

Agenda

I. Preliminary Business / WebEx Login / Motions

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mcaba26b800eb8e25176d157d593d1e9b>

Meeting number (access code): 2489 521 1609

Meeting password: MNburC5sW33

This meeting is being conducted as a hybrid meeting consistent with Connecticut Public Act 22-3. The public may attend in person at the location indicated above or electronically via WebEx with the link provided above.

- A. Call to Order
- B. Pledge of Allegiance
- C. Correspondence - *Please feel free to submit Public Comments via email no later than 4:00 PM on the day of the meeting to mdegennaro@woodbridgeps.org*
- D. Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time.*
- E. PTO Update

II. Consent Agenda

- A. Approval of February 27, 2023 Regular Meeting Minutes
- B. Fiscal Year 2022/23 Budget Narrative Report
- C. Fiscal Year 2022/23 Budget Summary Report
- D. Fiscal Year 2022/23 Budget Detail Report
- E. Combining Financial Statements

III. Reports

- A. Board Member Appreciation
- B. Superintendent's Report
 - 1. BRS Update
- C. Upcoming Meeting Presentation(s): Summer Program Plans
- D. BRS Town Building Committee Update

- E. Facilities Committee Report
- F. Finance Committee
- G. Ad Hoc Enrollment, Instructional Needs and Space Planning Committee
- H. CAFE Liaison Report

IV. New Business

- A. Adopt 2023/24 Healthy Food Certification

V. Other

- A. Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time.*

- B. Executive Session, in accordance with State Statute
 - 1. Discussion of Potential Claims and Litigation

VI. Adjournment



March 20
PTO Highlights

Events Update:

- Few executive board members participated in the Read Across America event at Beecher during the Empathy week. Thanks for including us!
- Each child went home with the PTO sponsored Empathy week book, "Wishes" by Muon Thi Van. Extra copies were bought for the library and each classroom also.
- Beecher's annual Book Swap happening this week. In this annual tradition, PTO makes sure that each child walks away with 1-2 books. It is different from a usual swap. In collaboration with our school, we want to encourage and spread the love of reading!

Upcoming Events:

- Informal Meet & Greet with Superintendent, Vonda Tencza on 4/20 from 5-6 pm during April PTO meeting followed by a free family Math Night (in collaboration with Mathnasium).
- Spring Book Fair from 4/24-4/28 with a family night on 4/26.
- Teacher Appreciation Week from May 8-May 12. PTO is planning to treat the Beecher staff with special treats for the whole week.
- Beecher PTO celebrates an exclusive evening at Quassy amusement park with Bethany Community School. Mark the calendars for 5/19 from 4:30-8:30 pm.
- Arts Week Celebration from 5/22-5/26 with a family night on 5/25. PTO organizes the family night and funds the special performances during the week at the school.

Financial Update:

- PTO approved extra \$1000 bringing the total to \$2500 towards teachers & staff appreciation week, celebrated annually in May.
- PTO approved a budget of \$600 towards Math Night.

PTO is looking for adult volunteers to serve on PTO board positions for 2023-24. Please be involved and contact us at brsptoinfo@gmail.com to learn more about it.

Submitted by
Ruchi Jain
PTO President 2022-23

MINUTES OF THE REMOTE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Monday, February 27, 2023

Via WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mc22ebbdd162cd4b5385d69d628b2360>

Meeting Number: 2496 665 0554

Meeting Password: 2EPghgAJX34

CALL TO ORDER: Ms. Piascyk, Chair, called the meeting to order (7:08 PM).

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair; Dr. Jay Dayha; Ms. Sarah Beth Del Prete, Secretary; Ms. Brooke Hopkins; Mr. Jeff Hughes; Mr. Steven Lawrence (7:10 PM); Dr. Maria Madonick, Vice Chair; Dr. Michael Strambler; and Ms. Erin Williamson.

STAFF: Vonda Tencza, Superintendent; Analisa Sherman, Principal; James Sapia, Assistant Principal; Donna Coonan, Director of Business Services / Operations; Carrie Borcharding, Special Services Director and Marsha DeGennaro, Clerk of the Board.

GUESTS: Justin Elicker, Michelle Bonanno, Typhanie Jackson, New Haven Public Schools; Dan Del Prete, community.

CORRESPONDENCE – Ms. Del Prete acknowledged receipt of two letters regarding Open Choice both of which were available in their entirety in [BoardBook](#).

PUBLIC COMMENT –

Justin Elicker, Mayor of New Haven, expressed concern regarding the Board's decision to pause on the filling of two (2) vacant slots in the 2023/24 school year in response to the reimbursement funding that New Haven provides for students with special needs. The Board was urged to reconsider its decision and to continue the long-standing partnership with New Haven in support of this program to reduce racial and ethnic isolation.

Typhanie Jackson, Executive Director of New Haven Student Services and Special Education, expressed concern for the shift of reducing racial isolation to the billing costs for educating students with disabilities. New Haven is required to pay the difference between reasonable costs to provide special education services and will continue to do so. She indicated the New Haven Superintendent of Schools, Finance Director and Special Education Director were open to having a meeting with Woodbridge representatives to discuss and clarify the billing / cost concerns that have been raised. New Haven is committed to the integration of students regardless of cost.

Michelle Bonanno, Supervisor of New Haven Magnet and Grant Programs, noted that New Haven complies with the requirement that the sending district pays the receiving district an amount equal to the difference between the reasonable costs of providing special education and related services for students with special needs. This has been the practice for over a decade. Open Choice participation is determined by a random lottery administered by Area Cooperative Education Services (ACES) and is not the responsibility of New Haven Public Schools. In addition, as children are generally placed in Kindergarten, it is unknown if they will require special education services during their educational programming. The Board was urged to reconsider its decision on the opening of the two vacant slots for the 2023/24 school year.

Dan Del Prete noted that as a Woodbridge taxpayer the State has reallocated tax dollars to assist New Haven Public Schools which is why New Haven takes many out of district students. The decision Woodbridge made in pausing the program was a business / financial decision. Woodbridge pays its bills as well as its taxes and the expectation is that neighboring districts who want to utilize the partnership will do the same. Unfortunately, New Haven has made the choice to make this a one way street. The Board showed compassion for not ending the program and taking fiscal responsibility for its taxpayers in pausing the program. Woodbridge has not received appropriate reimbursement for many years and the Board is requesting New Haven pay its fair share.

PTO Report – The full PTO report is available in [BoardBook](#) inclusive of various literacy activities and guest speakers.

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Dr. Madonick

Second by Ms. Hopkins

UNANIMOUS

REPORTS

Superintendent Report – Superintendent Tencza highlighted the CSDE funding of the Primary Mental Health Grant which will cover the salary for a full-time social worker in the 2023/24 school year; submission of the Reading Waiver to the CSDE, extension of free lunch through the June by the federal government, the Board Retreat on March 28 and 30 with facilitators Dr. Mary Broderick and Jack Reynolds and recounted the efforts to reconcile the Open Choice reimbursement from New Haven Public Schools. While Woodbridge is committed to participating in Open Choice, it is paramount that Woodbridge monies are spent to support education for its local taxpaying constituents. Resolution of this funding issue is one that should be addressed by the two administrations in both districts. Ideally, the CSDE should be the one to provide clarification and guidance on how the law should be followed so that individual districts are not in positions of debating finances. As other districts are facing the same issue with New Haven, a virtual meeting was held with the CSDE and Open Choice stakeholders on February 14 with CSDE Special Education Director, Brian Klimkiewicz offering to serve as the intermediary in resolving the issue. Woodbridge remains committed to the Open Choice program and resolving this fiscal funding issue.

Board members expressed their continued support for equity and diversity in Woodbridge and the Open Choice program. Woodbridge is a racially, ethnically and economically diverse community and that will continue for the future. With approximately 92% of the tax base predicated on residential taxpayers, the Board has a responsibility to be fiscally responsible to the taxpayers and the decision to pause the program was solely a financial decision to rectify reimbursement that Woodbridge is entitled to receive. Other districts around the state have chosen to cease participation for these very same reasons and Woodbridge made a conscious choice not to do that. As one of the original participating districts in this program, Woodbridge has an opportunity to find a solution that could perhaps serve as a model to other districts in resurrecting the program. This has been an ongoing issue for several years, and contrary to the comments made by New Haven this evening, the Board is being fiscally responsible in rendering this decision.

Community Diversity Update – Ms. Sherman presented an overview of the various activities throughout BRS that promote and support an inclusive environment that embraces awareness and deepens appreciation of diversity and individuality in developing the social-emotional wellness of all students. Projects incorporate holidays, cultures, languages, social issues and differences into lessons and displays throughout the building and within the Woodbridge community at-large. Also noted was the change in the application process to recruit diverse candidates through targeted questions as well as inclusion of this topic in development of the new strategic plan and professional development. In addition, as part of the *Read Across America Empathy Week*, the PTO purchases a book for every classroom around a particular theme.

BRS Update – Ms. Sherman highlighted literacy instruction, intervention strategies, student centered conflict / problem-solving resolution techniques, the successful fire drill, mid-year goal setting meetings with certified staff, various Kindergarten coding activities and the Grade 5 movie project.

Town Building Committee – Mr. Hughes indicated this committee met last week in Executive Session to review and discuss security upgrades. Their next meeting is scheduled for March 10 at 8:30 AM.

Curriculum Committee – Dr. Strambler noted this committee met on February 2 to discuss the reading waiver and receive an overview on specials (Art, Physical Education, World Language, Music, Library/Media) and their associated curricula, scheduling, professional development activities and state / national standards.

Finance Committee – Mr. Lawrence reviewed the February 14 meeting which focused on the monthly financials and presented the proposed budget transfers. It was also noted that the Board should consider setting aside funding for a comprehensive policy review by CAFE.

MOTION #2 – LINE ITEM TRANSFERS

Move that we approve the line item transfers in the 2022/23 operating budget as presented by administration.

Ms. Piascyk
Second by Mr. Lawrence
UNANIMOUS

Policy Committee – Dr. Madonick noted this committee held a working meeting on February 7. Since it has been almost 10 ten years since the last comprehensive policy review was conducted, it is necessary for the Board to begin that process again. The Committee will start the review with the 9000 series and will be looking for guidance from CABE in performing that work. The next meeting of this Committee is April 5.

CABE Liaison Report – Dr. Madonick apprised the Board of CABE Day on the Hill on March 8.

NEW BUSINESS

Ad Hoc Enrollment, Instructional Needs and Space Planning Committee Membership – Chair Piascyk indicated that under Board policy the chair is already an ex-officio member of this committee. Therefore, she is recommending that the membership be modified to include three Board of Education members with the chair serving in the ex-officio capacity.

MOTION #3 – MODIFY AD HOC ENROLLMENT, INSTRUCTIONAL NEEDS AND SPACE PLANNING COMMITTEE MEMBERSHIP

Move that we modify the membership of the Ad Hoc Enrollment, Instructional Needs and Space Planning Committee to include 3 BOE members instead of 2.

Ms. Piascyk
Second by Mr. Hughes
UNANIMOUS

Safe Return to In-Person Instruction and Continuity of Services Plan – Superintendent Tencza presented the CSDE mandated update on the Plan. Minimal changes have occurred since the plan was presented to the Board in the fall.

MOTION #4 – SAFE RETURN TO IN-PERSON INSTRUCTION AND CONTINUITY OF SERVICES PLAN

Move that we accept the February 27, 2023 Safe Return to In-Person Instruction and Continuity of Services Plan as presented by administration.

Ms. Piascyk
Second by Dr. Madonick
UNANIMOUS

Upcoming WBOE Committee Meeting Schedule – Facilities, March 2 at 7:30 AM; Finance on March 14 at 4:30 PM; regular WBOE Meeting on March 20 at 7:00 PM; the Board Retreat on March 28 and 30 from 6:00 – 9:00 PM with CABE facilitators Dr. Mary Broderick and Jack Reynolds and the FOI Workshop by Tom Hennick on March 21 from 5:00 – 6:00 PM.

PUBLIC COMMENT – None

The Board entered Executive Session to receive an update from Superintendent Tencza and Director of Business Services / Operations, Donna Coonan, on potential litigation claims and identified steps for going forward.

MOTION #5 – EXECUTIVE SESSION (8:56 PM)

Move that we enter Executive Session to receive an update on potential litigation claims and invite the Superintendent and Director of Business Services / Operations to join the Board.

Mr. Hughes
Second by Dr. Strambler
UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair; Dr. Jay Dayha; Ms. Sarah Beth Del Prete, Secretary; Ms. Brooke Hopkins, Mr. Jeff Hughes, Mr. Steven Lawrence, Dr. Maria Madonick, Vice Chair; Dr. Michael Strambler and Ms. Erin Williamson.

The Board received an update from Superintendent Tencza and Director of Business Services / Operations, Donna Coonan on potential litigation claims and identified steps for going forward.

MOTION #6 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (9:51 PM).

Ms. Hopkins

Second by Dr. Madonick

UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair; Dr. Jay Dayha; Ms. Sarah Beth Del Prete, Secretary; Ms. Brooke Hopkins; Mr. Steven Lawrence; Dr. Maria Madonick, Vice Chair; Dr. Michael Strambler; and Ms. Erin Williamson.

STAFF: Vonda Tencza, Superintendent; Marsha DeGennaro, Clerk of the Board.

Chair Piascyk called the Public Session back to order (9:53 PM).

MOTION TO ADJOURN: (9:54 PM)

Dr. Madonick

Second by Dr. Strambler

UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge Public School's 2022-2023 Budget Narrative

March 3, 2023

The attached financial reports represent six months (67%) of the fiscal year.

100 Series Salaries - Salaries represent 62% of the budget. A combination of vacancies and turn over where new staff are paid at a lower rate than their predecessors has us currently showing \$303,000 of salary savings.

200 Series Benefits – Benefits are 20% of our budget and are based on the elections of last year's staff. Payroll taxes and benefits are very close to budget, currently running \$1,000 over budget.

300 Series Purchased Professional Services- This category represents 3% of our budget and includes legal, audit and other expenses that are generated on a month-by-month basis. We are currently forecasting an \$90,000 overage in this category due to the Substitutes, an unbudgeted Superintendent search, the need for a Single Audit for the prior fiscal year and unanticipated temporary staffing due to a medical leave and the unbudgeted purchase of two additional software modules for our Munis ERP. However, there is savings in the Interns line (in the Other Purchased Services category) that will offset the most of the extra Substitute costs.

400 Series Purchased Property Services - Utility budgets are 4% of the total budget and have been increased over the previous year to keep up with higher natural gas and heating costs. The winter continues to be on the warm side and can slightly soften our previous month's estimates for natural gas. Overall this category is running \$17,000 over budget due to the unbudgeted Air Quality audit bill passed by the Connecticut General Assembly.

500 Series Other Purchased Services - This category is 8.2% of our budget and includes student transportation, tuition, interns, liability insurance and items that do not fall within the professional services/property services categories. After last month's \$131,000 budget transfer from the town, our budget deficit in this category stands at \$124,000. This is due to needing one additional special education bus, and additional outplaced tuition, the need to contract out numerous student evaluations due to staffing levels in the department and the contracting for behavioral technicians to assist with the paraeducator vacancies.

600 Series Materials and Supplies – These supplies account for 1.7% of our budget. With the exception of custodial/maintenance supplies, this category directly supports classroom instruction. As supplies accounts were frozen last year, we anticipate needing to use all of the available balances this fiscal year. This category is currently \$5000 over budget due to the unbudgeted purchase of various security related supplies.

700 Series Furniture and Equipment - This category represents 3/10 of one percent of the budget and should not exceed its allocation. If the budget transfer requested is approved, this category will be on track.

800 Series Dues and Fees – This budget category is small but important as it links staff to professional organizations that help keep them up-to-date in their respective academic fields.

900 Series Misc. Expenses - The primary expense in this category is the Ezra Nurse, a non-public health expense we are required by law to maintain. We are projecting a \$14,000 surplus in this category.

**WOODBIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 2-28-2023**

								(OVER)
OBJECT	DESCRIPTION	ADOPTED BUDGET	TRANSFERS TO DATE	EXPENDED TO DATE	ENCUMBERED TO DATE	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	UNDER YEAR END
100	TOTAL SALARIES	10,206,732	(76,660)	5,964,466	3,807,535	358,071	54,746	303,325
200	TOTAL BENEFITS	3,314,806	-	2,265,663	1,395	1,047,748	1,048,705	(957)
300	TOTAL PROFESS. SERVICES	491,825	-	167,058	20,777	303,990	394,346	(90,356)
400	TOTAL PROPERTY SERVICES	659,962	70,000	322,443	124,511	283,008	299,700	(16,692)
500	OTHER SERVICES	1,358,047	131,000	849,208	509,722	130,117	253,830	(123,713)
600	SUPPLIES & MATERIALS	293,769	-	135,362	55,285	103,122	108,097	(4,975)
700	TOTAL PROPERTY SERVICES	44,500	6,660	7,399	18,770	24,990	24,532	459
800	TOTAL DUES, FEES, MISC.	50,060	-	20,347	8,679	21,034	6,691	14,343
TOTAL ADOPTED BUDGET		16,419,701	131,000	9,731,946	4,546,674	2,272,081	2,190,647	81,434

								(OVER)
OBJECT	DESCRIPTION	ADOPTED BUDGET	TRANSFERS TO DATE	EXPENDED TO DATE	ENCUMBERED TO DATE	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	38,450	-	10,079	480	27,891	34,000	(6,109)
510	TRANSPORTATION	230,377	116,000	170,143	125,759	50,475	30,000	20,475
560	TUITION SPECIAL ED	160,814	15,000	131,671	241,131	(196,988)	28,800	(225,788)
SPECIAL EDUCATION CARVEOUT		429,641	131,000	311,893	367,370	(118,622)	92,800	(211,422)

SUMMARY		
Special Ed	Surplus / (Deficit)	(211,422)
	Under / (Over) Spending in OTHER programs	292,856
	Total Surplus / (Deficit) Projected	81,434

WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED February 28, 2023

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	797,216		559,957	227,709	9,550		9,550
120	Teachers - Regular	5,583,680		3,279,568	2,254,508	49,603		49,603
120	Teachers - Special Education	1,071,004		524,288	472,981	73,734		73,734
1201	Psychologist	209,977		121,412	68,641	19,924		19,924
1203	Social Worker	65,971		33,406	22,985	9,580		9,580
Sub-Total Certified Salaries		7,727,848	0	4,518,633	3,046,824	162,391	-	162,391
1303	Custodians	456,389		318,148	110,695	27,546	27,546	-
140	Nurses	152,026		93,137	68,120	(9,231)	-	(9,231)
150	Secretaries, Clerical	384,086		264,417	102,136	17,533	7,200	10,333
160	Paraprofessionals	350,516		178,583	106,691	65,242		65,242
1601	Special Education Paraprofess.	950,341	(76,660)	454,049	306,540	113,092	12,000	101,092
170/10	Salaries OT / PT	57,276		62,360	45,730	(50,814)	(6,500)	(44,314)
190	IT Manager	77,250		56,452	20,798	(0)		(0)
190	Salaries, Miscellaneous	51,000		18,688	-	32,313	14,500	17,813
Sub-Total Non-Certified Salaries		2,478,884	(76,660)	1,445,833	760,711	195,680	54,746	140,934
TOTAL SALARIES		10,206,732	(76,660)	5,964,466	3,807,535	358,071	54,746	303,325
220	FICA	272,252		167,178	-	105,074	135,074	(30,000)
230	CMERS	349,285		245,236	-	104,049	129,000	(24,951)
270	Medical Insurance	2,632,219		1,823,287	-	808,932	768,000	40,932
280	Life Insurance	31,550		16,428	-	15,122	14,131	991
2902	Other Employee Benefits	29,500		13,533	1,395	14,572	2,500	12,072
TOTAL BENEFITS		3,314,806	0	2,265,663	1,395	1,047,748	1,048,705	(957)
320	Professional Development	40,925		7,951	8,988	23,986	23,986	-
330	Legal Fees	87,000		20,772	-	66,228	56,228	10,000
340	Software Support	24,450		8,296	5,621	10,533	19,133	(8,600)
350	Substitutes	75,000		85,087	-	(10,087)	63,000	(73,087)
390/01	Consultant Services	38,450		10,079	480	27,891	34,000	(6,109)
3902	Financial Audit	26,000		-	-	26,000	33,000	(7,000)
390	Other Prof/Tech. Services	200,000		34,872	5,687	159,441	165,000	(5,559)
TOTAL PROFESSIONAL SERVICES		491,825	0	167,058	20,777	303,990	394,346	(90,356)
410/01	Utilities - Electric and Water	218,500		92,270	-	126,230	100,000	26,230
420	Heating	100,000		24,055	-	75,945	75,945	-
430	Repairs and Maintenance	63,400		32,993	14,796	15,612	30,000	(14,388)
450	Leases and Rentals	95,582		79,050	709	15,823	22,893	(7,069)
4501	Building Improvements	-		-	-	-	-	-
490	Other Purchased Services	26,000		13,881	6,258	5,862	5,862	-
4901	Service Contracts	156,480	70,000	80,196	102,749	43,535	65,000	(21,465)
TOTAL PROPERTY SERVICES		659,962	70,000	322,443	124,511	283,008	299,700	(16,692)
510	Pupil Transportation-Regular	424,556		288,639		135,917	135,917	-
510	Pupil Transportation-Spec. Educ.	230,377	116,000	170,143	125,759	50,475	30,000	20,475
520	Insurance-General Liability	125,109		88,642	32,043	4,424	-	4,424
5201	Worker's Compensation	221,776		108,247	108,613	4,916	-	4,916
530	Telephone Services	17,375		6,869	-	10,506	12,006	(1,500)
535	Internet	27,500		19,122	-	8,378	6,318	2,060
537	Postage	4,450		1,748	975	1,727	1,727	-
540	Advertising	1,000		-	-	1,000	-	1,000
550	Interns	125,000		30,000	-	95,000	25,300	69,700
560	Tuition - Wintergreen	6,000		-	-	6,000	-	6,000
560	Tuition - Out of District	160,814	15,000	131,671	241,131	(196,988)	28,800	(225,788)
590	Other Purchased Services	14,090		4,127	1,200	8,763	13,763	(5,000)
TOTAL OTHER PURCH SERVICES		1,358,047	131,000	849,208	509,722	130,117	253,830	(123,713)
610	Instructional Supplies	95,596		53,498	21,979	20,119	20,119	-
620	Computer Software	75,793		23,239	355	52,199	52,199	-
625	Supplies Nurses	3,500		1,049	1,043	1,408	1,408	-
630	Supplies Custodial	52,000		24,007	15,146	12,847	12,847	-

**WOODBIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED February 28, 2023**

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
635	Supplies Office	13,700		851	1,346	11,503	11,503	-
640	Books and Audio Visual	8,000		4,686	2,799	515	515	-
645	Subscriptions	23,180		10,063	3,610	9,507	9,507	-
650	Testing	17,000		10,350	6,785	(136)		(136)
690	Misc. Supplies - DW Security	5,000		7,619	2,221	(4,839)	-	(4,839)
TOTAL SUPPLIES & MATERIALS		293,769	0	135,362	55,285	103,122	108,097	(4,975)
730	Equipment - Office	-				-	-	-
732	Computer Hardware	30,000		-	10,815	19,185	19,185	-
735	Equipment - Teaching	4,500	6,660	2,746	7,956	459	-	459
740	Equipment - Building	5,000		-	-	5,000	5,000	-
745	Furniture	5,000		4,654	-	346	346	-
TOTAL PROPERTY		44,500	6,660	7,399	18,770	24,990	24,532	459
810	Dues and Fees	25,060		16,963	1,406	6,691	6,691	-
825	Unemployment	-				-	-	-
900	Other Fees	25,000		3,384	7,273	14,343		14,343
TOTAL DUES AND FEES		50,060	0	20,347	8,679	21,034	6,691	14,343
TOTAL ADOPTED BUDGET		16,419,701	131,000	9,731,946	4,546,674	2,272,081	2,190,647	81,434

**WOODBRIIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 2-28-2023**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	\$63,952	\$242,821	\$0	\$85,593	\$0
Intergovernmental	\$185,710	\$0	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$1,707	\$3,329
Other income	\$0	\$0	\$0	\$0	\$0
Additions	\$0	\$0	\$12,821	\$0	\$0
Total Revenues:	\$249,663	\$242,821	\$12,821	\$87,301	\$3,329
Expenditures:					
Wages, FICA, MERF	\$98,167	\$152,331	\$0	\$54,574	\$0
Medical Insurance	\$0	\$0	\$0	\$0	\$0
Cost of food sold	\$99,164	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Repairs	\$12,157	\$0	\$0	\$0	\$0
Other Expenses	\$3,768	\$34,430	\$11,627	\$7,479	\$0
Total Expenditures:	\$213,256	\$186,761	\$11,627	\$62,053	\$0
Year to Date Net Income / (Loss):	\$36,407	\$56,060	\$1,193	\$25,248	\$3,329
BOE Year to Date Cost of Health Insurance	\$8,291				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	\$231,280	\$166,485	\$6,859	\$83,243	\$14,944
Prepaid Expenses	\$0	\$0	\$0	\$0	\$0
Accounts Receivable	\$498	\$0	\$0	\$329	\$0
Intergovernment Receivable	\$49,291	\$0	\$2,067	\$0	\$0
Inventory	\$5,939	\$0	\$0	\$0	\$0
Total Assets:	\$287,008	\$166,485	\$8,926	\$83,572	\$14,944
Liabilities:					
Amounts Held As Agent	\$0	\$2,525	\$0	\$325	\$0
Accounts Payable	\$0	\$52,872	\$3,391	\$0	\$0
Deferred Revenue	\$28,333	\$11,015	\$0	\$0	\$0
Wages Payable	\$7,705	\$0	\$0	\$0	\$0
Total Liabilities:	\$36,037	\$66,412	\$3,391	\$325	\$0
Fund Balance:					
Prior Year Ending Fund Balance	\$214,563	\$44,013	\$4,342	\$57,999	\$11,615
Year to Date Income / (Loss)	\$36,407	\$56,060	\$1,193	\$25,248	\$3,329
Current Fund Balance	\$250,970	\$100,073	\$5,535	\$83,247	\$14,944
	\$0	\$0	\$0	\$0	\$0
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Current Fund Balance	\$250,970	\$100,073	N/A	N/A	N/A
Baseline - Minimum Fund Balance (30 days)	\$21,788	\$37,731	N/A	N/A	N/A
Operating Reserve Fund Balance (90 days)	\$65,364	\$113,194	N/A	N/A	N/A
# of Days Expenses in Fund Balance	346	80	N/A	N/A	N/A
Fund Balance Excess	\$185,606	-\$13,121	N/A	N/A	N/A



March 20, 2023

WHEREAS, an excellent public school system is vital to the quality of life in this community and fundamental to preserving a strong democratic society now and in the future; and public schools are being held to higher standards of accountability than ever before at both the state and federal levels; and

WHEREAS, the Members of the Woodbridge Board of Education represent an invaluable resource in this community as local decision-makers, responding to the challenges of assuring our school meets these higher standards; and these School Board Members must formulate policies to assure that all children learn to their fullest potential and

WHEREAS, these Board Members continually strive for improvement and progress with an understanding of the need for commitment to the highest standards of student achievement; and are working diligently to assure that our young people are educated and prepared for the future; and

WHEREAS, the men and women elected to these positions deserve recognition and thanks for their countless hours of volunteer service to public education and the children of our community;

NOW THEREFORE, the Woodbridge Board of Selectmen and the Woodbridge School District thank all Members of the Woodbridge Board of Education for their tireless and devoted service to our children, our schools and our community and urge all residents of our community to join us in expressing appreciation to these exemplary public servants and hereby designate March 20, 2023 as School Board Member Day.

Beth Heller

Beth Heller, First Selectman

Vonda J. Tencza

Vonda J. Tencza, Superintendent

WBOE FACILITIES COMMITTEE HYBRID MEETING MINUTES

Thursday, March 2, 2023

Superintendent's Conference Room

Via WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mcbe88cbc581349094e85843f3b022184>

Meeting Number: 2480 237 4675

Meeting Password: QTbQG2SSC85

CALL TO ORDER: Mr. Hughes, Chair, called the meeting to order (7:30 AM).

BOARD MEMBERS PRESENT: Mr. Jeff Hughes (in-person); Ms. Lynn Piascyk (remote); Brooke Hopkins (remote); Dr. Jay Dahya (remote).

STAFF: Vonda Tencza, Superintendent; Donna Coonan, Director of Business Services / Operations; Vito Esparo, Facilities Manager; Kristen Horvath, WEA Representative; and Marsha DeGennaro, Clerk of the Board.

Mr. Esparo provided overview of highlights contained in his monthly report. Highlights included exterior LED lighting replacement above the basement door, shaft bearing replacements with UV AI, valve actuator replacements, outdoor air damper replacement and a classroom door window replacement.

Projects in process include multiple roof leaks, bottle filling station replacement, LED replacements, AC unit servicing, water treatment monitoring, refurbishment / replacement of wooden benches, sprinkler piping, cold water pressure, exterior pole lights, and conduit supports.

The Committee also reviewed the cleaning optimization report for the custodial second shift.

Meeting Adjourned 8:12 AM

MINUTES OF THE REMOTE WBOE FINANCE COMMITTEE MEETING

Tuesday, March 14, 2023

Via Webex <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m505404a95b969bf8793fae7665c8c650>

Meeting number (access code): 2488 742 4623

Meeting password: mRYMEZCP528

Attendees: Vonda Tencza, Superintendent; Steven Lawrence, WBOE; Lynn Piasyck, WBOE; Maria Madonick, WBOE; Sarah Beth Del Prete, WBOE; Dr. Michael Strambler, WBOE; Erin Williamson, WBOE; Donna Coonan, Business Operations Manager; Dr. Tom Handler, BOF Liaison and Jane Roddy, Cafeteria Supervisor.

1. Mr. Lawrence, Chair called the meeting to order at 4:34 PM.

2. Public Comment: None

3. Items reviewed and discussed included:

- a. FY 2022/2023 Budget Narrative Report
- b. FY 2022/2023 Budget Summary Report
- c. FY 2022/2023 Budget Detail Report
- d. FY 2022/2023 Combining Financial Report

Financials are running similar to last month with savings in salaries, dues and fees, Ezra nurse, grant funding and a projected surplus of approximately \$80,000. Also, reviewed were Student Activity, Extended Day, Field Trips and the free lunch program. Also noted was the anticipated special education excess cost funding.

Meeting Adjourned 4:58 PM

**MINUTES OF THE HYBRID WBOE AD HOC ENROLLMENT, INSTRUCTIONAL NEEDS AND
SPACE PLANNING COMMITTEE MEETING**

Wednesday, March 15, 2023

Webex: <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m7835a1cbeac240f7f409f1712a48c5ac>
Meeting Number (access code): 2492 344 5933 Meeting Password: p4jGVde2y2P

MEMBERS PRESENT: Dr. Maria Madonick, Co-Chair; Lynn Piascyk, Ex-Officio BOE; Brooke Hopkins, Jeff Hughes BOE Representatives; Vonda Tencza, Co-Chair/Superintendent; Joe Crisco, BOS Representative; Susan Jacobs, Board of Finance Representative; Patti McKeon, Woodbridge community; Donna Coonan, Director of Business Services / Operations; Analisa Sherman, BRS Principal; Allie Grabowski, Katie McCollom. Teacher Representatives; Vito Esparo, Facilities Manager (4:26 PM) and Marsha DeGennaro, Clerk of the Board.

Dr. Madonick called the meeting to order (4:03 PM).

PUBLIC COMMENT: None

INTRODUCTIONS: Each Committee member introduced himself/herself.

COMMITTEE CHARGE: Superintendent Tencza reviewed the Charge of the Committee as approved by the Board of Education on December 19, 2023 meeting. It is anticipated that the

The Committee will explore BOWA collaborative initiatives, conduct research and gather pertinent data as part of the recommendation process. It is anticipated that the exploration process to determine whether to build, renovate or repurpose could entail a three to five year timeline. Background data reports made available to committee members from the 2012/2014 building renovation project included the 2011 Fuss & O'Neil Report, the AKF Educational and the Van Zelm HVAC proposal. Proposals from 2021/22 include the Fuss & O'Neil Drainage Improvement, Roofing by Silver Petrucelli, Sealcoating, Ad Hoc Capital Planning and Budget Reports, BOWA Graduate, Van Zelm Retrocommissioning Report, Prowda Enrollment Projections and Titan Solar. The committee also received the October 13, 2022 minutes from the BRS Town Building Committee meeting. Also provided was a CABA presentation from the Bristol School District on their recent process.

It was determined the meeting schedule would commence at 4:30 PM on each of the following Wednesday dates: March 29, April 19, May 17, May 31 and June 7. Internally, a separate Ad Hoc User Group has been established as well for email and documentation purposes. It is anticipated that guest speakers, familiar with this type of process, will be invited to attend either the March or April meetings. The next meeting will also have an overview of current space utilization within the building.


Meeting Adjourned: 4:38 PM.



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Division Director 
School Health, Nutrition and Family Services

DATE: March 1, 2023

SUBJECT: Operational Memorandum No. 08-23
Requirements for Submitting the Healthy Food Certification (HFC) Statement for
School Year 2023-24

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that each local board of education or governing authority (BOE) for public schools participating in the National School Lunch Program (NSLP) each year must certify whether all food items sold to students (separately from reimbursable meals) will or will not meet the [Connecticut Nutrition Standards](#) (CNS). This includes all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies. This memo provides the required BOE motion language and instructions for the HFC application process for school year (SY) 2023-24. Please review carefully to ensure accurate and timely submission of the HFC Statement.

HFC Eligibility Requirements for BOEs opting to implement HFC

To be eligible for HFC during SY 2023-24 (July 1, 2023, through June 30, 2024), the BOE must conduct the HFC votes by **July 1, 2023**. All votes must use the **exact motion language** provided in attachment 1.

- All BOEs must vote on whether to participate in the healthy food option of HFC.
- If the BOE votes “yes” to the healthy food option, a vote on whether to allow food exemptions is required. The BOE may also choose to vote on whether to allow beverage exemptions.
- If the BOE votes “no” to the healthy food option, a vote on whether to allow food exemptions is not required. The BOE may choose to vote on whether to allow beverage exemptions.

Note: Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. If the BOE does not vote to allow beverage exemptions, noncompliant beverages cannot be sold to students on school premises at any time.

Refer to attachment 1 for the required motion language and a summary chart of the required votes.

HFC Application Process for SY 2023-24

All public school sponsors of the NSLP must complete the steps below to meet the HFC application deadline of **July 1, 2023** for school year 2023-24.

1. Carefully review the requirements in this memorandum and Attachment 1 to ensure accurate and timely submission of the HFC Statement.
2. Schedule the required HFC votes at a BOE meeting **well before** July 1, 2023, to allow sufficient time for the BOE to approve the **draft** minutes before they are submitted to the CSDE. The HFC Statement must include the **final** BOE-approved minutes. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conducts the vote on beverage exemptions at the same time as the HFC votes.
3. Conduct the BOE votes and prepare the BOE minutes. The final BOE-approved minutes must: 1) include the required language in attachment 1; and 2) indicate the results of each vote. Do not submit the final BOE-approved minutes until requested by the CSDE (refer to step 4).
4. **May 2023:** Complete the online HFC application module in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the final BOE-approved minutes indicating the results of the HFC votes. **Note:** The CSDE will notify sponsors when the HFC application module and instructions are available. Do not access the CNP System prior to receiving this notification.

For more information, visit the "[Apply](#)" section of the CSDE's HFC webpage. Training on the HFC application process is available in the CSDE's recorded training module, [Completing the Application Process for HFC](#).

Refer to attachment 2 for a list of HFC compliance resources. Training on the HFC requirements is available in the CSDE's training program, [Complying with Healthy Food Certification](#), and the district's HFC contact person is required to complete the training by DATE.

For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JDF:sff

Attachments: (2)

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

Attachment 1

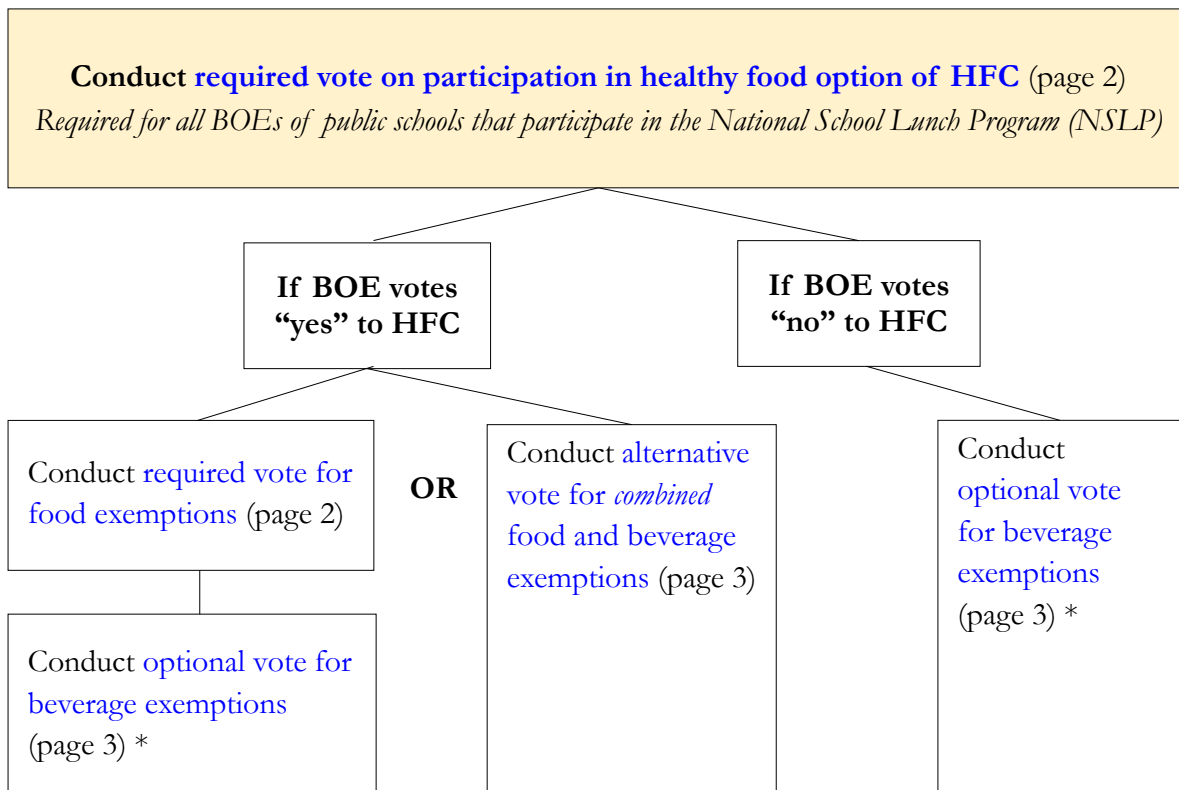
Required Motion Language for the Healthy Food Certification (HFC) Statement

School Year 2023-24

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 07-23: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2023-24*. It provides the required motion language for the board of education or governing authority's (BOE) votes and the final BOE-approved minutes that must be submitted to the CSDE with the annual HFC Statement. The HFC Statement and final BOE minutes are due to the CSDE on July 1, 2023.

Use the exact motion language on pages 2-3 to conduct the required HFC votes and the optional vote for beverage exemptions (if applicable). Figure 1 summarizes the required BOE votes.

Figure 1. Summary of BOE Votes



* Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. BOEs may choose whether to allow beverage exemptions. If the BOE does not vote to allow beverage exemptions, noncompliant beverages cannot be sold to students on school premises at any time.

Required Motion Language for HFC Statement

Required Language for BOE Votes and Minutes for HFC

Each BOE must complete their HFC votes using the required motion language below.

Vote 1: Required vote for participation in healthy food option of HFC

This vote is required for all BOEs that participate in the NSLP. Each BOE must vote “yes” or “no” to participate in the healthy food option of C.G.S. Section 10-215f and follow the Connecticut Nutrition Standards (CNS). The motion and BOE-approved meeting minutes must include the **exact motion language** below:

Pursuant to C.G.S. Section 10-215f, the *(insert name of board of education or governing authority)* certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2023, through June 30, 2024. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Vote 2: Required vote for food exemptions for BOEs choosing healthy food option of HFC

This vote is required for all BOEs that vote “yes” to participate in the healthy food option. The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food exemptions using the **exact motion language** below.

The *(insert name of board of education or governing authority)* will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales.

Note: If the BOE votes “no” to participation in the healthy food option, a vote on whether to allow food exemptions is **not** required.

Required Motion Language for HFC Statement

Required Language for BOE Votes and Minutes on Beverages

The state beverage requirements (C.G.S. Section 10-221q) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC. BOEs may choose whether to allow beverage exemptions. Districts without a beverage exemption in place can never sell noncompliant beverages to students on school premises.

Vote 3: Optional vote for beverage exemptions for all BOEs

If the BOE chooses to allow beverage exemptions, the BOE motion must include the **exact motion language** below.

The (*insert name of board of education or governing authority*) will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the beverage sales.

Required Language for Option to Combine Food and Beverage Exemptions

BOEs that vote “yes” to participate in the healthy food option may choose to combine the two separate food and beverage exemptions into one motion, by using the **exact motion language** below. This combined option replaces votes 2 and 3 above.

Required motion language for combined food and beverage exemptions: The (*insert name of board of education or governing authority*) will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.

Attachment 2

Healthy Food Certification (HFC) Resources

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 08-23: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2023-24*. It includes CSDE resources and websites that provide guidance on meeting the federal and state requirements for foods and beverages in HFC public schools. For a comprehensive list of resources, refer to the CSDE's document, *Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools*.

- [Allowable Beverages in Connecticut Public Schools](#)
- [Beverage Requirements](#) (CSDE webpage)
- [Beverage Requirements for Connecticut Public Schools](#)
- [Connecticut Nutrition Standards](#) (CSDE webpage)
- [CSDE Training Module: Completing the Application Process for Healthy Food Certification](#)
- [CSDE Training Program: Complying with Healthy Food Certification](#)
Recorded modules on meeting the HFC requirements and related state laws
- [Ensuring District Compliance with HFC](#)
- [Evaluating Foods for Compliance with the Connecticut Nutrition Standards](#)
(“How To” section of CSDE’s Connecticut Nutrition Standards webpage)
- [Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards](#)
- [Guide to Competitive Foods in HFC Public Schools](#)
- [Healthy Food Certification](#) (CSDE webpage)
- [How to Evaluate Foods Made from Scratch for Compliance with the CNS](#)
- [How to Evaluate Purchased Foods for Compliance with the CNS](#)
- [List of Acceptable Foods and Beverages](#) (CSDE webpage)
- [Overview of Connecticut Competitive Foods Regulations](#)
- [Questions and Answers on Connecticut Statutes for School Food and Beverages](#)
- [Requirements for Competitive Foods in HFC Public Schools](#)
- [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Culinary Programs in HFC Public Schools](#)
- [Requirements for Foods and Beverages in School Stores in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Vending Machines in HFC Public Schools](#)
- [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#)
- [Summary of Connecticut Nutrition Standards](#)