

Agenda

I. Preliminary Business / WebEx Log-In / Motions

Meeting Login:

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m94476d0ae6c2eea4beb6c72fc14b66a3>

Meeting number (access code): 2481 912 5871

Meeting password: gaBnbg4qJ56

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. CAPSS Superintendent / Student Awards
- D. Correspondence - *Correspondence may be submitted via email no later than 4:00 PM on the day of the meeting to mdegennaro@woodbridgeps.org*
- E. 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. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org*
- F. PTO Update

II. Consent Agenda

- A. Approval of the April 18, 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. Superintendent's Report
 - 1. 2022/23 Budget Update

- 2. BRS Update
- B. BRS Town Building Committee Update
- C. Facilities Committee Report
- D. Finance Committee
 - 1. Van Zelm Air Quality Audit
 - 2. HVAC Maintenance Service Contract

- E. Policy Committee - Adopt Policies
 - 1. 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
- F. CABA Liaison Report
- G. Upcoming Meeting Presentation(s): Superintendent Evaluation, Wellness Report and Professional Development & Evaluation Update

IV. New Business

- A. Board Self-Evaluation

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 Negotiations with Respect to Collective Bargaining Contract - Director of Business Services / Operations

VI. Adjournment



May 16

PTO Highlights

Events Update:

- PTO sponsored first Math Night was well attended. About 100 students with their families attended the event. All kids seemed to have a lot of fun experiencing Math in a non-classroom based environment.
- PTO's Spring Book Fair was a huge success. Families bought books for over 20,000 dollars resulting in over 10k profit in scholastic dollars for PTO. Special thanks to Mr. Taddei for letting us use the north gym for a week. Thanks to teachers, admin, families & PTO volunteers for their support.
- Staff Appreciation week was planned as a whole week of treats & surprises for the Beecher Staff. Special thanks to PTO coordinators, Linda & Kristen, for their creativity and beautiful execution. In addition to traditional edible treats, the highlight of the week was the special delivery of flowers from Beecher students to the staff. PTO received numerous thanks, so we hope everyone walked away with some flowers and felt pampered. Beecher staff has a special place in our hearts.

Upcoming Events:

- 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. Tickets are \$30 for every individual over 12 months of age. A small portion of the sales come to PTO.
- 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.
- PTO helps in organizing some of the 6th grade graduation activities including graduate T-shirt, pool party, yearbook dues. Pool Party is scheduled for June 9th at the Woodbridge Pool Club.
- PTO Board for 2023-24 will be elected during the May PTO meeting on 5/18.

Financial Update:

- iPad covers were ordered for the iPads that were funded via STEAM dream for the art room.
- Books worth ~5000 scholastic dollars were purchased for the library contributing to book clubs, diversity section and back room.
- Annual financial update will be shared in the June meeting.

We are very grateful to the school administration & staff for their support & collaboration this year & are looking forward to many more years of working together.

Submitted by
Ruchi Jain
PTO President 2022-23

MINUTES OF THE HYBRID REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Tuesday, April 18, 2023

Via WebEx [https:// woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mbabb7601aca474e0d16e8b5cc796bbdc](https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mbabb7601aca474e0d16e8b5cc796bbdc)

Meeting Number: 2485 336 9996 Meeting Password: MtbP9itYu63

CALL TO ORDER: Dr. Madonick, Vice Chair, called the meeting to order (7:05 PM).

BOARD MEMBERS PRESENT: Dr. Maria Madonick, Vice Chair (in-person); Ms. Brooke Hopkins (remote); Dr. Jay Dayha (remote); Ms. Sarah Beth Del Prete, Secretary (7:06 PM in person); Mr. Jeff Hughes (in-person); Mr. Steven Lawrence (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 – It was noted that the correspondence recently received was available for viewing in BoardBook.

PUBLIC COMMENT – None

PTO Report – The full PTO report is available in [BoardBook](#). Dr. Jain urged parents to join the PTO.

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Mr. Lawrence

Second by Mr. Hughes

UNANIMOUS

REPORTS

Superintendent Report – Superintendent Tencza highlighted the change in leadership of the EDay Program with the recent appointment of Anthony Taddei serving as Director and Tim Rourke continuing as Assistant Director; the mandated triannual compliance review of the Cafeteria; and the recommended reduction to the 2023/24 budget of \$208,240 by the Town Boards of Selectmen and Finance.

Summer Programs Update – Superintendent Tencza noted that the ESY (Extended School Year) and SEP (Summer Enrichment) programs will operate this summer Monday-Thursday from June 26 through July 27. The ESY program is specifically for students with special needs as defined in their IEP while SEP is open to all students. Summer curriculum work in reading, facilitated by Dr. Michael Rafferty, will be conducted June 15-20 from 8:00 AM – 2:00 PM.

BRS Update – Ms. Sherman noted the PTO Book Swap, spirit week inclusive of daily “coin” collections by students for various charitable organizations, the upcoming Book Fair, Amity High School interns in May, parent/teacher conferences, celebration of Mr. Sapia for Assistant Principal Week, and school-wide clean-up for Earth Week with Grade 4 helpers.

BRS Town Building Committee – Mr. Hughes noted this committee met on April 6 to draft the RFQ which was shared with the Board of Selectmen at their April 12 meeting. Minor adjustments were requested and once completed the RFQ will be finalized and published accordingly.

Curriculum Committee – Dr. Strambler noted this committee met on April 6 and received an overview on the curriculum development process. Curriculum writing work this summer will focus on reading with guidance from Reading consultant Dr. Michael Rafferty.

Finance Committee – Mr. Lawrence apprised the Board on the April 18 meeting which reviewed the standard monthly financial reports and discussed the 2023/24 PreK tuition rate. Currently, there is an anticipated surplus of \$80,000 in the 2022/23 operating budget as a result of savings in various salary accounts. Based on a review of current PreK tuition

funding, it was recommended that the 2023/24 rate remain the same as 2022/23. Questions were raised on the status of the Excess Cost Grant and whether a process is in place to request these funds from the Town not only for the present but also for the future. It was noted that it is anticipated that this funding will decrease significantly in the 2023/24 school year.

MOTION #2 – 2023/24 PREK TUITION RATE

Move that the PreK Tuition rate for “typical peers” remain at \$3,250 for the 2023/24 school year.

Ms. Del Prete

Second by Mr. Hughes

UNANIMOUS

Policy Committee – Dr. Madonick noted that this Committee met on April 5 to review the four policies accepted for 30-day review under the Consent Agenda.

Ad Hoc Enrollment, Instructional Needs and Space Planning Committee – Dr. Madonick noted this committee had met twice and recently reviewed a presentation on current BRS space utilization and requested that Ms. Sherman share the space utilization presentation with the Board. It was noted that while enrollment may be less than the previous 1,000 students in 2000 when portables were in use, student needs today are vastly different. Student learning today requires specialized spaces / rooms for students with special needs. BRS has a significant lack of storage areas with many rooms serving as multiple use spaces. Several teachers throughout the building also share the same learning spaces, faculty lunch rooms have been repurposed into instruction areas and there is no room large enough for a school-wide gathering. In addition, the building is used daily by EDay, Recreation and community organizations with each group having different space / program requirements. There has been an increase of 100 students between 2013 and 2023 which is five additional classrooms, and a 75% increase in the special education population. At what point are we compromising the children since personalized student learning requires flexible environment areas. It was noted the April 19 meeting had been cancelled due to unanticipated scheduling conflicts.

CABE Liaison Report – Dr. Madonick announced the 2023/24 CABE / CAPSS Conference date on November 17 and 18 and noted dissemination of updates for BOE Chairs and Policy Chairs as well as various education bills currently before the state legislation.

Upcoming Meeting Presentation(s) – Board Self-Evaluation and CAPSS Superintendent / Student Awards. Board members were asked to complete their self-evaluations and return it to Superintendent Tencza by May 5 to ensure adequate time for compilation and discussion at the May meeting.

Upcoming WBOE Committee / Meeting Schedule – WBOE Facilities Committee on May 4 at 7:30 AM; Finance on May 9 at 4:30 PM; Town Annual Meeting on May 15 at 7:30 PM; and the regular WBOE Meeting on May 16 at 7:00 PM. It was also noted that in recognition of the state holiday of *Juneteenth*, the regular meeting will be moved to June 20, 2023.

NEW BUSINESS

Certified Staff Resignation – Superintendent Tencza informed the Board of the resignation of Robin Querker who served as a special education teacher for the past four years.

MOTION #3 – CERTIFIED STAFF RESIGNATION (QUERKER)

Move that we accept the resignation of Robin Querker effective March 31, 2023 with regret.

Mr. Lawrence

Second by Dr. Strambler

UNANIMOUS

PUBLIC COMMENT – None

Executive Session

The Board entered Executive Session to receive a safety and security update from Superintendent Tencza, BRS Principal Analisa Sherman and SRO Officer Lynch.

MOTION #4 – EXECUTIVE SESSION (8:20 PM)

Move that we enter Executive Session to receive an update on safety and security and invite the Superintendent, BRS Principal Analisa Sherman and SRO Officer Lynch to join the Board.

Ms. Del Prete
Second by Dr. Strambler
UNANIMOUS

BOARD MEMBERS PRESENT: Dr. Maria Madonick, Vice Chair (in-person); Ms. Brooke Hopkins (remote); Dr. Jay Dayha (remote); Ms. Sarah Beth Del Prete, Secretary (7:06 PM in person); Mr. Jeff Hughes (in-person); Mr. Steven Lawrence (in-person); and Dr. Michael Strambler (in-person).

The Board received an update on safety and security from Superintendent Tencza , BRS Principal Analisa Sherman and SRO Officer Lynch.

MOTION #5 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (9:17 PM).

Mr. Hughes
Second by Dr. Strambler
UNANIMOUS

BOARD MEMBERS PRESENT: Dr. Maria Madonick, Vice Chair (in-person); Ms. Brooke Hopkins (remote); Dr. Jay Dayha (remote); Ms. Sarah Beth Del Prete, Secretary (7:06 PM in person); Mr. Jeff Hughes (in-person); Mr. Steven Lawrence (in-person); and Dr. Michael Strambler (in-person).

STAFF: Vonda Tencza, Superintendent; Analisa Sherman, BRS Principal; SRO Officer Lynch; Marsha DeGennaro, Clerk of the Board.

Dr. Madonick called the Public Session back to order (9:18 PM).

MOTION TO ADJOURN: (9:18 PM)

Ms. Del Prete
Second by Dr. Strambler
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge Public School's 2022-2023 Budget Narrative

May 8, 2023

The attached financial reports represent ten months (83%) of the fiscal year.

100 Series Salaries - Salaries represent 62% of the budget. A combination of a new grant, vacancies and turn over where new staff are paid at a lower rate than their predecessors has us currently showing \$358,000 of salary savings. This grew from last month's projections because in light of our new mental health worker grant, we began moving salaries between two grants and the general fund which will reduce expenditures in the Teaching line.

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 \$21,000 savings. Although the overall savings is close to last month's projections, we have fine-tuned our FICA, CMERS and medical insurance estimates, based on projected year end payrolls.

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 \$98,000 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. The estimate grew from past month as we project future substitute costs out at our current rate of usage.

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 is now behind us and our bills have been paid through March. With only one quarter to go, it appears that we will stay within budget for natural gas and see some additional savings in electricity. Based on these projections, this category is projecting \$17,000. This includes our plan to encumber \$40,000 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 \$182,000 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. This projection is about \$16,000 less than last month as we have backed down our outplaced transportation projection that is looking less likely to occur before June 30th.

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 \$2000 over budget due to the unbudgeted purchase of various security related supplies. We reduced the projection slightly from last month as it is unlikely we will use all the office supply funds available.

700 Series Furniture and Equipment - This category represents 3/10 of one percent of the budget and is currently projected to be \$1400 over budget due to the purchase of additional HVAC system motors. They have been difficult to find and it's a good idea to stock up when we can get them.

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 \$12,000 surplus in this category. We backed this projected surplus down a little from last month thinking there may be some year end expenses coming.

**WOODBIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 4-30-2023**

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)	7,487,377	2,150,102	492,593	134,299	358,295
200	TOTAL BENEFITS	3,314,806	-	2,748,160	1,400	565,246	543,998	21,248
300	TOTAL PROFESS. SERVICES	491,825	-	233,014	45,107	213,704	311,898	(98,194)
400	TOTAL PROPERTY SERVICES	659,962	70,000	462,630	70,949	196,382	178,992	17,390
500	OTHER SERVICES	1,358,047	131,000	1,317,908	208,303	(37,163)	145,171	(182,335)
600	SUPPLIES & MATERIALS	293,769	-	178,137	32,853	82,779	84,556	(1,777)
700	TOTAL PROPERTY SERVICES	44,500	6,660	21,017	18,573	11,570	12,969	(1,399)
800	TOTAL DUES, FEES, MISC.	50,060	-	30,451	3,268	16,341	3,998	12,343
TOTAL ADOPTED BUDGET		16,419,701	131,000	12,478,694	2,530,554	1,541,453	1,415,881	125,572

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	-	26,501	695	11,254	-	11,254
510	TRANSPORTATION	230,377	116,000	204,572	92,871	48,933	-	48,933
560	TUITION SPECIAL ED	160,814	15,000	264,355	113,647	(202,188)	17,500	(219,688)
SPECIAL EDUCATION CARVEOUT		429,641	131,000	495,429	207,213	(142,001)	17,500	(159,501)

SUMMARY	
Special Ed Surplus / (Deficit)	(159,501)
Under / (Over) Spending in OTHER programs	285,073
Total Surplus / (Deficit) Projected	125,572

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED April 30, 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		692,679	94,987	9,550		9,550
120	Teachers - Regular	5,583,680		4,151,274	1,397,623	34,783	(29,600)	64,383
120	Teachers - Special Education	1,071,004		658,632	177,366	235,006	130,775	104,230
1201	Psychologist	209,977		142,953	47,574	19,449		19,449
1203	Social Worker	65,971		42,097	14,627	9,247		9,247
Sub-Total Certified Salaries		7,727,848	0	5,687,636	1,732,177	308,035	101,175.36	206,860
1303	Custodians	456,389		383,876	47,083	25,430	25,430	-
140	Nurses	152,026		119,555	41,703	(9,231)	-	(9,231)
150	Secretaries, Clerical	384,086		324,358	44,058	15,670	(1,407)	17,077
160	Paraprofessionals	350,516		224,125	61,764	64,627		64,627
1601	Special Education Paraprofess.	950,341	(76,660)	577,388	185,301	110,991		110,991
170/10	Salaries OT / PT	57,276		78,989	29,101	(50,814)	(6,500)	(44,314)
190	IT Manager	77,250		68,337	8,914	(0.00)	7,500	(7,500)
190	Salaries, Miscellaneous	51,000		23,115	-	27,885	8,100	19,785
Sub-Total Non-Certified Salaries		2,478,884	(76,660)	1,799,741	417,925	184,558	33,123	151,435
TOTAL SALARIES		10,206,732	(76,660)	7,487,377	2,150,102	492,593	134,299	358,295
220	FICA	272,252		198,495	-	73,757	60,000	13,757
230	CMERS	349,285		309,308	-	39,977	62,000	(22,023)
270	Medical Insurance	2,632,219		2,204,257	-	427,962	415,000	12,962
280	Life Insurance	31,550		21,426	-	10,124	4,998	5,126
2902	Other Employee Benefits	29,500		14,673	1,400	13,427	2,000	11,427
TOTAL BENEFITS		3,314,806	0	2,748,160	1,400	565,246	543,998	21,248
320	Professional Development	40,925		15,281	39,772	(14,128)	(9,196)	(4,932)
330	Legal Fees	87,000		26,478	235	60,288	60,288	-
340	Software Support	24,450		11,061	4,182	9,206	17,806	(8,600)
350	Substitutes	75,000		114,033	-	(39,033)	36,000	(75,033)
390/01	Consultant Services	38,450		26,501	695	11,254		11,254
3902	Financial Audit	26,000		-	-	26,000	33,000	(7,000)
390	Other Prof/Tech. Services	200,000		39,660	223	160,117	174,000	(13,883)
TOTAL PROFESSIONAL SERVICES		491,825	0	233,014	45,107	213,704	311,898	(98,194)
410/01	Utilities - Electric and Water	218,500		114,071	-	104,429	58,500	45,929
420	Heating	100,000		64,105		35,895	35,895	-
430	Repairs and Maintenance	63,400		53,002	8,515	1,883	14,883	(13,000)
450	Leases and Rentals	95,582		88,500	709	6,373	23,714	(17,341)
490	Other Purchased Services	26,000		13,743	6,258	6,000	6,000	-
4901	Service Contracts	156,480	70,000	129,210	55,468	41,802	40,000	1,802
TOTAL PROPERTY SERVICES		659,962	70,000	462,630	70,949	196,382	178,992	17,390
510	Pupil Transportation-Regular	424,556		408,097	-	16,459	85,595	(69,136)
510	Pupil Transportation-Spec. Educ.	230,377	116,000	204,572	92,871	48,933		48,933
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		10,786	-	6,589	8,089	(1,500)
535	Internet	27,500		19,122	-	8,378	4,212	4,166
537	Postage	4,450		4,497	575	(623)	-	(623)
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	264,355	113,647	(202,188)	17,500	(219,688)
590	Other Purchased Services	14,090		8,405	1,209	4,476	4,476	-

**WOODBIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED April 30, 2023**

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
	TOTAL OTHER PURCH SERVICES	1,358,047	131,000	1,317,908	208,303	(37,163)	145,171	(182,335)
610	Instructional Supplies	95,596		75,343	10,583	9,670	9,670	-
620	Computer Software	75,793		23,627	-	52,166	52,166	-
625	Supplies Nurses	3,500		2,046	546	909	909	-
630	Supplies Custodial	52,000		40,778	1,440	9,783	9,783	-
635	Supplies Office	13,700		3,303	2,689	7,708	4,000	3,708
640	Books and Audio Visual	8,000		4,686	2,799	515	515	-
645	Subscriptions	23,180		10,306	5,360	7,513	7,513	-
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	178,137	32,853	82,779	84,556	(1,777)
730	Equipment - Office	-				-	-	-
732	Computer Hardware	30,000		6,506	10,871	12,623	12,623	-
735	Equipment - Teaching	4,500	6,660	9,441	1,368	352	-	352
740	Equipment - Building	5,000		417	6,335	(1,751)	-	(1,751)
745	Furniture	5,000		4,654	-	346	346	-
	TOTAL PROPERTY	44,500	6,660	21,017	18,573	11,570	12,969	(1,399)
810	Dues and Fees	25,060		19,794	1,268	3,998	3,998	-
825	Unemployment	-				-	-	-
900	Other Fees	25,000		10,657	2,000	12,343	-	12,343
	TOTAL DUES AND FEES	50,060	0	30,451	3,268	16,341	3,998	12,343
	TOTAL ADOPTED BUDGET	16,419,701	131,000	12,478,694	2,530,554	1,541,453	1,415,881	125,572

**WOODBRIIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 4-30-2023**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	\$88,567	\$317,431	\$0	\$85,593	
Intergovernmental	\$227,391	\$0	\$0	\$0	
Donations	\$0	\$0	\$0	\$2,162	\$3,329
Other income	\$0	\$0	\$0	\$37	
Additions	\$0	\$0	\$18,536	\$0	
Total Revenues:	\$315,958	\$317,431	\$18,536	\$87,793	\$3,329
Expenditures:					
Wages, FICA, MERF	\$130,752	\$200,330	\$0	\$54,574	
Medical Insurance	\$0	\$0	\$0	\$0	
Cost of food sold	\$130,376	\$0	\$0	\$0	
Equipment	\$0	\$0	\$0	\$0	
Repairs	\$12,157	\$0	\$0	\$0	
Other Expenses	\$8,992	\$54,456	\$19,104	\$8,690	\$2,600
Total Expenditures:	\$282,276	\$254,786	\$19,104	\$63,264	\$2,600
Year to Date Net Income / (Loss):	\$33,683	\$62,644	(\$568)	\$24,529	\$729
BOE Year to Date Cost of Health Insurance	\$10,364				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	\$213,163	\$173,385	\$1,499	\$83,373	\$14,944
Prepaid Expenses	\$0	\$0	\$0	\$0	
Accounts Receivable	\$1,159	\$0	\$0	\$329	
Intergovernment Receivable	\$69,231	\$0	\$2,275	\$29,115	
Inventory	\$5,939	\$0	\$0	\$0	
Total Assets:	\$289,493	\$173,385	\$3,774	\$112,817	\$14,944
Liabilities:					
Amounts Held As Agent	\$0	\$31,390	\$0	\$0	
Accounts Payable	\$0	\$0	\$0	\$1,174	\$2,600
Deferred Revenue	\$25,838	\$6,464	\$0	\$29,115	
Wages Payable	\$15,409	\$28,874	\$0	\$0	
Total Liabilities:	\$41,247	\$66,728	\$0	\$30,289	\$2,600
Fund Balance:					
Prior Year Ending Fund Balance	\$214,563	\$44,013	\$4,342	\$57,999	\$11,615
Year to Date Income / (Loss)	\$33,683	\$62,644	(\$568)	\$24,529	\$729
Current Fund Balance	\$248,246	\$106,657	\$3,774	\$82,528	\$12,344
	-	0	0	-	0
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
# of Days Expenses in Fund Balance	342	85	N/A	N/A	N/A
Fund Balance Excess	\$182,881	(\$6,536)	N/A	N/A	N/A

WBOE FACILITIES COMMITTEE HYBRID MEETING MINUTES

Thursday, May 4, 2023

Superintendent's Conference Room

Via WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m3f61aea4c0bad81e1f569d2e77cd49d9>

Meeting Number: 2492 631 7917

Meeting Password: nGJ7f8KiPT7

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 roof repairs to the north entrance and Kitchen areas, replacement of the AC unit servicing the D-Wing, replacement of valve actuators and FCU motors, and filter changes.

Projects in process include multiple roof leaks, dripping sprinkler pipe repair, leaking utility faucets, LED bulb replacements, AC unit servicing, water treatment monitoring, refurbishment / replacement of wooden benches, cold water pressure, exterior pole lights, and electrical conduit supports.

The Committee also received the results from the custodial satisfaction survey.

The RFQ for the roofing project has been completed and published by the Town.

Discussion of the baseball fields ensued. It was not quite clear if the Town has the responsibility for the maintenance of the fields. It was agreed that inquiries will be made with the Town.

Meeting Adjourned 8:17 AM

REQUEST FOR PROPOSAL
HVAC EQUIPMENT PREVENTATIVE MAINTENANCE AGREEMENT

Woodbridge School District is requesting proposals with two options: a one year, and a three year maintenance agreement, for Beecher Road School, 40 Beecher Road in Woodbridge, CT., for HVAC equipment listed. Bids must be submitted in a sealed envelope marked **“HVAC - Annual Maintenance Agreement Proposal”** and received in the Business Office of Woodbridge School District, 40 Beecher Road, Woodbridge, CT. 06525, no later **than Friday, June 9, 2023, at 1:00p.m.**

Following is the scope of work for the job:

- All maintenance will be performed as per manufacturer’s requirements as contained in the O&M manuals available for reference in the District, relevant excerpts attached herewith.
- Preventive maintenance includes MERV-13 filter changes and belt changes at the manufacturer recommended intervals. Classroom Unit Ventilators filters will be changed at least 3 times a year. ERVs can utilize MERV-10 filters.
- All work to be completed in a workmanlike manner. Site is to be left clean and free of debris at the end of each work day.
- Lubrication of motor bearings, fan motors, and dampers where applicable
- Inspections will include, damper operation, condensate drains and pans, and coils. Inspections of equipment and systems are pre-scheduled; performed regularly throughout the agreement period.
- Winterizing will include the draining of cooling coils on roof top units
- CONTROL CALIBRATION and ADJUSTMENT - of digital temperature controls, refrigeration controls, pressure controls, operating controls and safety controls.
- TESTING - CHECKING - operating refrigerant pressures; voltages and amperages; belts and belt tension; drive couplings; proper control sequencing; electrical connections; rotation; contactors; and starters. Checks on the overall operating performance of heating & cooling systems.
- CLEANING - condenser coils, chilled water coils, and condensate drains, etc.
- LUBRICATION MAINTENANCE - oiling and / or greasing of motor and fan bearings, changing oil; renewing oil filters, oiling damper linkages and bearings, etc.
- ADJUSTING and FINE-TUNING - of superheat settings; capacity control modules; belt tension; gas burners; starter transfer timers, compressor cylinder unloaders; etc.
- SYSTEM OPERATION- test and verify controller performance to design specifications.
- TESTING -CALIBRATION - Ensure control devices are within industry tolerances and operating per design specifications.

- Maintenance will be performed at minimum during the months of August, December, and April. To be scheduled during school breaks. A minimum of thirty days’ notice will be provided to the successful bidder in the event of any district initiated modification of this schedule. Any contractor initiated request for modification from this schedule must receive the prior approval of the district’s Facilities Manager.

- Please direct any questions regarding the bid specifications, or the bid process, by **Thursday June 1, 2023** to Vito Esparo, Facilities Manager, via email to vesparo@woodbridgeps.org. Responses will be shared, via email on or before **Monday June 5, 2023**, to all potential bidders known at the time of inquiry.

Responses should include a small chart indicating the prices for each of the two requested options.

Option 1: One Year Agreement

Fiscal Year	Price
July 1, 2023 – June 30, 2024	

Option 2: Three Year Agreement

Fiscal Year	Price
July 1, 2023 – June 30, 2024	
July 1, 2024 – June 30, 2025	
July 1, 2025 – June 30, 2026	

~~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