

Agenda

I. Preliminary Business / WebEx Log-in / Motions

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mbabb7601aca474e0d16e8b5cc796bbdc>

Meeting number (access code): 2485 336 9996

Meeting password: MtbP9itYu63

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 March 20, 2023 Regular Meeting, March 28, 2023 Special Meeting and March 30, 2023 Special 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
- F. Accept Policies for 30-Day Review
 - 9131 - Committee of the Whole
 - 9311 - Formulation, Adoption, Amendment, and Deletion of Policies
 - 9312 - Formulation, Adoption, Amendment, and Deletion of Bylaws
 - 9313 - Formulations, Adoption, Amendment and Deletion of Administrative

Regulations

III. **Reports**

- A. Superintendent's Report
 - 1. Summer Programs Update
 - 2. BRS Update
- B. BRS Town Building Committee Update
- C. Curriculum Committee
- D. Finance Committee
 - 1. Adopt 2023/24 PreK Tuition Rate
- E. Policy Committee
- F. Ad Hoc Enrollment, Instructional Needs and Space Planning Committee
 - 1. BRS Current Space Utilization Presentation
- G. CABA Liaison Report
- H. Upcoming Meeting Presentation(s): Board Self-Evaluation and CAPSS Student Recognition

IV. **New Business**

- A. Accept Certified Staff Resignation

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. Safety and Security Update

VI. **Adjournment**





Marsha DeGennaro <mdegennaro@woodbridgeps.org>

[External Email] Reschedule Spring Break 2024 for total solar eclipse?

Jonathan Chen

Wed, Apr 5, 2023 at 8:54 AM

To: "mdegennaro@woodbridgeps.org" <mdegennaro@woodbridgeps.org>

Hi,

This is a comment for today and/or tomorrow's board meeting.

Is there any possibility of rescheduling 2024's spring break to include Monday, April 8, 2024? There is a total solar eclipse that day, and although Connecticut is not in the path of totality, there are some places within driving distance where it can be viewed. Spring break is currently scheduled from April 15-19, 2024. Next year's Easter is on March 31, so this would not affect anyone's Easter plans either way.

Information about the eclipse: <https://solarsystem.nasa.gov/eclipses/2024/apr-8-total/overview/>

After that, there will not be another total eclipse in North America until 2044!

Sincerely,
Jonathan



Marsha DeGennaro <mdegennaro@woodbridgeps.org>

[External Email] RE: WBOE Letter on Open Choice

2 messages

Bonazzoli, Juliet

Mon, Apr 3, 2023 at 9:19 AM

To: Woodbridge Board of Education - Beecher Road School <mdegennaro@woodbridgeps.org>

Well said. A very unfortunate, difficult and necessary decision.

Thank you for the update.

Juliet Bonazzoli (Beecher Road School and Amity High School Parent)

Juliet Bonazzoli, Esq.

Associate, Litigation Group

Phone: 203.351.4288

CUMMINGS & LOCKWOOD LLC



Marsha DeGennaro <mdegennaro@woodbridgeps.org>

[External Email] Re: WBOE Letter on Open Choice

2 messages

New England Restoration

Sat, Apr 1, 2023 at 3:51 PM

To: Woodbridge Board of Education - Beecher Road School <mdegennaro@woodbridgeps.org>

Why would Woodbridge schools accept students from New Haven to begin with?

I believe New Haven has its own school system. What is the purpose?

April 18

PTO Highlights

Events Update:

- PTO's Annual Book Swap was a huge success. Each child walked away with multiple books. Thanks to Kate Griffiths, Katie Oliver and many volunteers who made this event a great success.
- Our first Arts Fundraiser was a great success. About 200 kids' artwork was ordered and we will be receiving the finished products in the last week of April. PTO receives 30% of the sale and that will be ~\$3000 this year.

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 from 6-8pm (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:

- Each year PTO budgets \$16000 (2k per grade) towards special events that covers in-school field trips. This year, we approved the leftover budget under this line item to cover the cost for field trips, in order to defray that cost from the family cost. Grades who could benefit from this opportunity are Grade 1 (\$1000), Grade 2 (\$1500), Grade 3 (\$400), Grade 6 (\$700) & MAG (\$1300).

Nominations for 2023-24 PTO board positions are open. Elections will be taking place during May PTO meeting on May 18. 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 HYBRID REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Monday, March 20, 2023

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

Meeting Number: 2489 521 1609 Meeting Password: MNburC5sW33

CALL TO ORDER: Ms. Piascyk, Chair, called the meeting to order (7:02 PM).

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (in-person); Ms. Brooke Hopkins (in-person); Dr. Jay Dayha (in-person); Ms. Sarah Beth Del Prete, Secretary (7:03 PM remote); Mr. Jeff Hughes (in-person); Mr. Steven Lawrence (in-person); Dr. Maria Madonick, Vice Chair (in-person); and Dr. Michael Strambler (in-person).

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.

CORRESPONDENCE – None

PUBLIC COMMENT – None

PTO Report – The full PTO report is available in [BoardBook](#). Dr. Jain urged parents to join the PTO. In celebrating Empathy Week, each BRS student received a copy of *Wishes* by Muon Thi Van. The annual Book Swap will be held March 22-24. An informal “meet and greet” will be held with Superintendent Tencza at the April meeting followed by free family Math Night. The spring Book Fair will be April 24 -28.

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Dr. Madonick

Second by Mr. Lawrence

UNANIMOUS

REPORTS

Board Member Appreciation – Ms. Heller, First Selectman presented a proclamation on behalf of the Board of Selectmen declaring March 20, 2023 as *Board Member Appreciation Day* in the Town of Woodbridge. She also noted the countless hours Board members have volunteered in service to the community.

Superintendent Report – Superintendent Tencza extended sincere appreciation and thanks to each Board member for making the Woodbridge Board of Education a personal priority through their immeasurable voluntary hours of service on numerous committees and for advocating for excellence in education while being fair to taxpayers. A video from the Commissioner of Education was shared.

Superintendent Tencza apprised the Board on the submission of the reading waiver to the CSDE. It is anticipated that feedback on the status of this waiver will not be received until mid-June. With the launching of the third round of the Master Class learning opportunity, Woodbridge is continuing to pursue placement on this list. This is a state-wide professional learning opportunity to develop components of comprehensive K-3 literacy instruction. Questions were raised regarding the reading waiver process and what would happen if the waiver were not approved. It was noted that the CSDE is currently considering delaying the process entirely and has not begun the hiring process to even begin reviewing submissions.

BRS Update – Mr. Sapia provided an overview on Responsive Classroom as part of the student support structure in building healthy alliances to create a safe and inclusive BRS learning environment. Ms. Sherman noted the March 17 professional learning day inclusive of small group instruction, multilingual training provided by ACES and the diversity, equity and inclusion initiative.

Upcoming Meeting Presentation(s) – Summer programs. It was requested that any questions be forwarded to Superintendent Tencza to ensure inclusion in the presentation.

BRS Town Building Committee – Mr. Hughes noted this committee met on March 17 to discuss potential upgrades and is in the process of finalizing the RFP.

Facilities Committee – Mr. Hughes reviewed the March 2 meeting inclusive of LED upgrades, the custodial efficiency study and roofing concerns / leaks.

Finance Committee – Mr. Lawrence apprised the Board on the March 14 meeting. Currently, there is an anticipated surplus of \$81,000. Questions were raised relative to why we are contracting outside to perform standard evaluations in special education and open choice incremental reimbursement costs from other districts who participate with New Haven.

Ad Hoc Enrollment, Instructional Needs and Space Planning Committee – Dr. Madonick reviewed the March 15 meeting. 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. Their next meeting on March 29 will focus on current space utilization within the building. It was questioned why there were no parents serving on this committee.

CABE Liaison Report – Dr. Madonick announced the 2023/24 CABE / CAPSS Conference date on November 17 and 18.

NEW BUSINESS

Healthy Food Certification – These verbatim motions are required by the CSDE related to compliance with the Healthy Food Program for the 2023/24 school year. The first verifies participation in the Healthy Food program and the second verifies the exemptions that would be applicable during the 2023/24 school year.

MOTION #2 – HEALTHY FOOD CERTIFICATION

Move that pursuant to Connecticut General Statutes 10-215f, the Woodbridge Board of Education certifies that all food items offered for sale 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.

Dr. Madonick

Second by Mr. Hughes

UNANIMOUS

MOTION #3 – FOOD / BEVERAGE CERTIFICATION

Move that the Woodbridge Board of Education 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.

Dr. Madonick

Second by Ms. Hopkins

UNANIMOUS

Upcoming WBOE Committee Meeting Schedule – the Board Retreat on March 28 and 30 from 6:00 – 9:00 PM with CABE facilitators Drs. Mary Broderick and Jack Reynolds; the FOI Workshop by Tom Hennick on March 21 from 5:00 – 6:00 PM; Ad Hoc Enrollment, Instructional Needs and Space Planning Committee on March 29 at 4:30 PM; WBOE

Policy on April 5 at 4:30 PM; Curriculum on April 6 at 4:00 PM; Finance on April 18 at 6:00 PM; Town Preliminary Budget Hearing on April 17 at 7:30 PM; and the regular WBOE Meeting on April 18 at 7:00 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.

MOTION #4 – EXECUTIVE SESSION (8:02 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.

Dr. Dahya
Second by Ms. Hopkins
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; and Dr. Michael Strambler.

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 #5 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (9:11 PM).

Mr. Hughes
Second by Dr. Strambler
UNANIMOUS

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

STAFF: Vonda Tencza, Superintendent; Ms. Donna Coonan, Director of Business Services/Operations; Marsha DeGennaro, Clerk of the Board.

Chair Piascyk called the Public Session back to order (9:12 PM).

MOTION TO ADJOURN: (9:13 PM)

Dr. Madonick
Second by Ms. Hopkins
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

MINUTES OF THE SPECIAL WOODBRIDGE BOARD OF EDUCATION RETREAT MEETING
Tuesday, March 28, 2023
South Assembly Room Beecher Road School

CALL TO ORDER: Ms. Piascyk, Chair called the meeting to order (6:01 PM).

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

STAFF: Vonda Tencza, Superintendent.

GUESTS: Drs. Mary Broderick and Jack Reynolds, CABA Consultants

The Board conducted a Board Self-Evaluation and reviewed Board responsibilities, practices and meeting protocols. The Board reviewed a draft community communication on open choice.

MOTION TO ADJOURN (10:04 PM)

Mr. Hughes
Second by Dr. Madonick
UNANIMOUS

MINUTES OF THE SPECIAL WOODBRIDGE BOARD OF EDUCATION RETREAT MEETING
Thursday, March 30, 2023
South Assembly Room Beecher Road School

CALL TO ORDER: Ms. Piascyk, Chair called the meeting to order (6:00 PM).

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

STAFF: Vonda Tencza, Superintendent.

GUESTS: Drs. Mary Broderick and Jack Reynolds, CABA Consultants

The Board continued their Board Self-Evaluation and review of Board responsibilities, practices and meeting protocols. The Board finalized a draft community communication on open choice.

MOTION TO ADJOURN (9:50 PM)

Mr. Hughes
Second by Ms. Del Prete
UNANIMOUS

Woodbridge Public School's 2022-2023 Budget Narrative

April 7, 2023

The attached financial reports represent six months (75%) 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 \$340,000 of salary savings. This grew from last month's projections as we had a teacher resign and the encumbrance for their future wages has been taken down.

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 tracking a \$19,000 savings some of which is also due to the recent teacher resignation.

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 a \$78,000 overage in this category due to 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.

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 was mostly on the warmer side and we can slightly soften our previous estimates for natural gas. Overall this category is running \$12,000 over budget due to our estimate of \$45,000 to be encumbered this year for a 'uniform inspection and evaluation of the heating, ventilation and air conditioning system,' required by changes to GS 10-220(d) which needs to be completed by January 1, 2024 and every 5 years thereafter.

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. As we have not yet received our Excess Cost funds from the Town, this category is running \$198,000 over budget. 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. Once the Excess Cost funds are received, we will still be about \$30,000 over budget in this category.

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 3-31-2023**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TRANSFERS TO DATE	EXPENDED TO DATE	ENCUMBERED TO DATE	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	10,206,732	(76,660)	6,722,020	2,894,004	514,048	174,292	339,756
200	TOTAL BENEFITS	3,314,806	-	2,742,100	1,655	571,051	551,498	19,553
300	TOTAL PROFESS. SERVICES	491,825	-	207,953	10,042	273,830	352,196	(78,366)
400	TOTAL PROPERTY SERVICES	659,962	70,000	438,069	76,993	214,900	226,862	(11,962)
500	OTHER SERVICES	1,358,047	131,000	1,307,815	213,680	(32,449)	165,310	(197,758)
600	SUPPLIES & MATERIALS	293,769	-	167,995	40,634	85,140	90,625	(5,485)
700	TOTAL PROPERTY SERVICES	44,500	6,660	13,906	19,350	17,905	17,969	(65)
800	TOTAL DUES, FEES, MISC.	50,060	-	30,051	1,218	18,791	4,448	14,343
TOTAL ADOPTED BUDGET		16,419,701	131,000	11,629,908	3,257,577	1,663,217	1,583,201	80,016

OBJECT	DESCRIPTION	ADOPTED BUDGET	TRANSFERS TO DATE	EXPENDED TO DATE	ENCUMBERED TO DATE	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	38,450	-	25,833	886	11,731	-	11,731
510	TRANSPORTATION	230,377	116,000	203,932	93,058	49,387	16,500	32,887
560	TUITION SPECIAL ED	160,814	15,000	259,155	118,847	(202,188)	17,500	(219,688)
SPECIAL EDUCATION CARVEOUT		429,641	131,000	488,920	212,791	(141,070)	34,000	(175,070)

SUMMARY	
Special Ed Surplus / (Deficit)	(175,070)
Under / (Over) Spending in OTHER programs	255,086
Total Surplus / (Deficit) Projected	80,016

WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED March 31, 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		623,282	164,384	9,550		9,550
120	Teachers - Regular	5,583,680		3,714,673	1,821,300	47,707	5,000	42,707
120	Teachers - Special Education	1,071,004		593,176	242,194	235,634	130,775	104,859
1201	Psychologist	209,977		131,245	58,809	19,924		19,924
1203	Social Worker	65,971		37,585	18,806	9,580		9,580
Sub-Total Certified Salaries		7,727,848	0	5,099,961	2,305,493	322,395	135,775.36	186,619
1303	Custodians	456,389		351,089	78,910	26,390	26,390	-
140	Nurses	152,026		106,672	54,585	(9,231)	-	(9,231)
150	Secretaries, Clerical	384,086		294,421	73,097	16,568	2,695	13,873
160	Paraprofessionals	350,516		201,161	83,728	65,627		65,627
1601	Special Education Paraprofess.	950,341	(76,660)	514,527	245,920	113,234	1,432	111,802
170/10	Salaries OT / PT	57,276		70,674	37,416	(50,814)	(6,500)	(44,314)
190	IT Manager	77,250		62,394	14,856	(0.00)		(0)
190	Salaries, Miscellaneous	51,000		21,120	-	29,880	14,500	15,380
Sub-Total Non-Certified Salaries		2,478,884	(76,660)	1,622,059	588,512	191,653	38,517	153,136
TOTAL SALARIES		10,206,732	(76,660)	6,722,020	2,894,004	514,048	174,292	339,756
220	FICA	272,252		198,495		73,757	94,000	(20,243)
230	CMERS	349,285		309,308		39,977	105,000	(65,023)
270	Medical Insurance	2,632,219		2,198,198		434,021	347,500	86,521
280	Life Insurance	31,550		21,426		10,124	4,998	5,126
2902	Other Employee Benefits	29,500		14,673	1,655	13,172		13,172
TOTAL BENEFITS		3,314,806	0	2,742,100	1,655	571,051	551,498	19,553
320	Professional Development	40,925		11,821	4,902	24,202	24,202	-
330	Legal Fees	87,000		21,138	-	65,862	65,862	-
340	Software Support	24,450		11,061	2,856	10,533	19,133	(8,600)
350	Substitutes	75,000		99,730	-	(24,730)	45,000	(69,730)
390/01	Consultant Services	38,450		25,833	886	11,731		11,731
3902	Financial Audit	26,000		-	-	26,000	33,000	(7,000)
390	Other Prof/Tech. Services	200,000		38,368	1,398	160,233	165,000	(4,767)
TOTAL PROFESSIONAL SERVICES		491,825	0	207,953	10,042	273,830	352,196	(78,366)
410/01	Utilities - Electric and Water	218,500		103,332		115,168	95,000	20,168
420	Heating	100,000		61,993		38,007	38,007	-
430	Repairs and Maintenance	63,400		47,267	9,776	6,357	19,357	(13,000)
450	Leases and Rentals	95,582		88,363	709	6,511	23,636	(17,125)
4501	Building Improvements	-		-	-	-	-	-
490	Other Purchased Services	26,000		13,881	6,258	5,862	5,862	-
4901	Service Contracts	156,480	70,000	123,234	60,251	42,995	45,000	(2,005)
TOTAL PROPERTY SERVICES		659,962	70,000	438,069	76,993	214,900	226,862	(11,962)
510	Pupil Transportation-Regular	424,556		408,097		16,459	85,595	(69,136)
510	Pupil Transportation-Spec. Educ.	230,377	116,000	203,932	93,058	49,387	16,500	32,887
520	Insurance-General Liability	125,109		125,985	-	(876)	-	(876)
5201	Worker's Compensation	221,776		217,216		4,560	-	4,560
530	Telephone Services	17,375		9,428	-	7,947	9,447	(1,500)
535	Internet	27,500		19,122		8,378	4,212	4,166
537	Postage	4,450		3,514	575	360	360	-
540	Advertising	1,000		-	-	1,000	-	1,000
550	Interns	125,000		54,872		70,128	25,300	44,828
560	Tuition - Wintergreen	6,000		-		6,000	-	6,000
560	Tuition - Out of District	160,814	15,000	259,155	118,847	(202,188)	17,500	(219,688)

**WOODBIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED March 31, 2023**

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
590	Other Purchased Services	14,090		6,494	1,200	6,396	6,396	-
TOTAL OTHER PURCH SERVICES		1,358,047	131,000	1,307,815	213,680	(32,449)	165,310	(197,758)
610	Instructional Supplies	95,596		74,083	13,648	7,865	7,865	-
620	Computer Software	75,793		23,627	-	52,166	52,166	-
625	Supplies Nurses	3,500		2,046	589	865	865	-
630	Supplies Custodial	52,000		32,781	9,313	9,906	9,906	-
635	Supplies Office	13,700		2,631	1,025	10,044	10,044	-
640	Books and Audio Visual	8,000		4,686	2,799	515	515	-
645	Subscriptions	23,180		10,093	3,824	9,263	9,263	-
650	Testing	17,000		10,430	7,215	(646)		(646)
690	Misc. Supplies - DW Security	5,000		7,619	2,221	(4,839)	-	(4,839)
TOTAL SUPPLIES & MATERIALS		293,769	0	167,995	40,634	85,140	90,625	(5,485)
730	Equipment - Office	-				-	-	-
732	Computer Hardware	30,000		6,506	10,871	12,623	12,623	-
735	Equipment - Teaching	4,500	6,660	2,746	8,063	352	-	352
740	Equipment - Building	5,000		-	417	4,584	5,000	(417)
745	Furniture	5,000		4,654	-	346	346	-
TOTAL PROPERTY		44,500	6,660	13,906	19,350	17,905	17,969	(65)
810	Dues and Fees	25,060		19,394	1,218	4,448	4,448	-
825	Unemployment	-				-	-	-
900	Other Fees	25,000		10,657		14,343		14,343
TOTAL DUES AND FEES		50,060	0	30,051	1,218	18,791	4,448	14,343
TOTAL ADOPTED BUDGET		16,419,701	131,000	11,629,908	3,257,577	1,663,217	1,583,201	80,016

**WOODBRIAGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 3-31-2023**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	\$73,881	\$281,351	\$0	\$87,755	\$0
Intergovernmental	\$227,391	\$0	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$0	\$3,329
Other income	\$0	\$0	\$0	\$0	\$0
Additions	\$0	\$0	\$16,273	\$0	\$0
Total Revenues:	\$301,272	\$281,351	\$16,273	\$87,755	\$3,329
Expenditures:					
Wages, FICA, MERF	\$113,997	\$175,543	\$0	\$54,574	\$0
Medical Insurance	\$0	\$0	\$0	\$0	\$0
Cost of food sold	\$116,076	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Repairs	\$12,157	\$0	\$0	\$0	\$0
Other Expenses	\$4,844	\$48,934	\$18,719	\$7,479	\$0
Total Expenditures:	\$247,073	\$224,477	\$18,719	\$62,053	\$0
Year to Date Net Income / (Loss):	\$54,199	\$56,874	(\$2,446)	\$25,703	\$3,329
BOE Year to Date Cost of Health Insurance	\$9,327				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	\$208,990	\$148,592	\$1,465	\$83,373	\$14,944
Prepaid Expenses	\$0	\$0	\$0	\$0	\$0
Accounts Receivable	\$1,159	\$0	\$0	\$329	\$0
Intergovernment Receivable	\$90,971	\$0	\$431	\$0	\$0
Inventory	\$5,939	\$0	\$0	\$0	\$0
Total Assets:	\$307,060	\$148,592	\$1,896	\$83,702	\$14,944
Liabilities:					
Amounts Held As Agent	\$0	\$0	\$0	\$0	\$0
Accounts Payable	\$0	\$431	\$0	\$0	\$0
Deferred Revenue	\$26,741	\$14,710	\$0	\$0	\$0
Wages Payable	\$11,557	\$32,564	\$0	\$0	\$0
Total Liabilities:	\$38,297	\$47,705	\$0	\$0	\$0
Fund Balance:					
Prior Year Ending Fund Balance	\$214,563	\$44,013	\$4,342	\$57,999	\$11,615
Year to Date Income / (Loss)	\$54,199	\$56,874	(\$2,446)	\$25,703	\$3,329
Current Fund Balance	\$268,762	\$100,887	\$1,896	\$83,702	\$14,944
	-	-	(0)	-	(0)
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
# of Days Expenses in Fund Balance	370	80	N/A	N/A	N/A
Fund Balance Excess	\$203,398	(\$12,307)	N/A	N/A	N/A

~~Bylaws of the Board~~**~~Committee of the Whole~~**

~~The Woodbridge Board of Education shall conduct its Curriculum Committee as a Committee of the Whole.~~

~~Legal Reference: Connecticut General Statutes~~

~~10-218 Officers: Meetings:~~

~~10-224 Duties of the Secretary:~~

~~10-225 Salaries of Secretary and Attendance Officers:~~

~~Bylaw adopted by the Board: October 17, 2011~~

Bylaws of the Board

Formulation, Adoption, Amendment, and Deletion of Policies

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

Policies, and policy amendments ~~may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally~~ shall be recommended for the Board's consideration by the Superintendent.

The Board shall designate one copy of the policy manual as the official policy manual of the district. The official copy shall be kept in the Superintendent's Office ~~as well as accessible through the district web site. and~~ ~~‡The Superintendent or designee shall be responsible for its accuracy and integrity. and shall maintain a historical record of the district's policy manual.~~

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption. ~~Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board meeting in which such proposed policies, amendments, revisions or deletions shall be read and discussed. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board.~~

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual distributed throughout the district, the version contained in the official policy manual shall be regarded as authoritative.

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of Education to Prescribe Rules, Policies and Procedures.

Robert's Rules of Order, Newly Revised

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Formulation, Adoption, Amendment, **Deletion** of Bylaws

~~Proposed new bylaws and suggested amendments to or revisions of existing bylaws shall be adopted by a majority vote of all members of the Woodbridge Board of Education. This will usually occur during the second of two regularly scheduled meetings of the Board not less than four (4) weeks apart. The proposed additions, amendments, or revisions shall be described in writing in the Board member packet prepared for the first Board meeting at which the changes shall be considered by the Board.~~

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board meeting in which such proposed bylaws, amendments, revisions or deletions shall be read and discussed. Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board. The agenda shall be marked to indicate such matters. When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the bylaw or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption. Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to Prescribe Rules, Policies and Procedures.

Robert's Rules of Order, Newly Revised

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Formulation, Adoption, Amendment, and Deletion of Administrative Regulations

The Woodbridge Board of Education normally does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent of Schools. When required by law to adopt administrative regulations, the Woodbridge Board of Education adopted regulations shall be by the same procedure as that specified for policies in the Bylaw numbered 9311, regarding formulation, adoption, amendment and deletion of policies.

The Board reserves the right to review and direct revisions of administrative regulations should, in its judgment, the Board find a regulation to be inconsistent with the policies adopted by the Woodbridge Board of Education.

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of Education to Prescribe Rules, Policies and Procedures.

Robert's Rules of Order, Newly Revised

Bylaw adopted by the Board: October 17, 2011

2023 BRS Summer Programs

Extended School Year

- Co-Directors: Melissa Caporossi & Jen Naylor
- Approximately 60 students pk-6
- Run by approximately 10 SPED teachers, 10 para educators, and related student support personnel
- Identified through PPT process
- Individualized curriculum & services

- Monday-Thursday, June 26-July 27 (July 7)
- Hours range from 8-10 or 9-12 depending on student needs, goals, and objectives

Summer Enrichment Program

- Co-Directors: Barbara Ahern & Jeanne Ciarleglio
- Over 50 creative summer experiences
- Developed and run by approximately 15 BRS teachers, para educators, and returning college student support staff

- Monday-Thursday, June 26-July 27 (July 7)
- Sessions of 8:30-11:30 and 12-3 with lunch/play 11:30-12

Summer Curriculum

Reading/Literacy focus PK-6

Facilitated by: consultant Dr. Michael Rafferty, BRS administrators Lisa Sherman, Jimmy Sapia, Vonda Tencza

- 4 days right after school ends, 8:00-2:00
- Assemble a curriculum design team
 - Teacher representation pk-6
 - Special education and literacy teacher involvement

GOALS

Overarching goal- to establish a replicable curriculum design and renewal process for Woodbridge

- Develop a working knowledge of UbD curriculum design process
- Complete broad curriculum guides for all reading units
- Develop vertical articulation of priority standards
- Identify common assessments and possible authentic assessment tasks
- Identify ongoing work to address during the 23-24 year

Woodbridge Board of Education Curriculum Committee

April 6, 2023

WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=ma61b3c518519f7469433a4633c96bddf>
Meeting Number (access code): 2496 490 1187 Meeting Password: 3xPVFWdqD83

CALL TO ORDER: Dr. Strambler, Chair called the meeting to order at 4:00 PM.

IN ATTENDANCE: Dr. Michael Strambler, Chair; Ms. Sarah Beth Del Prete (in person); Mr. Steven Lawrence (remote); Dr. Maria Madonick (remote); Lynn Piascyk, (in person); Erin Williamson (remote 4:07 PM), Board Members; Vonda Tencza, Superintendent; Analisa Sherman, Principal; and Marsha DeGennaro, Clerk of the Board.

Public Comment – None

Curriculum Development Process: Superintendent Tencza presented a brief overview for development of a curriculum process that is designed to impact student learning. Curriculum is a high quality instruction / assessment system aligned with national and/or state standards and delivered by teachers. Locally based teachers implement student instruction that adhere to school expectations and grade level based standards to support successful student learning in the areas of skills, knowledge and competence. Curriculum should be flexible pathways that adjust to the needs and interests of all learners in a classroom environment of reciprocal respect and collaboration. This summer the focus will be on reading and we will be working with Michael Rafferty a leader in reading curriculum. Curriculum maps and review cycles will be developed and maintained going forward. Documents inclusive of CSDE K-12 Universal Curricula Design, ASCD Curriculum Design Framework, Amity and WSD Curriculum sample unit templates as well as a completed unit template from another district were shared.

Meeting Adjourned 4:36 PM

MINUTES OF THE REMOTE WBOE FINANCE COMMITTEE MEETING

Tuesday, April 18, 2023

Via Webex <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m2f52c013dfce9805d9351f939315a9f0>

Meeting number (access code): 2487 512 7786 Meeting password: 8Kg5UVY2CcQ

Attendees: Vonda Tencza, Superintendent; Steven Lawrence, WBOE; Maria Madonick, WBOE; Donna Coonan, Business Operations Manager; Joe DePalma, WEA Liaison; and Dr. Tom Handler, BOF Liaison.

1. Mr. Lawrence, Chair called the meeting to order at 6:01 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
 - e. 2023/24 PreK Tuition Rate

Financials are running similar to last month with savings in salaries and dues and fees with a projected surplus of approximately \$80,000. Since approximately 75% of the school year is completed, we appear to be in good shape. Also, reviewed was the 2023/24 PreK Tuition rate for “typical peers”. Based on current experience it is recommended that the rate remain the same as 2022/23 which is \$3,250.

Meeting Adjourned 6:28 PM

MINUTES OF THE WBOE POLICY COMMITTEE

April 5, 2023

WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m2f52c013dfee9805d9351f939315a9f0>
Meeting Number (access code): 2487 512 7786 **Meeting Password:** 8Kg5UVY2CcQ

CALL TO ORDER: Dr. Madonick called the meeting to order at 4:40 PM.

IN ATTENDANCE: Dr. Maria Madonick, Chair (in person); Lynn Piasyck (in person), Erin Williamson (in person), Board of Education Members; Vonda Tencza, Superintendent; Maureen Krawec, WEA Representative; and Marsha DeGennaro, Clerk of the Board.

The Committee reviewed Policies 9131, 9311, 9312 and 9313. Policy 9131 was deleted in its entirety. Minor language modifications were made to 9311, 9312 and 9313 to ensure consistency with each other and reflect current procedures. Each policy was recommended for 30-day review at the April 18, 2023 regular WBOE meeting. In reviewing Policy 9132 – Standing Committees the Committee decided that further review of representation procedures for participation on committees was necessary. Policies to be reviewed at the next meeting will include 9132.2, 9132.3, 9132.4, 9132.5 and 9133. The committee will also review CAFE policy audit requirements.

Meeting Adjourned: 5:39 PM

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

Wednesday, March 29, 2023

Webex: <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m41f81369cf87c66da327eec8690c8f2f>

Meeting Number (access code): 2482 570 7522

Meeting Password: yEYKmJ6fP39

Dr. Madonick called the meeting to order (4:31 PM).

MEMBERS PRESENT: Dr. Maria Madonick, Co-Chair; Lynn Piascyk, Ex-Officio BOE; Brooke Hopkins, Jeff Hughes BOE Representatives; Sarah Beth Del Prete, WBOE; 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.

GUEST: Dr. Michael Dietter, Bristol Public Schools.

PUBLIC COMMENT: None

Mr. Dietter provided an overview of the renovation process that the Bristol Public Schools followed several years ago in their expansion process. Ms. Sherman current space needs in the building. A presentation from Region 20 was also shared with committee members. Some areas to be discussed at the next meeting include enrollment projections, number of classroom spaces we have vs. what we need, the number of special education areas, preschool possibilities, i.e., possible program expansion, planning for mandated universal preschool, regionalization / sharing of services, discussions with town leadership regarding building options for school expansion and potential Town development plans.

Meeting Adjourned: 6:14 PM.



Space Usage at BRS

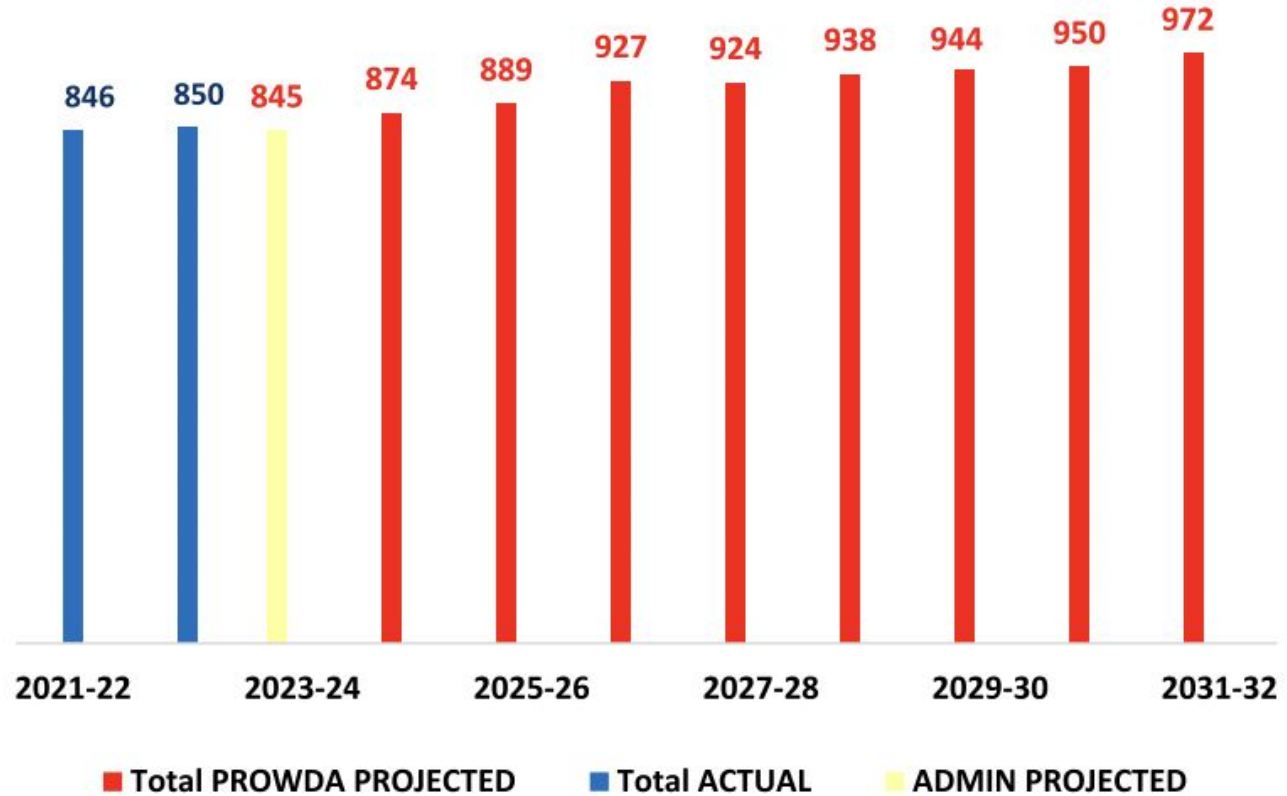
BOE Ad Hoc Committee
Analisa Sherman
March 29, 2023

Current Enrollment (March 1, 2023)

Grade	Current enrollment
Pre-K	23
K	108
1	101 (+ MAG 1 = 121)
2	100 (+ MAG 2 = 119)
3	94 (+ MAG 3 = 114)
4	101 (+ MAG 4 = 120)
5	133
6	126
MAG 1: 20	MAG 3: 20
MAG 2: 19	MAG 4: 19

Total: 864

Future enrollment



Special Education Enrollment

	Total BRS Enrollment	# of SPED Students	SPED Prevalence	Special Education Teachers	Pupil Personnel	Student / Teacher Ratio
FY 2013	744	58	7.8%	9.0	2.5	6.4
FY 2014	766	67	8.7%	9.0	2.5	7.4
FY 2015	785	64	8.1%	9.0	2.5	7.1
FY 2016	775	72	9.3%	9.0	2.5	8.0
FY 2017	781	83	10.6%	9.0	2.5	9.2
FY 2018	842	94	11.2%	9.0	2.5	10.4
FY 2019	843	91	10.8%	9.5	2.5	9.6
FY 2020	838	91	10.9%	11.0	2.5	8.3
FY 2021	816	94	11.5%	12.5	3.0	7.5
FY 2022	850	105	12.4%	12.5	3.0	8.4
FY 2023	851	118	13.9%	13.5	4.3	8.7



A walk around the building

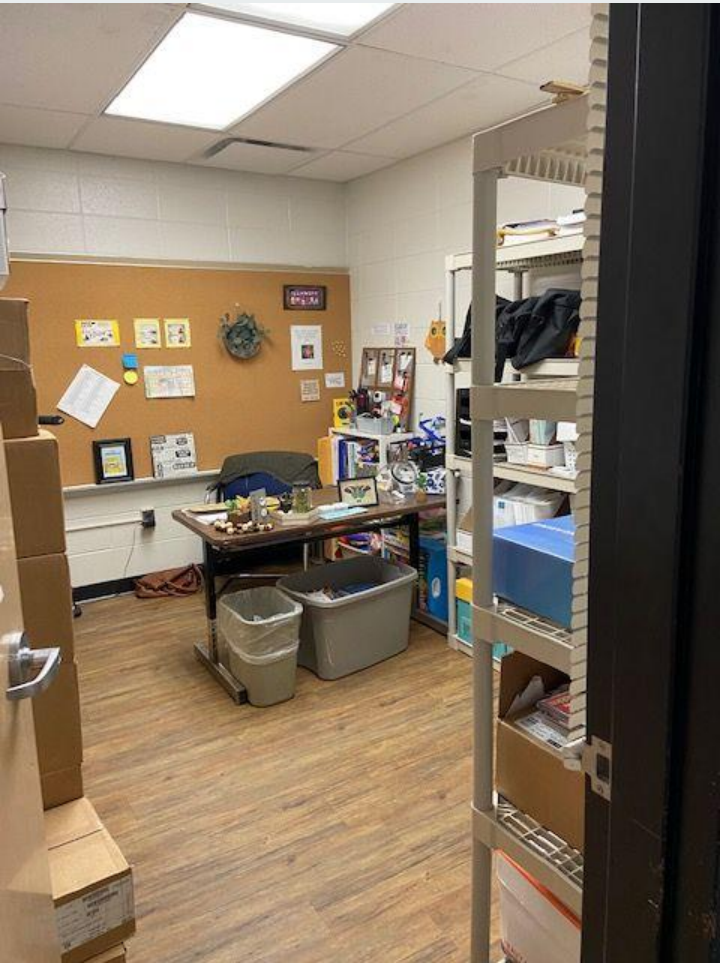
Areas worth noting:

- ❖ Staff sharing spaces
- ❖ Not enough space for current programming
- ❖ Re-purposing of spaces
 - Fitness room: OT/Health
 - Rotunda
- ❖ Lack of storage
- ❖ No space for whole-school gatherings (a key part of Responsive Classroom)
- ❖ Changing needs of students



Shared spaces by staff. Lack of staff lounges. (Impact on Extended Day-stove is no longer accessible.)

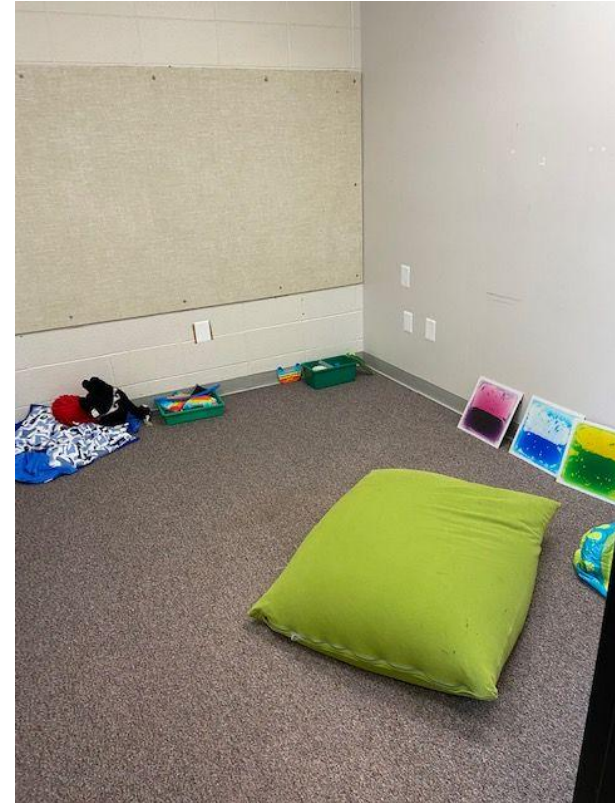




Instructional spaces and offices.



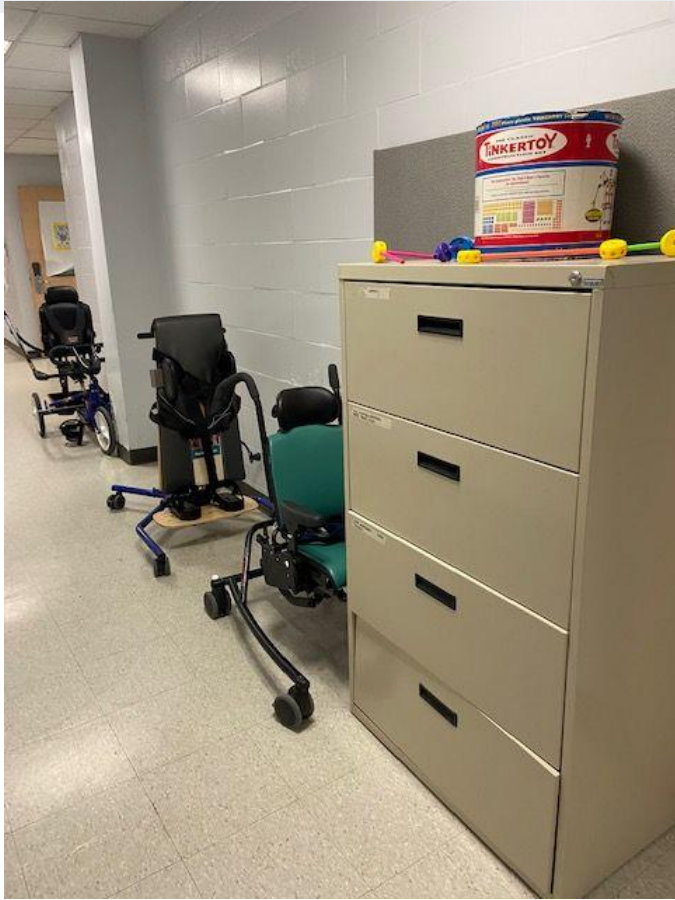
**Classroom
spaces
being used
to support
student
needs.**





**Limited
storage.
Fitness room
used by
multiple staff
- repurposed.**





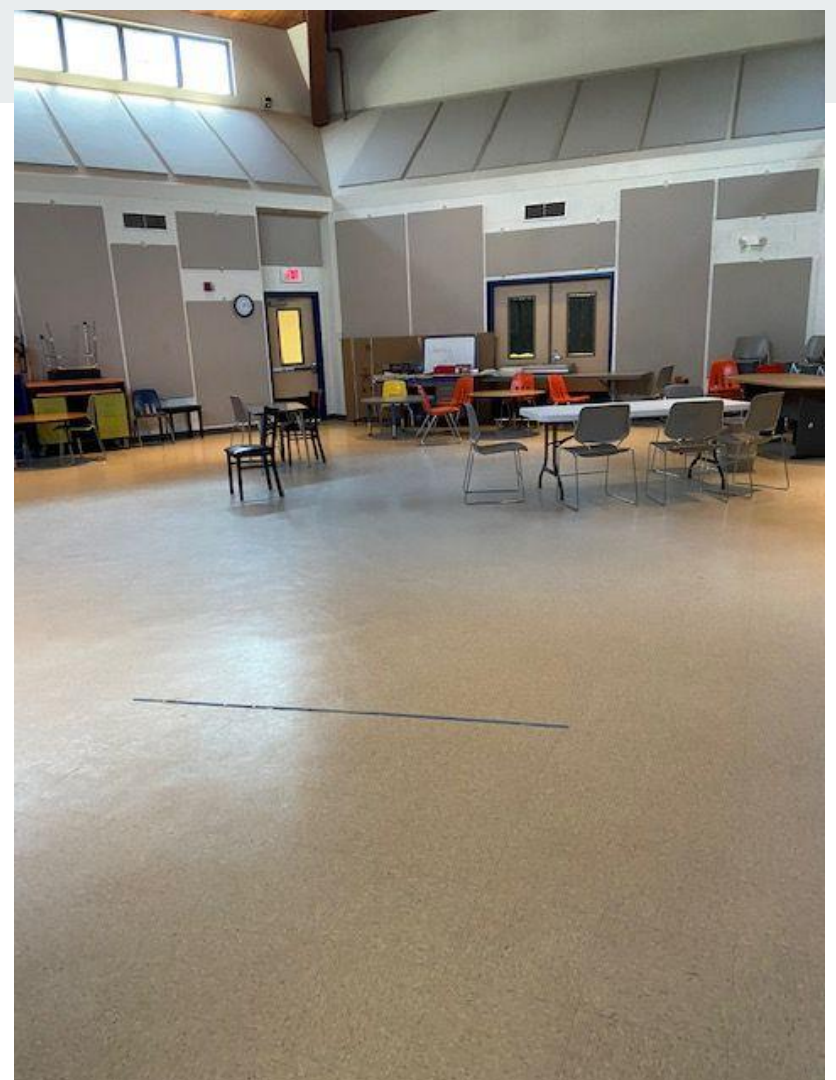
Lack of storage means equipment is stored in hallways



**Only one staff lounge for over
100 staff members.
Located in south school.**



**Rotunda is an example
of a space that is
repurposed.**



Not enough instructional spaces or small spaces for current programming.

- Music on a cart
- Spanish classroom





Questions?

Thank you!