Fire Marshal to determine compliance with the Connecticut State Fire Safety Code. I am writing you this letter to disclose the results of that inspection in compliance with CGS 29-305(b) and hope you will share its contents with the Board of Education.

On the whole the fire protection systems were in good working order. The sprinkler, grease hood, and fire alarm systems were all in perfect order. The only problem found with the sprinkler system was that in certain closets materials were stacked too high and violated the 18 inch clearance requirement. A list of these areas was given to the principals and items were removed in two weeks. Emergency lights in D wing were found to be not working but found to have power shut of to them due to damage to the soffit during last winter. Repairs should be a priority.

The rest of the issues in the building resulted from similar poor storage and housekeeping practices. Many of the areas are used by multiple users with no one taking overall responsibility to keep areas free from the accumulation of combustibles. Closets that are out of sight become dumping grounds for large quantities of materials to be saved for future use. This is evident on the South Assembly stage and surrounding closets. Materials that are no longer in use should be returned or recycled instead of taking up storage space, such as the copy machines in the rotunda area and old computer monitors in the South Building loading dock area.

A number of classroom exit doors appear to be sticking. These doors are required means of egress. I suggest with 99 classroom exit doors, a preventive maintenance plan be started to deal with the oldest and most deteriorated doors first so this does not grow into a major problem.

If you have further questions about the code please feel free to contact me at any time.

Sincerely,



Michael Cavanagh
Fire Marshal
Town of Woodbridge

MINUTES OF THE BOARD OF EDUCATION POLICY COMMITTEE
Thursday, January 12, 2012
District Office Conference Room
Beecher Road School South

CALL TO ORDER: David Bernard, Chair called the meeting to order at 6:12 PM.

IN ATTENDANCE: David Bernard, Matthew Gilbride, Margaret Hamilton, Sheila McCreven, Board of Education Members; Dr. Guy Stella, Superintendent; Ms. Rachel Kindseth, PTO; and Marsha DeGennaro, Clerk of the Board.

The committee continued review of the 1000 series, through Policy 1323. Policy 1111 (Use of Education Television Channel) was created. Additional sample policies were requested regarding Policy 1312 (Public Complaints). The committee will continue review of the 1000 series at their next meeting on January 26.

MEETING ADJOURNED: 7:30 PM

Recorded by Marsha DeGennaro

MINUTES OF THE BOARD OF EDUCATION FINANCE COMMITTEE
Monday, January 9, 2012
District Office Conference Room
Beecher Road School - South

Attendees: Steven Fleischman, Margaret Hamilton and Yan Wu, Board Members; Dr. Gaeton Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Sandy Stein, BOF Liaison, Lori Patrick, WEA.

Dr. Fleischman, Chair called the meeting to order at 7:03 PM.

The Committee discussed all matters on the agenda. All financial statements were reviewed in detail.

Meeting Adjourned: 8:04 PM

Minutes recorded by Dr. Fleischman