

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Tuesday, September 18, 2012 7:00 PM

Woodbridge Board of Education Regular
Meeting October 19, 2009 Library Media
Center 7:00 PM Beecher Road School

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. July 16, 2012 Regular Meeting
 - 2. August 20, 2012 Regular Meeting
 - B. Finance Committee Minutes
 - C. Final Monthly Summary Financial Report Ending June 30, 2012
 - D. Final Monthly Detail Financial Report Ending June 30, 2012
 - E. Final Combining Financial Statements through June 30, 2012
 - F. Final Line Item Transfers 2011/12 SY
 - G. Monthly Summary Financial Report Ending August 31, 2012
 - H. Monthly Detail Financial Report Ending August 31, 2012
 - I. Combining Financial Statements through August 31, 2012
- III. **Reports**
 - A. PTO Update
 - B. Board Goal Setting Update
 - 1. Adopt 2012/13 Board Goals
 - C. Superintendent's Report
 - 1. District Update
 - 2. BRS Update
 - a. BRS Monthly Enrollment Report
 - 3. Summer Enrichment/Extended Day Program Updates
 - 4. CMT Report (2011/12 Spring Testing)
 - 5. TAG Update
 - 6. Ratify WEA Contract Agreement
 - D. Facilities Committee Report
 - E. BRS Building Committee
 - F. Policy Committee
 - G. Finance Committee
 - 1. 403B Plan - Compliance Amendment Recommendations
 - a. Roth Contributions
 - b. Plan-to-Plan Transfers
 - H. CABE Liaison Report
 - I. ACES Liaison Report

- J. Action Item Review and Status
- IV. **Other**
 - A. Public Comment
 - B. Executive Session, in accordance with State Statute
- V. **Adjournment**

MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Monday, July 16, 2012
BRS Library Media Center

CALL TO ORDER: Ms. Hamilton, Chair called the meeting to order at 6:38 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Mr. David Barkin, Dr. Steven Fleischman, Vice Chair; Mr. Matthew Gilbride, Secretary, Mr. Carl Lindskog and Dr. YanYun Wu.

STAFF: Dr. Guy Stella, Superintendent.

The Board entered Executive Session to discuss Superintendent Goals for the 2012/13 school year.

MOTION #1 – EXECUTIVE SESSION

Move that we enter Executive Session (6:38 PM).

Dr. Fleischman
Second by Mr. Lindskog
UNANIMOUS

MOTION #2 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (7:15 PM).

Mr. Lindskog
Second by Dr. Fleischman
UNANIMOUS

Mr. Barkin left the meeting (7:00 PM).

Ms. Hamilton, Chair called the Public Session back to order at 7:12 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Dr. Steven Fleischman, Vice Chair; Mr. Matthew Gilbride, Secretary, Mr. Carl Lindskog and Dr. YanYun wu.

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Sheila Haverkamp, Special Services Director; and Marsha DeGennaro, Clerk of the Board.

MEMBERS OF THE PUBLIC: Pua Ford community.

CORRESPONDENCE – Mr. Gilbride stated an email was received from Clio Nicolakis regarding posting of minutes.

PUBLIC COMMENT – None

MODIFY AGENDA

MOTION #3 – ADD ITEM TO AGENDA

Move that we add adoption of the 2012/13 Regular Meeting dates as Item 3.1.3.1 under August BOE Meeting Status.

Mr. Gilbride
Second by Dr. Fleischman
UNANIMOUS

CONSENT AGENDA

MOTION #4 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Dr. Fleischman
Second by Mr. Gilbride
UNANIMOUS

REPORTS

Board Chair Report

- **BOE Goal Review and Goal Setting** – It was agreed that in lieu of the regular August Board meeting, the August 20 date would be utilized for goal setting.
- **Bethany BOE Request to Share Superintendent** – A request had been received from the Bethany Board of Education to share the superintendent as a result of the departure of their superintendent. It does not appear at this stage discussion on this topic will continue as Bethany has rendered a decision to hire an Interim Superintendent. It was noted there is minimal commonality between the two districts and limited financial savings would be achieved. Each town has a distinctly different vision and system in place. There is no benefit to Woodbridge in sharing their Superintendent.
- **Adopt 2012/13 Meeting Dates** – Regular meeting dates for the remainder of the 2012/13 school year were presented.

MOTION #5 - 2012/13 MEETING DATES

Move that we adopt the 2012/13 meeting dates as presented.

Mr. Gilbride

Second by Mr. Lindskog

UNANIMOUS

Superintendent's Report

- **Beecher Road School Update** – Superintendent Stella highlighted the summer programs, literacy camp, extended day activities and special education summer programs. Work on the grounds and around the facility continues and the gas line hook-up has been completed. The reconfiguration of the North parking area will commence upon completion of the summer programs. CMT results have arrived and remain embargoed under direction from the Connecticut State Department of Education (CSDE). An in-depth analysis will be presented at the September Board meeting.
- **South Playground Committee** – This committee will continue to meet during the summer in anticipation of completing the playground prior to the start of the 2012/13 school year.
- **Teacher/Administrator Evaluation Pilot** – the BOWA districts have been selected to participate in the teacher/administrator evaluation pilot by the CSDE. Training and support will also be provided in conjunction with ACES.

MOTION # 6 - 2012/13 CSDE PILOT PROGRAM EDUCATOR EVALUATION

Move that we authorize the Superintendent to participate in the 2012/13 educator evaluation and support system pilot program with the Connecticut State Department of Education.

Dr. Fleischman

Second by Mr. Lindskog

UNANIMOUS

PTO Update – No Report

Facilities Committee – No Report.

Town Building Committee Charge – Ms. Hamilton noted that in response to the bid opening on June 22, two firms offering third party financing have been selected. It is anticipated that a final decision on firm selection will occur by the end of August as well as a formal recommendation on the preferred energy base.

Policy Committee – Ms. Hamilton presented the two policies currently under 30-day review for adoption.

MOTION #7 - POLICY ADOPTION

Move that we adopt Policies 6141.326 (Social Media) and 6141.322 (District/School/Staff/Student Sites) as presented.

Dr. Fleischman
Second by Mr. Gilbride
UNANIMOUS

Finance Committee – Superintendent Stella recommended the use of \$95,000 in additional surplus monies from the 2011/12 operating budget to address a bio filtration swale as part of the STEAP project in the North traffic circle (\$25,000), signage within the building (\$10,000), pool lockers (\$40,000) and the South Playground (\$20,000). It is anticipated that \$5,000 will be returned to the town upon final reconciliation of the \$2011/12 operating budget.

MOTION #8 – 2011/12 BUDGET ADJUSTMENTS

Move that we approve the 2011/12 budget surplus adjustments as presented by administration.

Dr. Fleischman
Second by Mr. Lindskog
UNANIMOUS

CABE Liaison – No Report.

ACES Liaison – No Report

NEW BUSINESS

2012/13 Primary Mental Health Grant

Ms. Haverkamp reviewed the primary mental health grant. For the past 15 years, this grant has provided support for the social emotional growth of children. The psychology team, in collaboration with the town preschools, has developed an early childhood assessment screening tool predicated on social emotional development of children. Project Safe served 51 students during the 2011/12 school year.

MOTION #9 – 2012/13 PRIMARY MENTAL HEALTH GRANT

Move that we approve the 2012/13 Primary Mental Health Grant as presented for submission to the Connecticut State Department of Education.

Dr. Fleischman
Second by Mr. Lindskog
UNANIMOUS

MOTION TO ADJOURN: (7:48 PM)
Dr. Fleischman
Second by Mr. Gilbride
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Monday, August 20, 2012
BRS Library Media Center

CALL TO ORDER: Ms. Hamilton, Chair called the meeting to order at 7:00 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Mr. David Barkin, Mr. David Bernard, Dr. Clotilde Dudley-Smith, Dr. Steven Fleischman, Vice Chair (7:07 PM); Mr. Matthew Gilbride, Secretary, Ms. Sheila McCreven (7:02 PM) and Dr. YanYun Wu.

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; and Marsha DeGennaro, Clerk of the Board.

MEMBERS OF THE PUBLIC: Laurence Grotheer, BOS Liaison.

CORRESPONDENCE – None

PUBLIC COMMENT – None

REPORTS

Superintendent's Report

- **Beecher Road School Update** – Superintendent Stella highlighted the playground, recognition of the PK program by NAYEC, the reconfiguration of the North traffic circle, and distribution of *The Bridge* to all households in Woodbridge.
- **South Playground Committee** – Work is continuing on the playground. It is anticipated the playground will be completed after the start of the 2012/13 school year.
- **Teacher/Administrator Evaluation Pilot** – Superintendent Stella apprised the Board that after consultation with the BOWA districts, Woodbridge, Orange and Amity will not be participating in the teacher/administrator evaluation pilot. This decision was predicated on the short timelines established by the CSDE and the demands that would be placed on the districts.
- **New Accountability System** – with the elimination of NCLB, the new performance index will measure the growth of each student in core curriculum areas, CMT's, their individual learning pathway as well as their cohort group. Each school will receive a mark for overall performance, subject area growth and cohort group. The primary focus is to have 88% of all students state-wide on goal by 2018. The Board will receive a presentation on implementation of the new data tracking system in the fall.

Superintendent Stella presented a certified staff resignation.

MOTION #1 – CERTIFIED STAFF RESIGNATION (FONTANA)

Move that we accept the resignation of Doreen Fontana effective July 26, 2012.

Dr. Fleischman
Second by Mr. Gilbride
UNANIMOUS

Superintendent Stella presented two certified staff appointments for ratification. Each position will result in a salary cost savings.

MOTION #2 – CERTIFIED STAFF APPOINTMENTS (CAPOROSSI AND NGOV)

Move that we ratify the elementary teacher appointments for the 2012/13 school year as follows: Melissa Caporossi at a salary of \$48,669, MA Step 3, and Visna Ngov at a salary of \$49,577, BA Step 5, both effective August 21, 2012.

Dr. Fleischman
Second by Mr. Gilbride
UNANIMOUS

Chair Hamilton called a brief recess (7:20 PM) and reconvened the meeting (7:34 PM).

MOTION #3 – EXECUTIVE SESSION

Move that we enter Executive Session (7:35 PM)

Dr. Dudley-Smith
Second by Mr. Bernard
UNANIMOUS

The Board conducted a Board self-evaluation.

MOTION TO ADJOURN: (8:46 PM)
Mr. Gilbride
Second by Dr. Dudley-Smith
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

Finance Committee Minutes

Date - 9/10/12

Attendance: Gaetan Stella, Al Pullo, Steven Fleischman, Carl Lindskog, Margaret Hamilton, YanYun Wu

The meeting was called to order at 7pm

The Committee discussed all matters on the agenda.

All financial statements were reviewed in detail.

The committee approved the line item transfers as presented.

A discussion was held regarding the 403b and changes to plan documents that were approved by the finance committee and recommended for approval by the Board. We will be having a further discussion about the plan oversight at the next finance committee meeting.

The Meeting was adjourned 8:30pm

**WOODBIDGE BOARD OF EDUCATION
MONTHLY SUMMARY FINANCIAL REPORT
For 12 Months Ended June 30, 2012**

OBJ #	DESCRIPTION	Adopted Annual Budget w/Transfers	Monthly Budget	Monthly Actual	\$ Variance (Over) Under
100	TOTAL SALARIES	7,221,944	1,044,526	995,811	48,716
200	TOTAL BENEFITS	2,579,599	409,395	259,493	149,902
300	TOTAL PROFESSIONAL SERVICES	347,946	40,747	27,546	13,201
400	TOTAL PROPERTY SERVICES	595,552	46,227	30,801	15,425
500	TOTAL OTHER PURCHASED SERVICES	1,200,250	130,944	63,089	67,855
600	TOTAL SUPPLIES & MATERIALS	303,567	53,985	69,241	(15,256)
700	TOTAL PROPERTY	33,000	3,294	(208)	3,502
800	TOTAL DUES AND FEES	62,082	2,264	37,284	(35,020)
	TOTAL ADOPTED BUDGET	12,343,940	1,731,382	1,483,057	248,325

Year To Date Budget	Year To Date Actual	Year To Date \$ Variance (Over)Under
7,221,944	7,062,900	159,044
2,579,599	2,291,428	288,171
347,946	320,184	27,762
595,552	543,241	52,311
1,200,250	1,152,759	47,491
303,567	298,090	5,477
33,000	26,334	6,666
62,082	71,483	(9,401)
12,343,940	11,766,419	577,521

1.
2.
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7.
8.

COMMENTS

1. Savings realized from retirement savings and staff changes \$159,044
2. FICA Savings \$28,371; Life Insurance Savings \$15,863; Other Emp Bnfts/Rtrmt Pyt \$2,855
Health Insurance Savings \$241,082
3. Other Professional Services Timing - Audit \$9,017; OT/PT \$10,897; Legal \$7,848
4. Repairs Timing \$29,022; Utilities Electric Savings \$3,559, Timing \$6,783; Heating Oil Savings \$3,400; Timing \$43,655
Service Contracts Custodial (\$34,108)
5. Liability Ins. Savings \$4,085; Work Comp Ins Savings \$8,083; Interns Savings \$17,629; Tution Savings (Wintergreen) \$11,092
Other Purch Services Savings \$6,237.
6. Computer Software Timing \$5,477
7. Equipment Timing \$6,666
8. Unemployment Deficit (\$6,000); Dues/Fees Deficit (\$3,401)

SPECIAL EDUCATION BREAKOUT

OBJ #	DESCRIPTION	Adopted Annual Budget	Monthly Budget	Monthly Actual	\$ Variance (Over) Under
390	OT/PT SERVICES	37,500	3,125	1,082	2,043
3901	CONSULTANTS	18,000	1,500	1,919	(419)
510	TRANSPORTATION	115,000	9,583	16,715	(7,132)
560	TUITION	263,000	21,917	36,915	(14,998)
	TOTALS	433,500	36,125	56,631	(20,506)

Year To Date Budget	Year To Date Actual	Year To Date Variance (Over)Under
37,500	39,980	(2,480)
18,000	9,161	8,839
115,000	133,967	(18,967)
263,000	285,142	(22,142)
433,500	468,250	(34,750)

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

For 12 Months Ended: June 30, 2012

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	(11,613)	601,587	-	100%	-		-
120	Teachers - Regular	4,252,008	10,637	4,261,397	1,248	100%	-		-
120	Teachers - Special Education	773,051	(45,670)	727,381	-	100%	-		-
1201	Psychologist	156,537		156,537	-	100%	-		-
1203	Counselor	37,643		37,643	-	100%	-		-
		-		-					
	Sub-Total Certified Salaries	5,832,439	(46,645)	5,784,546	1,248	100%	-	-	-
1303	Custodians	355,650	(99,204)	256,446	-	100%	-		-
140	Nurses	124,801	(16,075)	108,726	-	100%	-		-
150	Secretaries, Clerical	292,729	(553)	292,176	-	100%	-		-
160	Paraprofessionals	385,172	(2,440)	382,732	-	100%	-		-
1601	Special Education Paraprofess.	201,945	14,128	216,073	-	100%	-		-
190	Salaries, Miscellaneous	29,208	(7,007)	22,201	-	100%	-		-
		-		-					
	Sub-Total Non-Certified Salaries	1,389,505	(111,151)	1,278,354	-	100%	-	-	-
		-		-					
	TOTAL SALARIES	7,221,944	(157,796)	7,062,900	1,248	100%	-	-	-
1906	Retirement - Sick Pay-Out	25,000	2,013	27,013	-	100%	-		-
220	FICA	216,262	(28,009)	188,253	-	100%	-		-
230	Merf	130,281	40,649	170,930	-	100%	-		-
270	Medical Insurance	2,157,896	(280,803)	1,877,093	-	100%	-		-
280	Life Insurance	34,960	(15,863)	19,097	-	100%	-		-
2902	Other Employee Benefits	15,200	(4,868)	9,041	1,290	100%	-		-
		-		-					
	TOTAL BENEFITS	2,579,599	(286,881)	2,291,428	1,290	100%	-	-	-

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

For 12 Months Ended: June 30, 2012

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	67,625	2,204	57,706	12,122	100%	-		-
330	Legal Fees	35,000	3,709	26,982	11,727	100%	-		-
340	Software Support	12,828	(5,485)	5,843	1,500	100%	-		-
350	Substitutes	28,000	17,497	45,497	-	100%	-		-
390/01	OT/PT/Consultant Services	55,500	4,755	49,358	10,897	100%	-		-
3902	Financial Audit	14,691	(1,838)	9,525	-	74%	3,328		3,328.00
390	Other Prof/Tech. Services	134,302	2,587	125,273	11,616	100%	-		-
	TOTAL PROFESSIONAL SERVICES	347,946	23,429	320,184	47,862	99%	3,328	-	3,328.00
410/01	Utilities - Electric and Water	253,511	(3,559)	200,364	49,588	100%	-		-
420	Heating Oil	151,673	3,100	104,618	50,155	100%	-		-
430	Repairs and Maintenance	39,898	7,454	19,631	27,722	100%	-		-
450	Leases and Rentals	49,430	7,950	46,013	11,367	100%	-		-
4501	Building Improvements	28,500	291,720	72,169	248,051	100%	-		-
490	Other Purchased Services	22,000	17,442	19,280	20,162	100%	-		-
4901	Service Contracts	50,540	34,108	81,167	3,481	100%	-		-
	TOTAL PROPERTY SERVICES	595,552	358,215	543,241	410,526	100%	-	-	-
510	Pupil Transportation-Regular	434,349	(575)	433,624	150	100%	-		-
510	Pupil Transportation-Spec. Educ.	115,000	14,225	128,256	969	100%	-		-
520	Insurance-General Liability	89,926	(4,085)	85,841	-	100%	-		-
5201	Worker's Compensation	95,784	(8,083)	87,701	-	100%	-		-
530	Telephone Services	18,554	1,148	18,133	1,569	100%	-		-
535	Internet	12,100	(608)	2,656	8,836	100%	-		-
537	Postage	5,500	74	4,484	1,090	100%	-		-
540	Advertising	2,800	5,440	8,240	-	100%	-		-
550	Interns	127,710	(17,629)	110,081	-	100%	-		-
560	Tuition	282,102	13,100	269,483	25,720	100%	-		-
590	Other Purchased Services	16,425	(3,342)	4,261	8,822	100%	-		-
	TOTAL OTHER PURCH SERVICES	1,200,250	(335)	1,152,759	47,155	100%	-	-	-

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

For 12 Months Ended: June 30, 2012

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	146,700	20,187	140,113	26,775	100%	-		-
620	Computer Software	53,580	18,581	66,257	5,904	100%	-		-
625	Supplies Nurses	1,800	(186)	1,601	13	100%	-		-
630	Supplies Custodial	45,792	2,165	41,219	6,738	100%	-		-
635	Supplies Office	12,000	2,710	13,029	1,681	100%	-		-
640	Books and Audio Visual	16,000	8,632	15,019	9,613	100%	-		-
645	Subscriptions	13,995	234	9,037	5,192	100%	-		-
650	Testing	10,000	110	8,452	1,658	100%	-		-
690	Misc. Supplies	3,700	115	3,365	450	100%	-		-
	TOTAL SUPPLIES & MATERIALS	303,567	52,547	298,090	58,024	100%	-	-	-
730	Equipment - Office	-	-	-	-	0%	-		-
732	Computer Hardware	10,600	911	9,319	2,192	100%	-		-
735	Equipment - Teaching	15,550	(2,762)	11,840	947	100%	-		-
740	Equipment - Building	4,600	1,510	4,963	1,147	100%	-		-
745	Furniture	2,250	(2,039)	211	-	100%	-		-
	TOTAL PROPERTY	33,000	(2,380)	26,334	4,286	100%	-	-	-
810	Dues and Fees	20,151	8,404	27,095	1,460	100%	-		-
825	Unemployment	5,835	6,000	9,705	2,130	100%	-		-
900	Other Fees	36,096	(1,202)	34,683	211	100%	-		-
	TOTAL DUES AND FEES	62,082	13,202	71,483	3,801	100%	-	-	-
				-					
	ARRA Fund Reduction								-
	TOTAL ADOPTED BUDGET	12,343,940	1	11,766,419	574,193	100%	3,328	-	3,328.00

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

September 2012

OBJECTS 110-120 – CERTIFIED STAFF

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

OBJECT 1303 – CUSTODIANS

The net surplus is a result of staffing changes and the use of a service contractor to aide in the building cleaning. The surplus includes remedies mandated by a decision rendered by the Connecticut Labor Board.

OBJECTS 140 – NURSES SALARIES

The surplus reflects savings realized from vacancy savings.

OBJECT 1601 – TEACHER ASSISTANTS

The deficit in this object is due to increased level of services, which occurred after the budget submission, obligated under the special needs students' IEP

OBJECT 190 – SALARIES MISCELLANEOUS

The surplus is a result of actual expenditures coming in below projection.

OBJECT 1906 Retirement-Sick Pay-Out

The deficit in this object is due to contractual payouts connected with a retirement announcement after the budget submission.

OBJECT 220 - FICA

The surplus in this object is a result of the use of a service contractor (non-employee) to aide in the building cleaning.

OBJECT 230 - MERF

The deficit in this object is the result of the increased employer contribution charges passed through by the state of Connecticut as the pension plan administrator. The projected deficit is also a result of remedies mandated by a decision rendered by the Connecticut Labor Board.

OBJECT 270– MEDICAL INSURANCE

The surplus is the result of favorable premium renewal rates coupled with a favorable final enrollment census.

OBJECT 280– LIFE INSURANCE

The surplus is the result of favorable premium renewal rates.

OBJECT 290 – OTHER EMPLOYEE BENEFITS

The surplus is the result of actual expenditures coming in below projection.

OBJECT 350 - SUBSTITUTES

The deficit is the result of mid and end-of year leave of absences.

OBJECT 390 – OT/PT CONSULTANT SERVICES

The deficit in this object is due to increased level of services, which occurred after the budget submission, obligated under the special needs students' IEP

OBJECT 410 – UTILITIES ELECTRIC AND WATER

The surplus is a result of anticipated savings on consumption.

OBJECT 420 – HEATING OIL

The surplus is a result of anticipated savings on consumption.

OBJECT 4501 – BUILDING IMPROVEMENTS

The deficit is a result of the board's contribution for the replacement of North and South Playgrounds, as well as other year end building initiatives which include painting, fire door and lock replacements.

OBJECT 4901 – SERVICE CONTRACTS

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

OBJECT 510 PUPIL TRANSPORTATION

The deficit is due to amended service for outplacement transportation arrangements.

OBJECT 520 INSURANCE GENERAL LIABILITY

The savings is a result of favorable premium renewal.

OBJECT 5201 INSURANCE WORKER'S COMPENSATION

The savings is a result of favorable premium renewal.

OBJECT 540 – ADVERTISING

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

OBJECT 550 – INTERNS

The savings is the result of vacancies during the school year.

OBJECT 560 – TUITION

The deficit is a result of mandated outplacement services, offset by the surplus generated by Wintergreen Magnet School tuition costs.

OBJECT 610 – INSTRUCTIONAL SUPPLIES

The deficit results from the end of year purchases of classroom PLC materials as approved by the Board of Education.

OBJECT 620 – COMPUTER SOFTWARE

The deficit results from the end of year purchases of Pearson Inform software as approved by the Board of Education.

OBJECT 630 & 650 – SUPPLIES CUSTODIAL & OFFICE

The deficit results from the end of year purchases of accommodate conversion from custodial contractor to in-house custodial operations.

OBJECT 640 – BOOKS AND AUDIO VISUAL

The deficit results from the end of year purchases to expand library collection of classics as approved by the Board of Education.

OBJECT 825 - UNEMPLOYMENT

The deficit is a result of year to date claims.

Woodbridge Board of Education
Combining Statement of Revenues & Expenditures
for the 12 Months Ended 06/30/12 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
Revenues:							
Charges for services	\$ 694,527	\$ 209,180	\$ 372,439	\$ 20,056	\$ 88,676	\$ 4,177	\$ -
Intergovernmental	\$ 36,022	\$ 36,022	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other income	\$ 110	\$ 110	\$ -	\$ -	\$ -	\$ -	\$ -
Additions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total revenues/additions	\$ 730,659	\$ 245,312	\$ 372,439	\$ 20,056	\$ 88,676	\$ 4,177	\$ -
Expenditures:							
Wages, FICA, MERF	\$ 499,043	\$ 108,880	\$ 313,475	\$ -	\$ 73,701	\$ 2,987	\$ -
Medical Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost of food sold	\$ 106,528	\$ 106,528	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 1,623	\$ 449	\$ 1,174	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ 96,049	\$ 16,606	\$ 60,010	\$ 19,433	\$ -	\$ -	\$ -
Deductions	\$ 32,954	\$ -	\$ 20,000	\$ -	\$ 8,205	\$ 4,749	\$ -
Total expenditures/deductions	\$ 736,197	\$ 232,463	\$ 394,660	\$ 19,433	\$ 81,906	\$ 7,736	\$ -
Excess (deficiency) of revenues over expenditures before operating transfer in	\$ (5,538)	\$ 12,849	\$ (22,221)	\$ 623	\$ 6,770	\$ (3,559)	
Operating transfer in	\$ -	\$ -	\$ -		\$ -		
Excess (deficiency) of revenues over expenditures after operating transfer in	\$ (5,538)	\$ 12,849	\$ (22,221)	\$ 623	\$ 6,770	\$ (3,559)	
Fund Balance, ending	\$ 123,154	\$ 55,861	\$ 34,922	\$ 4,314	\$ 13,961	\$ 14,096	
BOE Year to Date Cost of Health Insurance		\$ 22,936					

Woodbridge Board of Education
Combining Balance Sheets as of 06/30/12 (Unaudited)

	Total	Special Revenue				Agency
		Café	Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
Assets:						
Cash	\$ 198,391	\$ 49,341	\$ 54,714	\$ 4,774	\$ 86,939	\$ 2,622
Prepaid expenses	-	\$ -	-	\$ -	-	\$ -
Accounts receivable	4,008	1,716	1,040	\$ 980	\$ 272	\$ -
Intergovt Receivable	5,736	5,736	-	-	-	-
Inventory	3,756	3,756	-	-	-	-
Total Assets	211,891	60,549	55,754	5,754	87,211	2,622
Liabilities and Fund Balance						
Liabilities:						
Amounts held as agent	-	-	-	-	-	-
Accounts payable	1,637	-	-	1,440	197	-
Deferred revenue	84,477	4,688	20,832	-	58,957	-
Wages payable	-	-	-	-	-	-
Total Liabilities	86,115	4,688	20,832	1,440	59,154	-
Fund Balance	125,776	55,861	34,922	4,314	28,057	2,622
Total Liabilities and Fund Balance	\$ 211,891	\$ 60,549	\$ 55,754	\$ 5,754	\$ 87,211	\$ 2,622
				Café	Extended Day	SEP
Current Fund Balance				\$ 55,861	\$ 34,922	\$ 13,962
Baseline - Minimum Fund Bal (30 Day Expenses Average)				\$ 17,000	\$ 28,000	\$ 10,000
Operating Reserve Fund Bala (90 Day Expenses Average)				\$ 51,000	\$ 84,000	\$ 30,000
# of Days Expenses in Fund Balance				\$ 99	\$ 37	\$ 42
Fund Balance Excess				\$ 4,861	\$ -	\$ -
Activity Fund:						
North Playground						\$ 1,047
Drama						308
Lego						264
ODAC						459
PTO						166
Technology						\$ 378

2012 LINE ITEM TRANSFERS - AUGUST

Org	Object	Description	From	To
1402	61303	Custodian Salaries	\$ 1,969.30	
1402	61305	Custodian Overtime		\$ 1,969.30
1425	62700	Medical Insurance	\$ 362.50	
1432	62200	FICA		\$ 362.50
1301	6300	Legal - Sped Admin	\$ 7,300.00	
1425	62700	Medical Insurance	\$ 2,709.00	
1401	63300	Legal - DW Admin		\$ 10,009.00
1401	63400	Software Support - DW Admin	\$ 2,300.05	
1403	63400	Software Support - DW Loc	\$ 287.29	
1401	63900	Other Prof Purch Services		\$ 2,587.34
1402	64100	Electricity	\$ 3,100.31	
1402	64200	Heating Oil		\$ 3,100.31
1201	61100	South Principal Salary	\$ 11,612.57	
1402	61303	Custodian Salaries	\$ 60,685.00	
1404	61500	Nurses Salaries	\$ 16,074.65	
1403	61201	Tutor Homebound	\$ 3,385.00	
1419	61201	Curriculum Writing	\$ 3,250.00	
1303	61200	Teacher Salaries	\$ 3,107.51	
1425	62700	Medical Insurance	\$ 15,745.81	
1432	62800	Life Insurance	\$ 1,468.26	
1402	64500	Building Improvements - DW		\$ 115,328.80
			<hr/>	
			\$133,357.25	\$133,357.25
			<hr/>	

**WOODBIDGE BOARD OF EDUCATION
MONTHLY SUMMARY FINANCIAL REPORT
For 2 Months Ended August 31, 2012**

OBJ #	DESCRIPTION	Adopted Annual Budget w/Transfers	Monthly Budget	Monthly Actual	\$ Variance (Over) Under
100	TOTAL SALARIES	7,539,882	384,572	325,933	58,639
200	TOTAL BENEFITS	2,695,236	217,995	403,821	(185,826)
300	TOTAL PROFESSIONAL SERVICES	356,083	4,500	4,789	(289)
400	TOTAL PROPERTY SERVICES	620,944	4,513	8,260	(3,746)
500	TOTAL OTHER PURCHASED SERVICES	1,191,974	68,925	112,285	(43,359)
600	TOTAL SUPPLIES & MATERIALS	303,413	24,687	32,074	(7,387)
700	TOTAL PROPERTY	33,000	-	199	(199)
800	TOTAL DUES AND FEES	77,466	6,992	12,683	(5,692)
	TOTAL ADOPTED BUDGET	12,817,998	712,185	900,045	(187,860)

Year To Date Budget	Year To Date Actual	Year To Date \$ Variance (Over)Under
535,861	512,410	23,452
416,560	403,821	12,739
4,500	4,789	(289)
9,027	8,260	767
125,014	112,285	12,730
31,318	32,074	(756)
-	199	(199)
13,983	12,683	1,300
1,136,264	1,086,522	49,743

1.
2.
3.
4.
5.

COMMENTS

1. Custodial Overtime Timing \$3,500; Nurse Vacancy Timing \$3,900; Savings from certified staff changes \$16,052.
2. Health Insurance Savings \$12,739.
3. Service Contracts Timing \$767.
4. Tuition Timing \$10,322; Transportation (Fuel) Timing \$2,408.
5. Instructional Supplies Timing (\$756).
6. Ezra Nursing Services Timing \$1,300.

SPECIAL EDUCATION BREAKOUT

OBJ #	DESCRIPTION	Adopted Annual Budget	Monthly Budget	Monthly Actual	\$ Variance (Over) Under
390	OT/PT SERVICES	37,500	-	0	-
3901	CONSULTANTS	14,000	-	0	-
510	TRANSPORTATION	136,400	10,492	9,691	801
560	TUITION	220,000	21,737	2,864	18,873
	TOTALS	407,900	32,229	12,555	19,674

Year To Date Budget	Year To Date Actual	Year To Date Variance (Over)Under
-	0	-
-	0	-
26,231	9,691	16,540
21,737	2,864	18,873
47,967	12,555	35,412

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

For 2 Months Ended: August 31, 2012

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	616,929		119,710	502,906	101%	(5,686)		(5,686)
120	Teachers - Regular	4,518,986		187,108	4,259,811	98%	72,067	40,720	31,347
120	Teachers - Special Education	777,420		46,955	712,896	98%	17,569		17,569
1201	Psychologist	166,595		6,350	160,245	100%	-		-
1203	Counselor	40,841		1,577	39,264	100%	-		-
	-	-							
	Sub-Total Certified Salaries	6,120,771	-	361,700	5,675,122	99%	83,949	40,720	43,229
1303	Custodians	360,365		56,644	247,195	84%	56,526	56,526	-
140	Nurses	129,572		2,816	102,109	81%	24,647	24,647	-
150	Secretaries, Clerical	305,965		58,655	245,469	99%	1,842	1,842	-
160	Paraprofessionals	367,365		14,444	353,046	100%	(125)	-	(125)
1601	Special Education Paraprofess.	227,927		17,149	210,778	100%	-	-	-
190	Salaries, Miscellaneous	27,917		1,002	17,063	65%	9,852	9,852	-
	-	-							
	Sub-Total Non-Certified Salaries	1,419,111	-	150,710	1,175,659	93%	92,742	92,867	(125)
	TOTAL SALARIES	7,539,882	-	512,410	6,850,781	98%	176,691	133,587	43,105
1906	Retirement - Sick Pay-Out	-		-	-	0%	-	-	-
220	FICA	232,956		10,304	-	4%	222,652	222,652	-
230	Merf	145,740		29,167	-	20%	116,573	116,573	-
270	Medical Insurance	2,266,380		361,151	-	16%	1,905,229	1,779,229	126,000
280	Life Insurance	34,960		3,200	-	9%	31,760	31,760	-
2902	Other Employee Benefits	15,200		-	1,880	12%	13,320	13,320	-
	TOTAL BENEFITS	2,695,236	-	403,821	1,880	15%	2,289,535	2,163,535	126,000

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

For 2 Months Ended: August 31, 2012

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	66,800		2,236	3,284	8%	61,280	61,280	-
330	Legal Fees	40,000		-	-	0%	40,000	40,000	-
340	Software Support	13,078		2,498	880	26%	9,700	9,700	-
350	Substitutes	28,000		55	-	0%	27,945	27,945	-
390/01	OT/PT/Consultant Services	51,500		-	2,574	5%	48,926	48,926	-
3902	Financial Audit	15,291		-	-	0%	15,291	15,291	-
390	Other Prof/Tech. Services	141,414		-	4,443	3%	136,972	136,972	-
	TOTAL PROFESSIONAL SERVICES	356,083	-	4,789	11,180	4%	340,113	340,113	-
410/01	Utilities - Electric and Water	253,660		(1,586)	20,532	7%	234,714	234,714	-
420	Heating Oil	179,118		(1,014)	-	-1%	180,132	180,132	-
430	Repairs and Maintenance	37,452		202	1,500	5%	35,751	35,751	-
450	Leases and Rentals	50,654		92	24,603	49%	25,959	25,959	-
4501	Building Improvements	21,100		-	1,902	9%	19,198	19,198	-
490	Other Purchased Services	24,801		793	2,643	14%	21,365	21,365	-
4901	Service Contracts	54,159		9,773	28,991	72%	15,395	15,395	-
	TOTAL PROPERTY SERVICES	620,944	-	8,260	80,171	14%	532,513	532,513	-
510	Pupil Transportation-Regular	458,997		17,841	400,580	91%	40,576	40,576	-
510	Pupil Transportation-Spec. Educ.	136,400		9,140	42,000	37%	85,260	85,260	-
520	Insurance-General Liability	87,000		38,893	48,107	100%	-	-	-
5201	Worker's Compensation	93,184		46,377	62,905	117%	(16,098)	(16,098)	-
530	Telephone Services	16,670		-	-	0%	16,670	16,670	-
535	Internet	9,436		30	-	0%	9,406	9,406	-
537	Postage	5,400		4	-	0%	5,396	5,396	-
540	Advertising	2,800		-	-	0%	2,800	2,800	-
550	Interns	127,710		-	-	0%	127,710	116,100	11,610
560	Tuition	239,102		-	11,414	5%	227,688	227,688	-
590	Other Purchased Services	15,275		-	-	0%	15,275	15,275	-
	TOTAL OTHER PURCH SERVICES	1,191,974	-	112,285	565,006	57%	514,683	503,073	11,610

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

For 2 Months Ended: August 31, 2012

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	142,950		13,320	43,919	40%	85,711	85,711	-
620	Computer Software	55,671		14,290	-	26%	41,382	41,382	-
625	Supplies Nurses	1,800		-	-	0%	1,800	1,800	-
630	Supplies Custodial	45,792		1,390	17,099	40%	27,303	27,303	-
635	Supplies Office	11,500		2,615	367	26%	8,518	8,518	-
640	Books and Audio Visual	18,000		-	-	0%	18,000	18,000	-
645	Subscriptions	13,900		460	3,365	28%	10,075	10,075	-
650	Testing	10,000		-	205	2%	9,795	9,795	-
690	Misc. Supplies	3,800		-	921	24%	2,879	2,879	-
	TOTAL SUPPLIES & MATERIALS	303,413	-	32,074	65,875	32%	205,463	205,463	-
730	Equipment - Office	-				0%	-	-	-
732	Computer Hardware	10,600		-	1,458	0%	9,142	9,142	-
735	Equipment - Teaching	15,550		199	-	1%	15,351	15,351	-
740	Equipment - Building	4,600		-	-	0%	4,600	4,600	-
745	Furniture	2,250		-	383	17%	1,867	1,867	-
	TOTAL PROPERTY	33,000	-	199	1,841	6%	30,959	30,959	-
810	Dues and Fees	32,174		12,027	2,835	46%	17,312	17,312	-
825	Unemployment	12,596		425	-	3%	12,171	12,171	-
900	Other Fees	32,696		231	-	1%	32,465	32,465	-
							-		
	TOTAL DUES AND FEES	77,466	-	12,683	2,835	20%	61,948	61,948	-
	TOTAL ADOPTED BUDGET	12,817,998	-	1,086,522	7,579,570	68%	4,151,906	3,971,191	180,715

Woodbridge Board of Education
Expenditures by Object
Financial Analysis
For Fiscal Year 2012 - 2013

September 2012

OBJECTS 110-120 – CERTIFIED STAFF

The net surplus reflects savings from staff changes and resignations.

OBJECT 270– MEDICAL INSURANCE

The surplus is the result of favorable premium renewal rates obtained after budget submission.

OBJECT 550 – INTERNS

The savings is the result of vacancy of one intern.

Woodbridge Board of Education
Combining Statement of Revenues & Expenditures
for the 2 Months Ended 8/31/12 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
Revenues:							
Charges for services	\$ 140,048	\$ 13,806	\$ 41,299	\$ -	\$ 81,122	\$ 3,821	\$ -
Intergovernmental	594	594	-				
Donations	-						
Other income	5	5					
Additions	-						-
Total revenues/additions	140,647	14,405	41,299	-	81,122	3,821	-
Expenditures:							
Wages, FICA, MERF	118,550	5,748	43,237	-	67,465	2,100	
Medical Insurance	-	-	-	-	-	-	
Cost of food sold	2,900	2,900	-	-	-	-	
Equipment	-	-	-	-	-	-	
Other Expenses	16,231	3,637	5,794	-	6,730	70	-
Deductions	-						
Total expenditures/deductions	137,681	12,285	49,031	-	74,195	2,170	\$ -
Excess (deficiency) of revenues over expenditures before operating transfer in	2,966	2,120	(7,732)	-	6,927	1,651	
Operating transfer in	-	-	-		-		
Excess (deficiency) of revenues over expenditures after operating transfer in	2,966	2,120	(7,732)	-	6,927	1,651	
Fund Balance, ending	\$ 126,070	\$ 57,956	\$ 27,190	\$ 4,314	\$ 20,863	\$ 15,747	
BOE Year to Date Cost of Health Insurance		\$ 3,937					

Woodbridge Board of Education
Combining Balance Sheets as of 8/31/12(Unaudited)

	Special Revenue					Agency
	Total	Café	Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
Assets:						
Cash	\$ 141,220	\$ 55,267	\$ 43,603	\$ 4,774	\$ 35,828	\$ 1,748
Prepaid expenses	-					
Accounts receivable	8,909	595	6,552	\$ 980	\$ 782	
Intergovt Receivable	6,330	6,330	-	-	-	
Inventory	3,756	3,756	-	-	-	
Total Assets	160,215	65,948	50,155	5,754	36,610	1,748
Liabilities and Fund Balance						
Liabilities:						
Amounts held as agent	7,475	4,997	2,478	-	-	-
Accounts payable	4,435	2,995	-	1,440	-	-
Deferred revenue	20,487	-	20,487	-	-	-
Wages payable	-	-				
Total Liabilities	32,397	7,992	22,965	1,440	-	-
Fund Balance	127,818	57,956	27,190	4,314	36,610	1,748
Total Liabilities and Fund Balance	\$ 160,215	\$ 65,948	\$ 50,155	\$ 5,754	\$ 36,610	\$ 1,748
Activity Fund:						
Administrative Fund						\$ -
Drama						745
ODAC						459
PTO						166
Technology						\$ 378
Total						\$ 1,748

WBOE Board Goals 2012-2013

Category	Goal	Details	Date Due	Checkpoint
Board Operations	Develop Board Protocols	Develop protocol for ACTION ITEMS, including table of all Action Items and status	September Meeting	Review status and add/delete items at each meeting
	Develop Board Calendar	Develop Board Calendar – maintain for each meeting	October Meeting	Publish at October meeting and add items as needed
Curriculum	Receive CMT reporting and analysis.	Identify specific additional reporting, if any, needed after initial CMT presentation.	CMT Report – September Meeting	October Meeting
	Understand and access status of various curriculum areas	<ul style="list-style-type: none"> • Common Core • Science • Social Studies • ARTS/music • Health • TAG 	October meeting – Dr. Stella will provide dates for each curriculum topic area	Various meetings once schedule is set.
Facility/Grounds	Advocate for Facility and Grounds upgrade.	Advocate at Board of Selectmen/Finance Mtgs. Prepare 'talking points' in support of upgrade for Town Meetings	Status at each meeting	Ongoing
	Advocate for sustainability	Advocate for sustainability within building and grounds maintenance and upgrades. Receive updates from administration on current and planned curriculum involving sustainability.	Facility Committee to discuss at October meeting.	Ongoing.
Communications	Conduct parent survey.	Subset of WBOE, with Dr. Stella, to review state climate surveys for parents, staff and children.	Survey to be sent to parents no later than January, 2013.	
	Monitor progress of parent portal portion of INFORM system.	Monitor and support efforts by administration to activate parent portal (within INFORM).	2-3 year target	
Professional Development	Engage in Professional Development of WBOE members	Attendance at ACES meetings Attendance at CABE meetings Attendance at other local BOE meetings and BOE-related meetings (BOWA Boards, Tri-Board, etc)	Ongoing	Reports at each meeting from attending members.
Policy	Continue and complete CABE supported review of entire Policy Manual, with priority given to "hot" topics/laws.	Policy committee will continue to review all policies in detail, in the order already set up, with any "hot" topic areas (bullying, health, etc) reviewed as a priority	Consent agenda at each meeting, beginning with September	Monthly updates from Policy Committee

Woodbridge School District
Enrollment Report
September 2012

Grade/Teacher	Girls	Boys	Total		Grade/Teacher	Girls	Boys	Total
Pre-k					Grade 4			
DePalma	9	9	18		Don	9	8	17
					Echeverry	8	11	19
Kindergarten					Krawec	9	9	18
Belisle	9	8	17		Reizfeld	11	8	19
Coleman	9	9	18		Waldron	9	9	18
Dempsey	10	7	17		Total	46	45	91
Salinardi	9	8	17					
Wyman-Anctil	8	9	17		Grade 5			
Total	45	41	86		Blinstrubas	11	11	22
					Guerra	10	10	20
Grade 1					McCollom	10	11	21
Fanelli	8	10	18		Mulligan	12	9	21
Piascyk	9	10	19		Rourke	11	10	21
Regan	8	10	18		Total	54	51	105
Sanders	9	10	19					
					Grade 6			
Total	34	40	74		Chase	10	10	20
					Eleck	9	12	21
Grade 2					Holowienko	7	10	17
Buzzard	9	9	18		Katzen	9	10	19
Hamm	9	10	19		Ngov	8	9	17
Navadu	8	10	18		Smerekanicz	10	9	19
Shepard	8	10	18		Total	53	60	113
Total	34	39	73		M.A.G.			
					Golden (Gr 1)	14	7	21
Grade 3					Burness (Gr 2)	10	9	19
Concilio	11	7	18		Hart-Rooney (Gr 3)	13	9	22
Halsey	10	9	19		Ahern (Gr 4)	9	12	21
Hutchinson	9	9	18		Total	46	37	83
Lavigne	11	8	19					
Vincitorio	11	6	18					
					Enrollment Data			
Total	52	39	92		B.R.S	373	361	735
					Other		5	
O.O.D.	2				Total	373	366	739
Magnet	3							
					Comparison Totals			
					September 2011			
					B.R.S.			736
					Other			5
					Total			741

|

Meeting Minutes

WBOE Facilities Committee Meeting

Meeting Date: **9/7/12**

Upcoming Meetings: **10/5/12 (first Friday at 7:30 – 8:30 am)**

Attending: **Guy Stella** **(GS)**
 Al Pullo **(AP)**
 Greg Kula **(GK)**
 David Barkin **(DB)**
 Margaret Hamilton **(MH)**
 Cathy Wick **(KW)**
 Caren Stebinger **(KS)**
 Gina Prisco **(GP)**

Old Business

Playground Update: Ribbon cutting ceremony 9/14 at 10:30 for South

STEAP Grant Update: Work is substantially complete – benches and signs need to be put in place.

Facilities / Grounds Projects 2012 / 2013: Al Pullo presented projected work to be completed in the upcoming academic year (attached).

Overview of Maintenance Management Systems: Scheduled and Emergency: currently focusing on HVAC controls documentation.

Status / Plan to clear additional areas of invasive species: North area cleared during summer. Area 4 to be next work, need clarification from Inlands wetlands so that sensitive areas are not disturbed. Need to know if invasive species can be cleared from wetlands.

Well Heads: Need to investigate removal of well heads. Administration to speak with F&O civil engineers to determine scope and fees to remove abandoned well vaults. Administration indicated that F&O reported that this was a low priority – post meeting note, D. Barkin discussed the issue with F&O and they now understand the safety concerns and will develop a cost estimate to remove the wells and the vaults and restore the landscape in those areas.

Locks and Keying: Door inventory has been completed – they recommended hardware, we will be cutting our own key. Looking to complete core replacement with staff by 6/13, full cost around \$11,000. It will be critical to maintain the keying as rooms get reassigned during the normal “course of business”. Key control is critical to maintaining a secure and safe facility.

Oil to Gas conversion: We have oil supply through approximately January. The building committee is supposed to make the recommendations soon regarding future heat source.

Meeting Minutes (cont.)

Apparently there are many different options under consideration. Recommendations will be made to the BOE prior to implementation.

New STEAP Grant: Submitting including paving at North and South along with concrete work at South.

New Business

Strategic Planning 2012-2013: The following statement was from the June 2012 facilities meeting:

Embracing Sustainability – Background – the community has continuously demonstrated a high degree of interest in sustainability as both a practical goal (potential reduced energy consumption with associated savings) as well as a moral imperative in conserving resources for our children and future generations. Although BRS does have recycling in place and there are educational efforts underway that address various aspects of these issues we can do much more to embrace sustainability to shift the culture of the school to an holistic model. It is possible to simultaneously improve the facility and grounds aspects of sustainability as well as integrating and embracing that philosophy within the curriculum in a deliberate manner. We believe that our students will be our strongest allies in this regard and we believe that we can enhance STEM (Science, Technology, Engineering & Math) learning in conjunction with these efforts. AS an example of the potential of embracing an holistic approach to sustainability, we could engage other TOW resources, specifically the Massaro Farm, in developing a composting program in conjunction with our cafeteria; students would learn about separating their trash by understanding the benefits of composting and the life cycle of the products we consume; programs could be developed in conjunction with the farm and our students and the community would all be beneficiaries.

We can become leaders in sustainability not unlike other area schools and we can reach out to those institutions for guidance and advice so that we are not starting from scratch. Our efforts would reach across the school community and should involve educators, students and, possibly members of the community.

The first step in such a process would be to develop an advisory committee that would be tasked with developing a plan – there is no initial cost other than time for this effort but it would establish the need for future budget requests in support of these efforts.

The very first step would be for the Board of Education to adopt this as a goal and then, if adopted, support the administration in its implementation. The facilities committee recommends this item be taken up by the Board at our monthly meeting for discussion and adoption.

The following were discussed at the September meeting:

Potential Projects:

- Educate Students on conservation measures (track energy usage – “dash-board”).

Meeting Minutes (cont.)

- Bioswales – F&O to make presentation to upper grades, perhaps we develop 6th grade stewards for upkeep.
- **CS** looking at Green LEAF program CTGreenschools.org

Multiple Approaches – to report back at next meeting(s):

Facilities – **GK** and **AP** to look at making recommendations for short term sustainable practices – look towards energy conservation measures.

Curriculum – **GS, GP, CS** to discuss possibilities, research other schools.

Recycling / composting –

Massaro Farm – **CW** to develop concepts to tie in and develop possibilities.
Education committee will include **CS** for improving.

Wellness committee needs to be part of discussion they currently have a “Go-green” program. **GP** to report back following 10/3 meeting.

Fire Marshal will complete annual inspection on 9/20

Future Agenda Items:

MINUTES OF THE BOARD OF EDUCATION POLICY COMMITTEE
Thursday, August 30, 2012
District Office Conference Room
Beecher Road School South

CALL TO ORDER: David Bernard, Chair called the meeting to order at 6:03 PM.

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

The committee reviewed commenced review of the 4000 series. Additional policies regarding recruitment/selection and equal employ opportunity will be solicited from CAFE as well as surrounding districts. Policies 4112.5, 4118.11 were added for adoption. Language modifications were made to Policy 4118.234. The committee will continue with the review of the 4000 series at their next meeting on September 13.

MEETING ADJOURNED: 7:43 PM

Recorded by Marsha DeGennaro

**Addendum to Woodbridge Public Schools 403(b) Retirement Plan
Plan-to-Plan Transfers to
Woodbridge Public Schools 403(b) Retirement Plan**

Sections 8.2 and 8.3 allow the Employer, at its direction, permit plan-to-plan transfers. I hereby direct the following:

Plan-to-Plan Transfers to the Plan

- Plan-to-Plan Transfers to the Plan are allowed.
- Plan-to-Plan Transfers to the Plan are not allowed.

Plan-to-Plan Transfers from the Plan

- Plan-to-Plan Transfers from the Plan are allowed.
- Plan-to-Plan Transfers from the Plan are not allowed.

Woodbridge School District

Plan Sponsor Name

Signature and Title

Please print name and title

Date:

Woodbridge School District Board of Education

Certificate of Adoption

The undersigned hereby certifies that he/she is Secretary of the Board of Education of the Woodbridge School District (the "District"), a governmental entity organized and existing under the laws of the State/Commonwealth of Connecticut, and that the following resolution was duly adopted by the Woodbridge School District Board of Education (the "Board") and was enacted pursuant to the authority granted to the Board and recorded in its minutes at a meeting of said Board at which a quorum was present on the _____ day of _____, 20____, and that the same has not been amended or rescinded and is in full force and effect:

**Resolution Adopting Amendment to
Woodbridge School District 403(b) Retirement Plan**

WHEREAS, the District currently offers the Woodbridge School District 403(b) Retirement Plan (the "Plan") to give its employees the opportunity to save additional funds for retirement; and

WHEREAS, the District desires to amend the Plan, effective as of the date of adoption; and

WHEREAS, there has been presented to the meeting a copy of the proposed amendment to the Plan; and

WHEREAS, after full discussion, the adoption and execution of the amendment to the Plan appear to be in the best interest of the District and its employees;

NOW, THEREFORE, it is hereby:

RESOLVED, that the Plan be amended substantially in the form presented below and that such amendment to the Plan is hereby adopted and approved by the Board, effective as of the date of adoption:

ARTICLE 3, "Roth 403(b) Contributions", shall be restated in its entirety as follows:

ARTICLE 3.

ROTH 403(b) CONTRIBUTIONS

3.1 **Roth 403(b) Contributions – General.** Any Employee who is eligible to make contributions to the Plan under Section 2.1 of the Plan may elect to make Roth 403(b) Contributions to the Plan, provided that such Roth 403(b) Contributions are:

- (a) contributed to the Plan pursuant to a Compensation Reduction election executed by the Employee on a Salary Reduction Agreement in accordance

with the provisions set forth in Article 2 of the Plan and which qualifies as a “designated Roth contribution” pursuant to the requirements of Code section 402A;

- (b) irrevocably designated by the Employee at the time of the Compensation Reduction election as a Roth 403(b) Contribution elective deferral that is being made in lieu of all or a portion of the Elective Deferrals the Employee is otherwise eligible to make under the Plan;
- (c) treated by the Employer as includible in the Employee’s income at the time the Employee would have received that amount in cash if the Employee had not made a Compensation Reduction election; and
- (d) permitted under the Individual Agreement(s) applicable to the Funding Vehicles selected by the Participant for the investment of the Roth 403(b) Contributions.

3.2 **Annual Contribution Limitations.** For each calendar year, each Participant may elect to make Roth 403(b) Contributions to the Plan up to the applicable limit under Code section 402(g) and as aggregated with Elective Deferrals as described in Sections 5.1, 5.2 and 5.3 of the Plan, and subject to any limitations imposed under applicable law or under any applicable collective bargaining agreement.

3.3 **Deposit Requirements.** Roth 403(b) Contributions shall be deposited with the Funding Vehicles and Accounts designated to receive such Roth 403(b) Contributions by the Participant on his or her Salary Reduction Agreement. Roth 403(b) Contributions shall be deposited with the applicable designated Funding Vehicles in accordance with Section 2.6 of the Plan.

3.4 **Vesting.** A Participant shall be 100% Vested in any Roth 403(b) Contributions made to the Plan as of the date such contribution is made to the Plan.

3.5 **Separate Accounting Requirements.** A Participant’s Roth 403(b) Contributions shall be allocated to a separate account maintained for such deferrals as described herein. Contributions and withdrawals of Roth 403(b) Contributions, and earnings and losses thereon, shall be separately accounted for under each Participant’s Account. Gains, losses and other credits and charges shall be separately allocated on a reasonable and consistent basis for each Participant’s Roth 403(b) contributions. Except as provided in Section 3.7 of the Plan, no contributions other than Roth 403(b) Contributions and properly attributable earnings may be credited to each Participant’s Roth 403(b) Contributions subaccount in each of the Participant’s Accounts; such subaccount shall be referred to as the Participant’s “Roth 403(b) Contributions Account”.

3.6 **Correction of Excess Deferrals.** Excess deferrals shall be corrected by first distributing Roth 403(b) Contributions (plus earnings thereon) made during the calendar year and then by distributing a Participant’s Elective Deferrals (plus earnings

thereon) as provided in Section 5.6 of the Plan. However, if a highly compensated employee (as defined in Code section 414(q)) experiences an excess deferral in any calendar year, he may designate the extent to which the excess amount is composed by Elective Deferrals and Roth 403(b) Contributions, provided that both types of contributions were made by the Employee during the applicable calendar year. If the highly compensated employee does not designate which type of contributions are to be distributed, then Elective Deferrals shall be distributed first, followed by Roth 403(b) Contributions.

- 3.7 **Roth Contribution Rollovers into the Plan.** Notwithstanding Section 8.1 of the Plan, direct rollovers of Roth 403(b) Contributions and Roth 401(k) contributions (and earnings thereon) to the Plan are permitted from another 403(b) plan with Roth 403(b) contribution features or a 401(k) plan with Roth 401(k) contribution features, provided that the Individual Agreement(s) applicable to the Funding Vehicle(s) selected by the Participant for the investment of such contributions permit such Roth contribution rollovers. Direct rollovers shall only be permitted if the transferring plan satisfies the conditions set forth in Code section 402A(e)(1) and only to the extent the rollover is permitted under the rules of Code section 402(c). In no event does the Plan accept a rollover contribution from a Roth IRA described in Code section 408A.

The Administrator and/or Vendor may require such documentation from the distributing plan as it deems necessary to effectuate the rollover in accordance with Code section 402 and to confirm that such plan is an eligible retirement plan within the meaning of Code section 402(c)(8)(B) and Code section 402A(e)(1). The Vendor shall establish and maintain for the Participant a separate account for any eligible rollover distribution paid to the Plan.

- 3.8 **Direct Roth Contribution Rollovers from the Plan.** Notwithstanding Section 7.8 of the Plan, Participants may only make a direct rollover of a distribution of Roth 403(b) Contributions (and earnings thereon) to another 403(b) plan with Roth 403(b) contribution features, a 401(k) plan with Roth 401(k) contribution features or a Roth IRA described in Code section 408A, and only to the extent the rollover is permitted under the rules of Code section 402(c).

- 3.9 **Distribution of Roth 403(b) Contributions.**

- (a) **Qualified Distributions.** Distributions from a Roth 403(b) Contributions Account will be tax-free for federal income tax purposes and designated as “Qualified Distributions” if:
- (i) The amounts are held for a 5-year holding period, measured from the first year that the initial Roth 403(b) Contribution was made on behalf of the Participant to a Roth 403(b) Contributions Account under the Plan or, if a Roth contribution was rolled over into the Plan pursuant to Section 3.7 of the Plan, from the first year in which the Participant made a Roth contribution to such other plan, and

- (ii) The distribution is due to a Participant's attainment of age 59-1/2, death or in the event of the Participant's becoming Disabled.

- (b) Non-qualified Distributions. Amounts distributed from a Roth 403(b) Contributions Account that are not considered "Qualified Distributions," as defined in Section 3.9(a) of the Plan, may be distributed from a Roth 403(b) Contributions Account subject to the distribution rules applicable to Elective Deferrals as described in Section 7.1 of the Plan. Such "Non-qualified Distributions" shall be subject to federal income tax to the extent that the amount distributed exceeds the value of the Participant's Roth 403(b) Contributions to the Plan.

- (c) In no event shall amounts held in a Roth 403(b) Contributions Account be used for a loan in accordance with Section 6 of the Plan, distributed due to a hardship withdrawal under Section 7.7 of the Plan, transferred in accordance with Sections 8.3 or 8.5 of the Plan or exchanged in accordance with Section 8.4 of the Plan.

and

RESOLVED FURTHER, that a copy of the above-stated amendment to the Plan be made a part of the minutes of this meeting; and

FINALLY RESOLVED, that the Benefits Plan Committee (or its designee) is authorized and directed to execute and implement the amendment to the Plan substantially in the form presented to the meeting.

IN WITNESS WHEREOF, the undersigned has hereunto set his/her hand and the seal of the Board this _____ day of _____, 20_____.

Signature of Secretary
Woodbridge School District Board of Education

Print Name of Secretary