

Agenda

I. Preliminary Business / WebEx Log-In / Motions

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m57bba35bd92a5752d00aa102f1428304>

Meeting number (access code): 2493 805 7750

Meeting password: tNnAU52X3iK

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 - *Correspondence may be submitted 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. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org*

II. Consent Agenda

- A. Approval of the May 16, 2023 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
- F. Policies for 30-Day Review
 - 1. 9132 - Standing Committees
 - 2. 9132.2 - Standing Committees - Policy
 - 3. 9232.3 - Standing Committee - Curriculum
 - 4. 9132.4 - Standing Committees - Finance
 - 5. 9132.5 - Standing Committee - Facilities
 - 6. 9133 - Special Committees / Advisory Committees

III. Reports

- A. Superintendent's Report

1. Annual Wellness Update
2. Reconciliation of the 2023/24 Budget
3. BRS Update
 - a. Professional Development Update
 - b. Special Education Update
- B. BRS Town Building Committee Update
 1. RFP Update
- C. Ad Hoc Enrollment, Instructional Needs and Space Planning Committee Report
- D. Policy Committee
- E. Finance Committee
 1. Reconciliation of 2022/23 Budget / Surplus
 2. Appoint HVAC Maintenance Service Contract
- F. CABE Liaison Report

IV. New Business

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. Superintendent Evaluation
- C. Superintendent Contract Extension

VI. Adjournment



From: **Donna Schuster** <donnark@hotmail.com>

Date: Tue, Jun 20, 2023 at 3:59 PM

Subject: [External Email] Field Day Decision and Policy Request

To: lpiascyk@woodbridgeps.org <lpiascyk@woodbridgeps.org>, mmadonick@woodbridgeps.org <mmadonick@woodbridgeps.org>, sdelprete@woodbridgeps.org <sdelprete@woodbridgeps.org>, jdahya@woodbridgeps.org <jdahya@woodbridgeps.org>, bhopkins@woodbridgeps.org <bhopkins@woodbridgeps.org>, jhughes@woodbridgeps.org <jhughes@woodbridgeps.org>, slawrence@woodbridgeps.org <slawrence@woodbridgeps.org>, mstrambler@woodbridgeps.org <mstrambler@woodbridgeps.org>, ewilliamson@woodbridgeps.org <ewilliamson@woodbridgeps.org>

Dear Woodbridge Board of Education Members,

My name is Donna Schuster and I am parent of a 5th grader who, along with many other parents expressed concern about outdoor recess and the decision to proceed with outdoor Field Day on June 7th given the air quality concerns.

As you know the air quality was unhealthy beginning Tuesday, June 6th through the early afternoon on Friday, June 9th due to the Canadian wildfires. Not only were air quality alerts being issued from CT DEEP but the air quality situation was covered by all news outlets. You could smell the smoke in the air and see the orange sun. The recommendations were to avoid going outdoors for children and pets along with those who have health conditions and wear an N95 to decrease inhaling the particulate matter. UCONN Health was even distributing air filters to the community.

Due to the unhealthy air quality many school districts postponed Field Days and moved recess indoors until the air quality improved.

These were public health decisions and common sense. However, the Woodbridge School District superintendent still decided to proceed with Field Day outside even with air quality alerts along with the multiple phone calls from parents concerned with outdoor recess on Tuesday due to the health and safety concerns.

After not receiving the awaited email on Tuesday evening to postpone field day I sent an email to Analisa and Jimmy at 7:02am on Wednesday respectfully requesting the postponement of Field Day with the [airquality.gov](https://www.airquality.gov) link noting that the air quality was dangerous or children.

As I reassured my child as I drove her to school on Wednesday that the school administration would make the right decision to postpone Field Day since you could smell the smoke and see the orange sun.

After not receiving a response, I began calling the school office at 8:30am and was told that they were still waiting for a decision.

We all received an email at 8:52am stating that Field Day was going to proceed, shortened with some indoor options, but no path for parents to request the indoor option for their child/ren. This of course prompted me

to call the north office. After several more calls to locate my child in addition to requesting a call back from Vonda I drove to the school to pick up my child passing other parents on my way in leaving with their children.

I received a return call from Vonda around 1:30pm to discuss the decision-making process. We had a long conversation, I will spare you the details, but she first refused to tell me which experts she and her administrative team consulted only that they were monitoring the situation closely stating that she didn't need to tell me. She referred to the email that identified the school nurse and her administrative team were responsible for the decision which is when I reminded her that has the superintendent this is her decision and one that risked the health of our children.

Vonda had many public health resources to consult and not only did she ignore these experts prior to proceeding with Field Day outdoors she then left the children and staff outdoors until 12 noon, at least an hour and a half after receiving an explicit alert from CT DEEP that Yale pushed out to their employees at 10:40am, see below. Ignoring DEEPs air quality alert which is unacceptable.

I also pointed out to Vonda that she offered no path for parents to opt their children out of the outdoor activities before they started the All-School Walk at 8:50am before she sent out the email. She conceded that this was an area that she and her staff could have done better and thanked me for bringing this to her attention, noting that they just didn't think about this.

Not sure how this could be true since the school was receiving calls on Tuesday about the outdoor recess concerns. Each time, not once not twice but at least four times, Vonda defended her decision that she made the right decision as the superintendent.

I understand making decisions based on limited information can be difficult but this was not one of those situations. I also cannot understand her digging her heels in defending her decision repeatedly, lacking the ability to learn from this mistake. Hindsight is 20/20.

Given that health and safety is critical for school districts and after careful consideration I request that the Woodbridge Board of Education develop and Outdoor and Indoor Air Quality Policy under Health and Safety clearly outlining when children and staff should avoid going outside for recess and other activities to protecting children, staff and teachers. Keeping our children, teachers and staff safe should be the number one priority of the school district.

I did contact one of your board members with my experience and concerns who suggested that I write this letter and speak at public comment today so that each of you could hear about my conversation and concerns. A policy will provide clear guidance as to how to proceed when this situation arises again.

Thank your for your time and consideration.

Kind regards,
Donna Schuster

MINUTES OF THE HYBRID REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Tuesday, May 16, 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: Ms. Lynn Piascyk, Chair, called the meeting to order (7:01 PM).

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (in-person); Dr. Maria Madonick, Vice 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. Michael Strambler (in-person) and Ms. Erin Williamson (remote).

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

CAPSS / SCASA SUPERINTENDENT / STUDENT AWARD RECOGNITION

Grade 6 recipients of the CAPSS and SCASA Superintendent/ Student Awards were presented to Molly Davis, Zalayhar Daigle, Natalie Errico, Finley Halstead, Natasha Lenskold and Justin Oladele.

CORRESPONDENCE – Ms. Del Preted noted the Board had received a letter regarding the Extended Day program and an email from a parent pertaining to Dismissal procedures. It was noted that correspondence received is available for viewing in BoardBook.

PUBLIC COMMENT – None

PTO Report – The full PTO report is available in [BoardBook](#). Events included Family Math Night, the Spring Book Fair, Staff Appreciation Week, an Evening at Quassy with Bethany Community School, ArtsWeek, the 6th Grade graduation pool party and PTO board elections on May 18. The Board extended a sincere thank-you to Dr. Jain as this was her last meeting as PTO President.

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Dr. Madonick

Second by Mr. Lawrence

UNANIMOUS

REPORTS

Superintendent Report – Superintendent Tencza apprised the Board that to date the CSDE has still not hired a firm to conduct the reading waiver process and that Woodbridge was one of 20 districts selected for the next round in the master of the science of reading program. A thank you was extended to the PTO for their generous efforts in making Teacher Appreciation Week special for staff. Also, follow-up pertaining to the development of the WBOE Mission / Vision and Goals for 2023/24 will occur at the July regular meeting.

2023/24 Budget Update – Superintendent Tencza informed the Board on the possible adjustments to the budget given the \$208,240 reduction by the Boards of Selectmen and Finance which reduced the 2023/24 budget to \$17,017,090. As the Board added the inclusion of a STEAM teacher and one regular education para to the budget recommended by Interim Superintendent Syriac, these positions could be delayed to next year. Other reductions could include relocating the benefits for the Cafeteria supervisor to the Cafeteria budget as well as the salary for a part-time custodian, shifting technology purchases to a grant, and shifting salary and benefits associated with a school psychologist to a grant. Favorable projected costs for the Ezra Nurse and medical insurance were not as high as originally estimated. It is anticipated the Board will finalize reductions at the June 20 regular meeting.

BRS Update – Ms. Sherman noted Teacher Appreciation Week and the Board sponsored ice cream truck, upcoming Artsweek, the return of Amity high school interns, flashlight day in Kindergarten and “dress like a teacher” in Grade 6.

BRS Town Building Committee – Mr. Hughes noted this committee met on April 27 and May 12 to develop and finalize the RFQ for the roofing project. A walk-through of BRS was held on May 12 with only one firm participating.

Facilities Committee – Mr. Hughes reviewed the May 4 meeting inclusive of the monthly project update from the Facilities Manager, results of the custodial satisfaction survey and the roof RFQ.

Finance Committee – Mr. Lawrence reviewed the May 9 meeting inclusive of the standard monthly reports, which indicated a projected surplus of approximately \$125,000 primarily as a result of \$358,000 in salary savings, electricity and the Ezra nurse. Overages are occurring in substitutes, special education transportation, special education tuition, contracting for behavioral technicians and the purchase of additional HVAC equipment.

The Committee reviewed the proposed air quality audit in response to legislative mandates. All schools districts are required to have a uniform inspection and evaluation of the heating, ventilation and air conditioning system in each school building. Administration is recommending that the Board enter into this contract with Van Zelm in the coming year. This work will be completed in mid-August prior to the return of staff and students.

MOTION #2 – VAN ZELM AUDIT

Move that we authorize the Superintendent and/or designee to enter into a contract agreement with Van Zelm Engineering to complete the State mandated air quality audit.

Mr. Lawrence
Second by Mr. Hughes
UNANIMOUS

HVAC Maintenance Contract – The Finance Committee reviewed the RFP for a three-year HVAC maintenance agreement. Ms. Coonan noted that an RFP had been published with both a one-year and three-year option. While this work is usually performed annually, it may be possible to obtain better pricing with a three-year option. Bid responses will be due by June 5 with work performed during the months of August, December and April.

Ad Hoc Enrollment, Instructional Needs and Space Planning Committee – Dr. Madonick noted that this meeting did not meet in April and the next meeting would be tomorrow (5/17) at 4:30 PM.

Policy Committee – Dr. Madonick presented the policies currently under 30-day review for adoption.

MOTION #3 – POLICY ADOPTION (9131)

Move that we adopt Policy 9131 – Committee of the Whole as revised.

Dr. Madonick
Second by Mr. Lawrence
UNANIMOUS

MOTION #4 – POLICY ADOPTION (9311)

Move that we adopt Policy 9311 – Formulation, Adoption, Amendment and Deletion of Policies as revised.

Dr. Madonick
Second by Ms. Hopkins
UNANIMOUS

MOTION #5 – POLICY ADOPTION (9312)

Move that we adopt Policy 9312 – Formulation, Adoption, Amendment and Deletion of Bylaws as revised.

Dr. Madonick
Second by Ms. Hopkins
UNANIMOUS

MOTION #6 – POLICY ADOPTION (9313)

Move that we adopt Policy 9313 – Formulation, Adoption, Amendment and Deletion of Administrative Regulations as revised.

Dr. Madonick
Second by Dr. Dahya
UNANIMOUS

CABE Liaison Report – No Report. CABE is asking Boards of Education around the state to review House Bill 5003 regarding the funding of education in CT.

Upcoming Meeting Presentation(s) – Wellness, Professional Development / Evaluation Update and Superintendent Evaluation. Board members were asked to complete their portion of the superintendent evaluation form and return it to Chair Piascyk by May 26 to ensure adequate time for compilation and discussion at the June meeting.

Upcoming WBOE Committee / Meeting Schedule – WBOE Ad Hoc Enrollment, Instructional Needs and Space Planning Committee on May 17 and 31 at 4:40 PM; WBOE Policy Committee on June 6 at 4:30 PM; Finance on June 13 at 4:30 PM; and the regular WBOE Meeting on June 20 at 7:00 PM. It was also noted that in recognition of the state holiday of *Juneteenth*, the regular meeting originally scheduled on June 19 was moved to June 20, 2023.

NEW BUSINESS –

Board Self-Evaluation – Chair Piascyk reviewed the responses received from each of the Board members regarding the functionality of the Board. Each Board member was asked to complete the *Success Strategies for Leadership Team Evaluation* document. Categories included Vision, Community Leadership, Board Operations, Board Ethics and Board Superintendent Team. There was general consensus that Board members have an established rapport with other districts, community leaders, as well as parents and staff and communicates well with all constituents on a variety of topics. The current Board has respect for each other as well as administration and has embraced the work to become a better team, which is quite different than prior Boards. There is a high level of trust, professionalism and integrity as individuals as well as the collective full body of members. It is anticipated that at the July regular meeting, the Board will develop their Mission / Vision and Goals for the 2023/24 school year. This will then guide the goals of the superintendent, administration and ultimately certified and non-certified staff in navigating the roadmap to success in 2023/24.

PUBLIC COMMENT – None

Executive Session

The Board entered Executive Session to discuss the 2023/24 Director of Business Services / Operations contract.

MOTION #7 – EXECUTIVE SESSION (8:58 PM)

Move that we enter Executive Session to discuss negotiations with respect to collective bargaining and to discuss the prospective 2023/24 Director of Business Services / Operations contract and invite the Superintendent to join the Board.

Mr. Hughes
Second by Dr. Dahya
UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (in-person); Dr. Maria Madonick, Vice 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. Michael Strambler (in-person) and Ms. Erin Williamson (remote).

The Board reviewed the contract for the Director of Business Operations / Services.

MOTION #8 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (9:30 PM).

Mr. Hughes
Second by Dr. Strambler
UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (in-person); Dr. Maria Madonick, Vice 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. Michael Strambler (in-person) and Ms. Erin Williamson (remote).

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

Ms. Piascyk called the Public Session back to order (9:30 PM).

MOTION #9 – CONTRACT MODIFICATION

Move that we accept the Superintendent’s recommendation to modify the contract of the Director of Business Services and Operations for the Woodbridge School District effective July 1, 2023 consistent with the discussion of Executive Session.

MOTION TO ADJOURN: (9:31 PM)

Dr. Madonick
Second by Dr. Strambler
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge Public School's 2022-2023 Budget Narrative

June 9, 2023

The attached financial reports represent 11 months (92%) 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 \$347,000 of salary savings.

200 Series Benefits – Benefits are 20% of our budget and are based on the elections of last year's staff. Medical insurance and payroll taxes came in under budget and CMERS came in over budget. The next savings in this category is estimated at \$14,000.

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 \$54,000 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, this far into the year we anticipate that we will have around \$40K of saving in legal fees.

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. Now that the winter bills have all been paid, we still have \$90K of savings in our utilities lines. This will allow us to have funds available to architect services for new roof replacement and site improvements project that is currently out to bid. Considering these updates, this category is running \$7000 over budget.

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. Now that all the transportation and liability insurance payments for the year have been made, we anticipate our overage due to additional outplaced tuition and transportation costs to be \$175,000.

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 \$9000 over budget due to the unbudgeted purchase of various security related supplies, additional testing supplies and an unbudgeted software module.

700 Series Furniture and Equipment - This category represents 3/10 of one percent of the budget. As we are in solid surplus position overall, we have estimated the purchase of 12 new smartboards for the classrooms which would put this category \$11K over budget.

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 06-6-23**

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)	9,659,373	-	470,699	123,398	347,301
200	TOTAL BENEFITS	3,314,806	-	3,257,086	1,400	56,320	42,000	14,320
300	TOTAL PROFESS. SERVICES	491,825	-	259,486	50,072	182,266	236,684	(54,418)
400	TOTAL PROPERTY SERVICES	659,962	70,000	480,645	103,883	145,435	152,720	(7,285)
500	OTHER SERVICES	1,358,047	131,000	1,504,120	116,203	(131,275)	43,637	(174,912)
600	SUPPLIES & MATERIALS	293,769	-	193,145	29,170	71,454	80,550	(9,096)
700	TOTAL PROPERTY SERVICES	44,500	6,660	31,674	7,702	11,784	22,346	(10,563)
800	TOTAL DUES, FEES, MISC.	50,060	-	31,541	677	17,842	3,500	14,342
TOTAL ADOPTED BUDGET		16,419,701	131,000	15,417,071	309,107	824,523	704,835	119,688

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	-	28,499	480	9,471	8,000	1,471
510	TRANSPORTATION	230,377	116,000	263,919	34,079	48,380	-	48,380
560	TUITION SPECIAL ED	160,814	15,000	296,880	81,121	(202,187)	-	(202,187)
SPECIAL EDUCATION CARVEOUT		429,641	131,000	589,298	115,680	(144,337)	8,000	(152,337)

SUMMARY	
Special Ed Surplus / (Deficit)	(152,337)
Under / (Over) Spending in OTHER programs	272,025
Total Surplus / (Deficit) Projected	119,688

WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED June 6, 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		787,666		9,550		9,550
120	Teachers - Regular	5,583,680		5,563,622		20,058	(29,600)	49,658
120	Teachers - Special Education	1,071,004		837,639		233,365	130,775	102,589
1201	Psychologist	209,977		190,528		19,449		19,449
1203	Social Worker	65,971		56,724		9,247		9,247
Sub-Total Certified Salaries		7,727,848	0	7,436,179	0	291,669	101,175.36	190,494
1303	Custodians	456,389		434,666		21,723	21,723	-
140	Nurses	152,026		159,311		(7,285)	-	(7,285)
150	Secretaries, Clerical	384,086		367,630		16,456		16,456
160	Paraprofessionals	350,516		284,826		65,690		65,690
1601	Special Education Paraprofess.	950,341	(76,660)	764,400		109,281		109,281
170/10	Salaries OT / PT	57,276		108,090		(50,814)	(6,500)	(44,314)
190	IT Manager	77,250		77,250		-		-
190	Salaries, Miscellaneous	51,000		27,021		23,979	7,000	16,979
Sub-Total Non-Certified Salaries		2,478,884	(76,660)	2,223,194	0	179,030	22,223	156,807
TOTAL SALARIES		10,206,732	(76,660)	9,659,373	0	470,699	123,398	347,301
220	FICA	272,252		246,723		25,529		25,529
230	CMERS	349,285		384,511		(35,226)		(35,226)
270	Medical Insurance	2,632,219		2,584,802		47,417	40,000	7,417
280	Life Insurance	31,550		26,378		5,172		5,172
2902	Other Employee Benefits	29,500		14,673	1,400	13,427	2,000	11,427
TOTAL BENEFITS		3,314,806	0	3,257,086	1,400	56,320	42,000	14,320
320	Professional Development	40,925		18,947	43,261	(21,283)	(9,196)	(12,087)
330	Legal Fees	87,000		27,913		59,088	14,000	45,088
340	Software Support	24,450		11,061	5,508	7,880	7,880	-
350	Substitutes	75,000		141,364		(66,364)	9,000	(75,364)
390/01	Consultant Services	38,450		28,499	480	9,471	8,000	1,471
3902	Financial Audit	26,000				26,000	33,000	(7,000)
390	Other Prof/Tech. Services	200,000		31,703	823	167,474	174,000	(6,526)
TOTAL PROFESSIONAL SERVICES		491,825	0	259,486	50,072	182,266	236,684	(54,418)
410/01	Utilities - Electric and Water	218,500		119,226		99,274	28,900	70,374
420	Heating	100,000		61,665		38,335	14,275	24,060
430	Repairs and Maintenance	63,400		50,404	14,751	(1,755)	11,245	(13,000)
450	Leases and Rentals	95,582		97,963	709	(3,090)	3,300	(6,390)
490	Other Purchased Services	26,000		18,451	1,688	5,862	95,000	(89,138)
4901	Service Contracts	156,480	70,000	132,935	86,735	6,809		6,809
TOTAL PROPERTY SERVICES		659,962	70,000	480,645	103,883	145,435	152,720	(7,285)
510	Pupil Transportation-Regular	424,556		502,322		(77,766)		(77,766)
510	Pupil Transportation-Spec. Educ.	230,377	116,000	263,919	34,079	48,380		48,380
520	Insurance-General Liability	125,109		125,985		(876)	-	(876)
5201	Worker's Compensation	221,776		216,136		5,640	-	5,640
530	Telephone Services	17,375		11,739		5,636	1,960	3,676
535	Internet	27,500		19,122		8,378	6,318	2,060
537	Postage	4,450		5,014	403	(966)	-	(966)
540	Advertising	1,000		-		1,000	-	1,000
550	Interns	125,000		54,872		70,128	30,000	40,128
560	Tuition - Wintergreen	6,000				6,000	-	6,000
560	Tuition - Out of District	160,814	15,000	296,880	81,121	(202,187)		(202,187)
590	Other Purchased Services	14,090		8,131	600	5,359	5,359	-

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED June 6, 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	1,504,120	116,203	(131,275)	43,637	(174,912)
610	Instructional Supplies	95,596		75,730	9,184	10,682	10,682	-
620	Computer Software	75,793		23,627	7,259	44,907	49,600	(4,693)
625	Supplies Nurses	3,500		2,700	786	14	14	-
630	Supplies Custodial	52,000		43,731	1,566	6,703	6,703	-
635	Supplies Office	13,700		5,675	1,310	6,715	4,000	2,715
640	Books and Audio Visual	8,000		7,463	-	537	537	-
645	Subscriptions	23,180		13,622	2,045	7,513	7,513	-
650	Testing	17,000		12,979	4,800	(779)	1,500	(2,279)
690	Misc. Supplies - DW Security	5,000		7,619	2,221	(4,839)	-	(4,839)
	TOTAL SUPPLIES & MATERIALS	293,769	0	193,145	29,170	71,454	80,550	(9,096)
730	Equipment - Office	-				-	-	-
732	Computer Hardware	30,000		17,377		12,623	22,000	(9,377)
735	Equipment - Teaching	4,500	6,660	9,227	1,368	565	-	565
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	31,674	7,702	11,784	22,346	(10,563)
810	Dues and Fees	25,060		20,884	677	3,499		3,499
825	Unemployment	-				-	-	-
900	Other Fees	25,000		10,657	-	14,343	3,500	10,843
	TOTAL DUES AND FEES	50,060	0	31,541	677	17,842	3,500	14,342
	TOTAL ADOPTED BUDGET	16,419,701	131,000	15,417,071	309,107	824,523	704,835	119,688

**WOODBRIIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 5-31-2023**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	\$90,114	\$344,850		\$85,593	
Intergovernmental	\$329,360				
Donations				\$2,162	\$3,329
Other income				\$37	
Additions			\$25,728		
Total Revenues:	\$419,474	\$344,850	\$25,728	\$87,793	\$3,329
Expenditures:					
Wages, FICA, MERF	\$146,327	\$227,580		\$54,574	
Medical Insurance					
Cost of food sold	\$149,390				
Equipment					
Repairs	\$12,157				
Other Expenses	\$9,586	\$61,100	\$24,737	\$8,690	\$2,600
Total Expenditures:	\$317,460	\$288,680	\$24,737	\$63,264	\$2,600
Year to Date Net Income / (Loss):	\$102,015	\$56,170	\$991	\$24,529	\$729
BOE Year to Date Cost of Health Insurance	\$11,400				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	\$239,504	\$178,311	\$4,159	\$71,863	\$14,944
Prepaid Expenses					
Accounts Receivable	\$1,385	\$250	\$11	\$329	
Intergovernment Receivable	\$113,834		\$1,163	\$74,245	
Inventory	\$5,939				
Total Assets:	\$360,662	\$178,561	\$5,333	\$146,437	\$14,944
Liabilities:					
Amounts Held As Agent	\$24,823	\$75,408			
Accounts Payable				\$1,174	\$2,600
Deferred Revenue		\$2,970		\$62,735	
Wages Payable	\$19,261				
Total Liabilities:	\$44,084	\$78,378	\$0	\$63,909	\$2,600
Fund Balance:					
Prior Year Ending Fund Balance	\$214,563	\$44,013	\$4,342	\$57,999	\$11,615
Year to Date Income / (Loss)	\$102,015	\$56,170	\$991	\$24,529	\$729
Current Fund Balance	\$316,578	\$100,183	\$5,333	\$82,528	\$12,344
	0	0	0	-	0
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
# of Days Expenses in Fund Balance	436	80	N/A	N/A	N/A
Fund Balance Excess	\$251,213	(\$13,011)	N/A	N/A	N/A

Bylaws of the Board

Standing Committees

~~The following shall be the standing committees of the Woodbridge Board of Education.~~

The standing committees of the **Woodbridge Board of Education** are:

- A. Policy ([9132.2](#))
- B. Curriculum ([9132.3](#))
- C. Finance ([9132.4](#))
- D. Facilities ([9132.5](#))

The Chairperson shall appoint three Board members to each committee, whose consensus will typically be determinative of committee actions. The Chairperson may revise committee appointments at any time, and shall be an ex officio member of each committee. Committees **are formed after each election cycle** ~~at the beginning of the school year~~; communications regarding interest in serving on committees should be directed to the Board **Chair Secretary**. The Woodbridge Education Association and the Beecher Road School PTO may each designate one individual per committee to represent their respective organizations at committee meetings.

Additional members representing parents and staff may be added at the discretion of the Board and **designees from the teachers' union and PTO are non-voting participants**. The Superintendent is a member of each committee and may appoint up to two additional administrators/supervisors to serve on each committee. Policy decisions of the committees are non-binding; only the Woodbridge Board of Education may determine policy.

(cf. [1110](#) - Communications among the Board of Education, the Administration, the Parents, and the Staff at Beecher Road School)

~~(cf. [9131](#) - Committee of the Whole)~~

(cf. [9132.2](#) - Policy Committee)

(cf. [9132.3](#) - Curriculum Committee)

(cf. [9132.4](#) - Finance Committee)

(cf. [9132.5](#) - Facilities Committee)

Legal Reference: Connecticut General Statutes

[1](#)-200 through [1](#)-241 of the Freedom of Information Act

[1](#)-200 Definitions

[1](#)-226 Meetings of government agencies to be public

[10](#)-220 Duties of boards of education

Robert's Rules of Order

Bylaw adopted by the Board: June 21, 2021

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Bylaws of the Board

Standing Committees

Policy Committee

A Policy Committee shall be a standing committee of the Woodbridge Board of Education with membership appointed in adherence with Board Policy [9132](#).

The Policy Committee shall meet as needed to consider matters pertaining to the creation, deletion, revision or interpretation of Board policies and bylaws and make recommendations for action to the Woodbridge Board of Education as necessary.

(cf. [9132](#) Standing Committees)

Bylaw adopted by the Board: December 17, 2018

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Bylaws of the Board

Standing Committees

Curriculum Committee

A Curriculum Committee consisting of those members of the Woodbridge Board of Education appointed by its Chairperson in adherence with Board Policy 9132 shall be a standing committee of the Board. The Curriculum Committee shall meet as needed to review and oversee the overall instructional program of the district.

The responsibilities of this committee include; but are not limited to:

- a) Work with the administration on the development of new instructional programs and courses.
- b) Work with the administration concerning the development, establishment and maintenance of a program for curriculum review.
- c) Actively participate in the review, evaluation, and development of the district's curriculum, including the revision or elimination of programs or courses.
- d) Review and make recommendations for revision of policies related to curriculum, instruction, and assessment.
 - Provide review and approval of curriculum for the district
 - Guide the teaching/learning process by defining what is to be learned, how it is to be learned and how the students' understanding of the content will be assessed
 - Ensure that the district has a planned and systematic process to develop and review curriculum in order to maintain programs consistent with quality standards.

Curriculum recommendations will be presented by the Superintendent to the Woodbridge Board of Education, which acts as a Curriculum Committee of the Whole. The Woodbridge Board of Education recognizes its obligation to oversee the curriculum development/revision process and acknowledges its statutory responsibility to recommend, develop, revise and approve all curriculums for the school district. The Board will also review and take formal action on modifications which represent a significant change in the direction for a given program or subject area, which will have an impact on the continuity or coordination of another program or subject area; which will require a substantial increase in resources, either immediately or in foreseeable future; or which will have high visibility and interest in the public eye.

Responsibility for the specific content, sequence and organization framework of the curriculum shall rest with the Superintendent and/or his/her designee(s).

(cf. [9132](#) Standing Committees)

Bylaw adopted by the Board: December 17, 2018

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Bylaws of the Board**Standing Committees****Finance Committee**

A Finance Committee shall be a standing committee of the Woodbridge Board of Education with membership appointed in adherence with Board Policy [9132](#). The Finance Committee shall meet as needed to monitor, review and make recommendations to the full Board regarding the fiscal status of the school district as well as the following items:

- Requests for additions to the budget as identified by the Superintendent.
- Requests for line item transfers as identified by the Superintendent.
- Annual town audit reports.

The Finance Committee will review, monitor, and make recommendations to the full Board on any other issues that arise relating to the finances of the district.

Bylaw adopted by the Board: December 17, 2018

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Standing Committee

Facilities Committee

A Facilities Committee consisting of those members of the Woodbridge Board of Education appointed by its Chairperson shall be a standing committee of the Board. The Facilities Committee shall meet as needed:

1. To serve as Board of Education liaison on matters relating to the effective utilization, operation and maintenance of the school facilities.
2. To study, investigate and examine, when necessary, future building and grounds needs of the district and report such findings to the Board.
3. To serve as Board of Education liaison on the review of the district's five-year capital improvement plan.

The Facilities Committee will make recommendations for action to the Board as necessary.

Legal Reference: Connecticut General Statutes

[1-200](#) through [1-241](#) of the Freedom of Information Act

[1-200](#) Definitions

[1-226](#) Meetings of Government Agencies to be Public

[10-220](#) Duties of Boards of Education

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Special Committees/Advisory Committees

The Chairperson of the Woodbridge Board of Education shall create and assign membership to the Ad Hoc committees as shall be deemed necessary or advisable by the Board of Education, and the Chairperson shall be, ex officio, a member of each committee. The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education. Such final report shall be given to the Board within one (1) year of creation.

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

In contrast to standing committees, Ad Hoc committees are created to perform a specific task. Ad Hoc committees may include administrators, staff, parents, students and/or community representatives as well as Board members. When it has made its final report or recommendation to the Board, the Ad Hoc ceases to exist.

(cf. 9130 - Committees)

(cf. [9131](#) - Committee of the Whole)

(cf. [9132](#) - Standing Committees)

Legal Reference: Connecticut General Statutes

[1](#)-200 through [1](#)-241 of the Freedom of Information Act.

[1](#)-200 Definitions.

[1](#)-226 Meetings of government agencies to be public.

Bylaw adopted by the Board: October 17, 2011

Woodbridge Annual Wellness Report

As part of our District Wellness policy, we annually provide an overview of efforts to help our school community make healthy choices

- ✓ Monthly menu
- ✓ A La Carte items
- ✓ Other food sales (currently none in district)
- ✓ Physical Activity opportunities
- ✓ CSDE Fitness Assessments

BRS Cafeteria

Available Daily

Milk Offered with All Meals: Fat Free Chocolate, 1% White, Fat Free White, Lactaid Entree Alternate: Assorted Sandwiches: Turkey & Cheese, Turkey, Ham & Cheese, Ham, and Cheese.

Assorted Salads with Chicken or Hard Boiled Egg, or a Yogurt Bento Box. Rainbow Veggie Tray: May include: Broccoli, Baby Carrots, Celery, Cherry Tomatoes, Green Pepper, Bean Salads, Cucumbers, Black Beans and Chick Peas.

Monday, May 8	Tuesday, May 9	Wednesday, May 10	Thursday, May 11	Friday, May 12
-A-	-B-	-C-	-D-	-E-
Entrée Alternate	Entrée Alternate	Entrée Alternate	Entree Alternate	Entree Alternate
Or	Or	Or	Or	Or
Cheese Ravioli, Bread stick Green Beans Fruit Choice	Chicken Nuggets, Broccoli Sweet Potato Fries Dinner Roll Fruit Choices	ERNIE'S PIZZA Quinoa Salad, Carrot Sticks Fruit Choice	Waffle Bites, Sausage Links Potato Smiles Applesauce	Beef Tacos with Cheese, Salsa, Sour Cream, Lettuce, and Tomato Brown Rice, Green Beans Black Bean Corn Salad Fruit Choice

A La Carte Items:
 All approved by the state and are on the Healthy Food Snack List.

baked chips	goldfish
BBQ baked chips	pretzel goldfish
sun chips	Doritos
Popcorn	nacho chips
Muffins	assorted ice cream bars

Physical Activity

Every six day cycle, BRS learners receive:

- between 60-90 minutes of PE every 6 day cycle
- 30 minutes of health every 6 day cycle

CT State Physical Fitness Assessment

- Given annually to students in grades 4 and 6
- Components include:
 - Aerobic endurance
 - Flexibility
 - Upper body strength and endurance
 - Abdominal muscle strength and endurance

Additional Physical Activity

- Outdoor time- every day
(weather permitting, minimum of 20 minutes)
- Movement breaks— throughout the day, as needed
 -
- Field Day –June
- Arts Week: Peace - Yoga provided to all students
- Whole School walk - occurred repeatedly throughout the year
- Jump Rope for Heart - annually

Tools for Schools 2022-2023

Reassembled after Coronavirus lapse

Fall 2022

- Annual TFS survey conducted and analyzed
- Full building inspection conducted with QVHD
- Ongoing district and school level meetings held to address suggestions

Custodial Satisfaction Survey conducted Spring 2023

- Results analyzed, very positive

2023-2024: Resume fall and spring TFS surveys and QVHD partnership

FY2024 BUDGET RECONCILIATION SUMMARY OF ADJUSTMENTS

Potential Path to \$208,240 of Reductions

<u>Org</u>	<u>Obj</u>	<u>Description</u>	<u>Amount</u>	<u>Reason for Adjustment</u>
1434	61200	STEAM teacher	(\$75,000)	Back to Superintendent Recommended
1432	62200	Payroll taxes for STEAM teacher	(\$1,088)	Back to Superintendent Recommended
1425	62700	Health estimate for STEAM teacher	(\$33,325)	Back to Superintendent Recommended
1103	61600	Para educator	(\$28,347)	Back to Superintendent Recommended
1432	62200	Payroll taxes for Paraeducator	(\$2,169)	Back to Superintendent Recommended
1425	62700	Health estimate for Paraeducator	(\$13,024)	Back to Superintendent Recommended
1432	62301	CMERS for Paraeducator	(\$5,288)	Back to Superintendent Recommended
1402	61303	Custodian	(\$17,883)	4 hours per day Cafeteria custodian
1432	62200	FICA/Medicare	(\$1,174)	PR taxes on Psychologist moved to Mental Health grant
1432	62301	CMERS	\$49,481	CMERS rate raised to 19.57% + correction
1425	62700	Health Insurance	(\$45,404)	improving rate projection
1425	62700	Health Insurance	(\$13,542)	move psychologist health to new grant
1425	62700	Health Insurance	(\$14,478)	move food service manager health to Cafeteria fund
1401	69001	Ezra Nurse	(\$12,000)	New Ezra nurse projection based on enrollment
1403	61204	Stipends	\$5,000	Power School Stipend
			(\$208,240)	

Professional Development Topics
2022-2023

Date	Professional Development Topic
Full or Half Day Topics	
August 22, 2022	New Staff Orientation: <ul style="list-style-type: none"> ● Principles of Responsive Classroom ● Technology Information and Usage
August 23, 2022	Vertical Conversations with an emphasis on student academic, social and emotional needs
August 25, 2022	<ul style="list-style-type: none"> ● Review of key protocols ● Mandatory trainings for educators ● Summer curriculum review ● CT SEDS Training
August 26, 2022	New Staff Orientation: <ul style="list-style-type: none"> ● Key policies review ● Special Services: update and protocols
November 8, 2022	Ed Camp – a variety of offerings. Some included: <ul style="list-style-type: none"> ● NearPod, Gim Kit and other interactive apps ● Number Sense Activities and Puzzles ● Math Games ● Fine Motor Skills in the classroom ● Weaving Grammar into Workshop ● Phonics and Phonological Awareness Instruction and Assessment ● Self-care and Mindfulness in the Classroom Classroom walk throughs with a focus on learning environment
November 23, 2022	Diversity Equity and Inclusion <ul style="list-style-type: none"> ● Students from Amity PLAHD visit and share ● BOE Policy Review ● Classroom Inventory
March 11, 2023	Technology Survey Multilingual Language Learners – Consultant from ACES Case Studies with a focus on Diversity Equity and Inclusion
Faculty Meeting Topics	

September	Right to Read Legislation Teacher evaluation Updates to SRBI Process and Protocols
October	Confidentiality Updates
November	Smarter Balanced Results Report Card Review
December	Technology and Cybersecurity Peaceful Bus Math/Literacy/ELL Updates
January	PLC Work – grade levels and departments submitted what they would be working on Tiered Intervention Behavioral Supports
February	Strategic Planning Portfolio Review Empathy Week
March	Report Card work
April	Math Units of Study DIBELS Data Analysis and Implication for Instruction Smarter Balanced Q&A
May	Incoming Kindergarten Orientation Placement conversations
June	End of Year Checklist Outdoor games and Popsicles to celebrate the year!

Special Education and TAG Updates

June 2023

Carrie Borcharding
Director of Special Services

Special Education

Current Special Ed Numbers

- Total # Sped: **134**
 - End of year for Pre K- 6th grade

- # of PPTs held since August 2022: **407**

Referrals to Special Education

- **Total Referrals: 59**
- **# Parent Referrals: 29**
 - Did not suspect disability/evaluate: **12**
 - Evaluated: **17** 29% eligible, 59% not eligible, 2 Pending
- **# School Referrals: 21**
 - Did not evaluate: **1**
 - Evaluated: **20** 80% eligible, 20% not eligible
- **# Out of District Referrals (Pre-K, Birth 2-3, Private School): 9**
 - Did not evaluate: **1**
 - Evaluated: **8** 50% eligible, 38% not eligible, 1 Pending
- **New Eligibilities: 24** (not always attending BRS)

Referrals and PPTs

- Slightly lower than anticipated (referrals and PPTs)
- SRBI process completed during the entire year
 - Substitute pool/ building subs
- Higher percentage of Special Education eligibility comes from School Referrals through the SRBI process
- Full number of PPTs/eligible students is based on students entering/exiting throughout the school year

Talented and Gifted (TAG)

NNAT- 2

- Grade 3: 119 students participated in Round 1
- Grade 4 and 5: 24 students participated in Round 1
 - Some repeat from previous year
 - Some students moved in to district.

SAGES 3

- Grade 3- 11% of grade participated in assessment, all eligible TAG
- Grade 4 and 5- 16% of the 24 students from round 1 participated, 75% eligible TAG

Renzulli Scales

- Administered for all students taking SAGES-3 and considered in eligibility

Notification

- Families notified in June of scores/eligibility

A large group of people, including children and adults, standing in a large circle on a grassy field. The people are dressed in casual summer attire, and many are waving or smiling. The background is a bright green lawn.

WBOE Ad Hoc Enrollment, Instructional Needs, & Space Planning Committee

Committee Report & Recommendations

Our Purpose

WBOE recognized the following challenges:

- ★ Current building capacity and current enrollment
 - ★ Projected enrollment growth
- ★ Increased Special Education capacity and requisite needs
- ★ Current curriculum & programmatic instructional needs

WBOE created the Ad Hoc Enrollment, Instructional Needs, and Space Planning Committee to:

The committee will review and address the physical, administrative, and instructional implications of increasing enrollment and student needs on the current physical space of Beecher Road School.

Committee Members

Vonda Tencza, Superintendent, Co-Chair

Maria Madonick, Vice-Chair WBOE, Co-Chair

Lynn Piascyk, Chair WBOE, Ex Officio

Jeff Hughes, WBOE

Brooke Hopkins, WBOE

Analisa Sherman, Principal

Donna Coonan, Director of Business
Services & Operations

Vito Esparo, Director of Facilities

Joe Crisco, Board of Selectmen

Susan Jacobs, Board of Finance

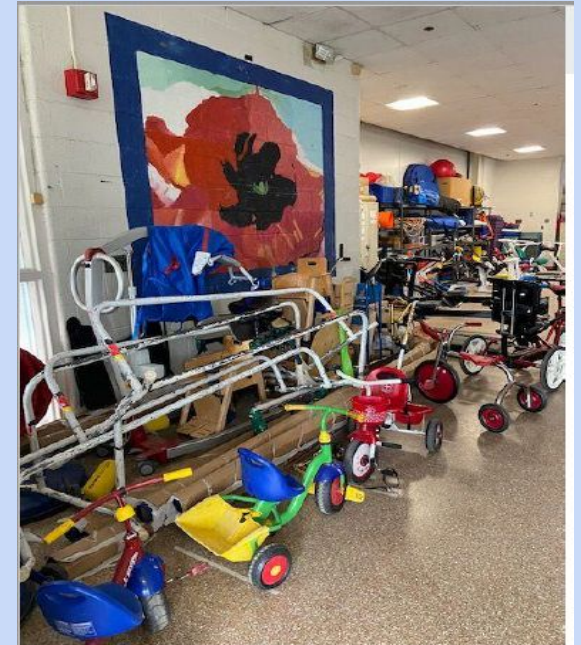
Allie Grabowski, Teacher Representative

Katie McCollom, Teacher Representative

Patti McKeon, Community Representative

Current Space Concerns

- ❖ Larger space/ repurposed space being shared simultaneously by multiple learner groups
- ❖ Lack of classroom space for specials
- ❖ Storage of archived files
- ❖ Storage (between uses) of SpEd equipment, maintenance equipment, gym equipment, etc.



Current Space Concerns

- ❖ To create space for every classroom- general education and SpEd- we would need **12- 15 more classrooms** for the start of school this year – August 2023

Beecher Road School Space Usage			Future Needs
current 2022-2023 school year - enrollment 866	# rooms	notes	projected 2031 - enrollment 991
pk	1	will need more space	PK will likely expand to 2 classrooms in near future, need at least 5 other classrooms to accommodate increased enrollment
k	6		
1	5		
2	5		
3	5		
4	5		
5	7		
6	6		
MAG	4		
Art	2		
PE	2	health on cart, third space of exercise is now SPED	add 1 health exercise equipment space and 1 music space
Music		one on cart	
Spanish	2		
MLL	1	windowless, part of library	add one room for this, not a large classroom

Library/Media & Technology			current space being utilized for small group classrooms as well as L/M/T
Special Education		2 teachers share, 1 teacher in closet, 1 in room that does not lock	3-4 small group spaces
SPED related services (SLP, OT, psy, SW)		SLP and SRO share, OT in old PE room	need 1 calm down space, OT needs own space (currently in PE room)
Common/Flexible (caf, rotunda, etc)		rotunda not able to be used as teaching space	may be able to reconfigure rotunda for smaller spaces? One more large group space that is flexible is important. Currently south assembly location is very far from primary classrooms
SRBI/ Intervention			add a room for small group instruction- currently pre-algebra is taught in science room
small group SPED		2-3 resource rooms shared	2 new small classrooms (currently teachers share)
storage		SPED items in hall, custodial items in hall, PK items in kitchen, archived files all over	add storage for SPED, custodians - Zambonie, equipment and supplies, and archives, add storage for PE- nets and equipment in hallways, add storage for SPED- assistive equipment in hallways (bikes, etc)

Current Space Concerns

- ❖ Instructional needs requires that there are more learning spaces than enrollment numbers would indicate
- ❖ 22 students enrolled after 10/1/22
- ❖ Over WBOE Classroom size guidelines

ENROLLMENT DATA

SCHOOL YEAR	TOTAL ENROLLMENT	SPECIAL EDUCATION
2022/23	847	117
2021/22	846	104
2020/21	816	93
2019/20	838	88
2018/19	843	87
2017/18	830	88
2016/17	774	72
2015/16	771	63
2014/15	796	68
2013/14	766	60
2012/13	744	62
2011/12	736	66
2010/11	726	63
2009/10	733	71
2008/09	758	69
2007/08	793	72
2006/07	792	98
2005/06	825	87
2004/05	853	86

BRS ENROLLMENT

May 1, 2023

Grade/Teacher	Total
PreK	
DePalma	25
	25
Kindergarten	
Cadelina	18
Cofrancesco	18
Farnen	18
Grabowski	19
Ramia	18
Scalia	17
	108
Grade 1	
Calabrese	20
Demetro	20
Rakowski	21
Thompson	21
Wyman-Anctil	19
	101
Grade 2	
Almonte	20
Blinstrubas	19
DePalma	20
Esparo	20
Fanelli	20
	99
Grade 3	
Hutchinson	18
Meacham	19
Ngov	20
Triplett	19
Vincitorio	18
	94

Grade/Teacher	Total
Grade 4	
Lavigne	20
Marcellino	20
Mumford	21
Nolan	20
Shepard	20
	101
Grade 5	
Antonellis	18
Conroy	20
Guerra	20
Horvath	17
McHugh	20
Mulligan	19
Rourke	19
	133
Grade 6	
Campbell	21
Chase	21
Glennon	22
Irfan	21
Rogerson	20
Saunders	21
	126
M.A.G.	
Ahem	20
Gerber	19
Golden	20
Hart-Rooney	19
	78
BRS Enrollment	865
ODD	1
GRAND TOTAL	866

Projected Enrollment



Appendix A. Beecher Road School Enrollment by Grade Projected to 2031

School Year	Birth Year ¹	Births	K ²	1	2	3	4	5	6	PreK	Total
2011-12	2006	59	91	86	109	107	95	110	116	23	737
2012-13	2007	59	90	101	94	119	112	98	111	19	744
2013-14	2008	47	119	98	104	93	121	118	96	19	768
2014-15	2009	46	111	109	108	103	97	128	120	20	796
2015-16	2010	53	102	106	109	109	102	97	126	20	771
2016-17	2011	61	97	116	109	118	107	107	97	23	774
2017-18	2012	58	100	109	125	119	127	110	110	30	830
2018-19	2013	55	108	114	114	121	124	133	109	20	843
2019-20	2014	57	101	122	118	119	125	129	134	20	868
2020-21	2015	61	99	92	104	124	123	124	131	19	816
2021-22	2016	65	115	118	103	110	133	124	125	18	846
Projected											
2022-23	2017	70	118	125	120	108	116	135	126	17	865
2023-24	2018	59	108	128	126	126	113	118	137	19	875
2024-25	2019	60	105	117	129	132	132	115	120	21	871
2025-26	2020	67	112	114	118	135	138	134	117	21	889
2026-27	2021	76	126	122	115	124	141	140	136	20	924
2027-28	2022	68	121	137	123	121	130	143	142	21	938
2028-29	2023	71	120	132	138	129	127	132	145	21	944
2029-30	2024	73	124	130	133	145	135	129	134	20	950
2030-31	2025	71	126	135	131	140	152	137	131	20	972
2031-32	2026	69	121	137	136	137	147	154	139	20	991

¹ 2006 to 2021 births were from the State Department of Public Health. Births in 2020 and 2021 are provisional. Births in 2022 to 2026 were based on the 2017 Connecticut State Data Center projections of women of child-bearing ages in Woodbridge and my estimate of 2020 fertility rates in communities like Woodbridge.

² Based on three-year averages of births five- and six- years ago plus 1-5 children in kindergarten such that total Open Choice enrollment remains at 18 students.

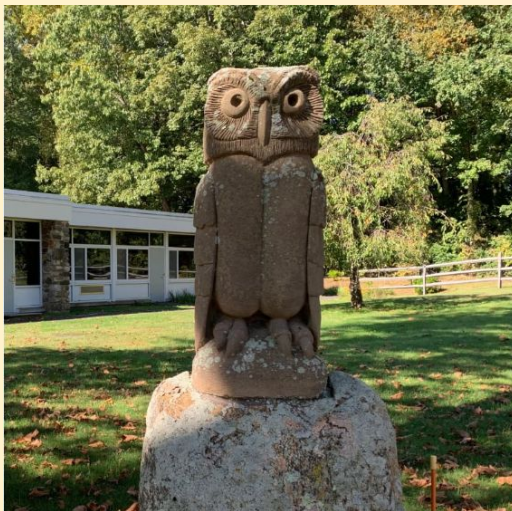
- Kindergarten enrollments are down by about 10% in 2020 in comparable DRG B schools. **MPS trend is slightly higher at an 12% decrease**
- Woodbridge is the only peer district that saw kindergarten enrollment increase this year

- ★ 125 more students by 2031
- ★ 24 more students by start of 2025... not including pre-school “bubble”
- ★ Does not account for new construction



Information Gathered and Discussed

- ❑ June 2022 Enrollment projections through 2031 (Peter M. Prowda, PhD)
- ❑ Current enrollment
- ❑ WBOE Classroom size guidelines
- ❑ Current Capital Projects: solar initiative, roof repair, Woodbridge Town Building Committee reports
- ❑ BOWA Portrait of a Graduate
- ❑ Beecher Road School Space Usage Report
- ❑ Beecher Road School Space Usage & Challenges Presentation (Analisa Sherman)



- ❑ Review of Region 20 formation process; Review of the *Region 20: Temporary Regional School Study Committee* report and presentation
- ❑ *Equity, Safety, and Health* (Dr. Michael Deitter): review of presentation from Bristol school system on their process of expanding space using existing town buildings
- ❑ Review of the process of school expansion in Guilford, CT starting with review of an Education Specification study. (Michael Ayles)
- ❑ Goals and vision formation for our district and town



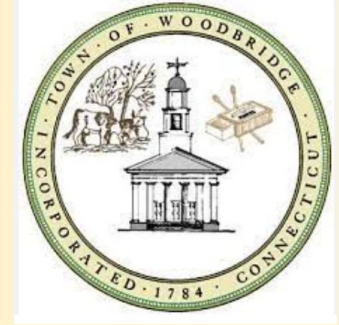
Education Specification Study



- ❑ Educational specifications serve as the **link between the educational program and school facilities**, whether contemplating a new building, or assessing the educational adequacy of an existing building prior to renovation. The purpose of educational specifications is to clearly describe the various learning activities to be housed in the school, their spatial requirements, appropriate locations within the building or the site and any special requirements that a designer or a facility planner would need to consider.
- ❑ **The development of educational specifications is more a process of pre-design problem definition than a process of problem solving.** It is important that the educational specifications, as thoroughly as possible, describe the facility's anticipated uses and identify the specific physical characteristics that will be required to house and promote the proposed activities. **The educational specifications should provide detailed parameters to guide the design** professional's design, rather than describe how the facility is to be constructed.

Purpose of the Educational Specifications
Background
Vision for Elementary Schools
General Planning Considerations
Educational Technology
Safety and Security
Sustainability Criteria
Capacity Calculation
Space Requirements Square Footage Tables
Academic Core Space
Administrative Space
Health Suite Space
Maintenance/ Custodial Space
Media Center Space
Performing Arts Space

WBOE Ad Hoc Enrollment, Instructional Needs, & Space Planning



Recommendations

1. Continue formal discussions with BOWA Districts to explore shared services including grade level organization.
2. Recommend the WBOE hire a consultant for a feasibility study, specifically an Education Specification Study, to explore:
 - a. Repurposing current spaces within Beecher Road School
 - b. Evaluation of other spaces in town that could be repurposed for educational instruction.
 - c. Comprehensive evaluation of space utilization and instructional needs and our options for addressing those needs.

WBOE Ad Hoc Enrollment, Instructional Needs, and Space Planning Committee: Report & Recommendations

Enrollment projections, programmatic and instructional needs, and staffing configurations pose challenges to the current size of Beecher Road School. Recognizing our increasing enrollment and the increased instructional needs of our educators and students, the WBOE formed this Ad Hoc committee in January of 2023 to gather information regarding the implications of increasing enrollment and student needs on the current physical space of Beecher Road School.

Charge: The committee will review and address the physical, administrative, and instructional implications of increasing enrollment and student needs on the current physical space of Beecher Road School.

Members: Vonda Tencza, Superintendent, Co-Chair; Maria Madonick, Co-Chair; Lynn Piasyck, Chair WBOE, Ex Officio; Jeff Hughes, WBOE; Brooke Hopkins, WBOE; Analisa Sherman, Principal; Donna Coonan, Director of Business & Operations; Joe Crisco, Board of Selectmen; Susan Jacobs, Board of Finance; Katie McCollom, Teacher Representative; Alli Grabowski, Teacher Representative; Vito Esparo, Director of Facilities; Patti McKeon, Woodbridge Community Representative.

The committee met five times between March and June 2023. The committee identified several working groups to explore: current space needs, current and projected enrollment, impact of legislation on preschool enrollment, shared services with BOWA districts, engagement with town leadership to explore existing spaces suitable for school expansion, repurposing of existing spaces within Beecher Road School, considerations of expanding physical space, and our goals and vision for adding value to both our school district and Woodbridge community.

To explore these working groups, the committee reviewed the following data:

- June 2022 Enrollment projections through 2031 (Peter M. Prowda, PhD)
- Current enrollment
- WBOE Classroom size guidelines
- Current Capital Projects: solar initiative, roof repair, Woodbridge Town Building Committee reports
- BOWA Portrait of a Graduate
- Beecher Road School Space Usage Report
- Beecher Road School Space Usage & Challenges Presentation (Analisa Sherman)
- Review of Region 20 formation process; Review of the Temporary Regional School Study Committee report and presentation
- *Equity, Safety, and Health* (Dr. Michael Deitter): review of presentation from Bristol school system on their process of expanding space using existing town buildings
- Review of the process of school expansion in Guilford, CT starting with review of an Education Specification study.
- Goals and vision formation for our district and town

After review and discussion of the information gathered, the committee makes the following recommendations:

1. Continue formal discussions with BOWA districts to explore shared services including grade level organization.
2. Recommend the WBOE hire a consultant for a feasibility study, specifically an Education Specification Study, to explore:
 - a. Repurposing current spaces within Beecher Road School
 - b. Evaluation of other spaces in town that could be repurposed for educational instruction.
 - c. Comprehensive evaluation of space utilization and instructional needs and our options for addressing those needs.

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

Wednesday, May 31, 2023

Webex: <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mc18883eadfb73faca6c46e97588648fe>
Meeting Number (access code): 2483 716 7146 Meeting Password: dpJKmNHG567

MEMBERS PRESENT: Dr. Maria Madonick, Co-Chair; Lynn Piascyk, Ex-Officio BOE; Jeff Hughes BOE Representative; Susan Jacobs, Board of Finance Representative; Patti McKeon, Woodbridge community; Donna Coonan, Director of Business Services / Operations; Analisa Sherman, BRS Principal; Allie Grabowski, Teacher Representative; and Marsha DeGennaro, Clerk of the Board.

Dr. Madonick called the meeting to order (4:51 PM).

PUBLIC COMMENT: None

The Committee reviewed enrollment data prepared by Superintendent Tencza and Ms. Sherman. The committee Discussed various topics and objectives that could be considered in making their recommendation to the Board of Education in accordance with the committee charge.

Vision for Community Partnerships

What are the “non-negotiables” for our school district and community	How can spaces be planned to benefit both the school district and community	How can Woodbridge benefit from rethinking our shared spaces	What is the ideal Woodbridge School	How can town programs and services expand with rethinking / expanding the Woodbridge School District
Storage space – both secure and general	Flexibility	Dedicating spaces for town programming and educational needs with ease of access	Gathering space that fits entire school community	
Number of classrooms and size/ functionality of classrooms	Potentially separating these spaces	Considering potential spaces in Town	Additional cafeteria space	
Spaces for support staff and specialists	Engage other town departments to brainstorm within process	Exploring shared services with neighboring communities	Lunch group spaces	
Safety and security	Community coordination		Collaborative faculty work spaces	
Technology infrastructure				
Shared event space				
Parking / ease of entry and egress				
Faculty spaces (lunchroom etc.)				
Outdoor recreational and learning spaces				
Maintaining class size guidelines				

Specialized programming spaces				
Signage / way finding				

It was noted that the Town has already engaged in a similar process regarding various Town buildings, i.e., Fire House, Center Building and the Old Firehouse, and is much further along in this process. It was agreed this discussion would be continued at the June 7 meeting.

Meeting Adjourned: 5:59 PM.

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

Wednesday, June 7, 2023

Webex: <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m1495e19ea2624b18968310e1112a710a>
Meeting Number (access code): 2487 474 9401 Meeting Password: AgppMnmd384

MEMBERS PRESENT: Dr. Maria Madonick, Co-Chair; Lynn Piascyk, Ex-Officio BOE; Jeff Hughes BOE 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; and Marsha DeGennaro, Clerk of the Board.

Dr. Madonick called the meeting to order (4:37 PM).

PUBLIC COMMENT: None

The Committee reviewed the conversation from the May 31 discussion regarding options going forward to educate the student population, identification of the non-negotiables, storage space, the number of classrooms / size, changes in the student population, safety, technology infrastructure, egress / ingress, parking, shared spaces / space flexibility / ADA compliance, and maintaining class size guidelines. The chart from the May 31 meeting (below) is provided for reference.

Vision for Community Partnerships

What are the “non-negotiables” for our school district and community	How can spaces be planned to benefit both the school district and community	How can Woodbridge benefit from rethinking our shared spaces	What is the ideal Woodbridge School	How can town programs and services expand with rethinking / expanding the Woodbridge School District
Storage space – both secure and general	Flexibility	Dedicating spaces for town programming and educational needs with ease of access	Gathering space that fits entire school community	
Number of classrooms and size/ functionality of classrooms	Potentially separating these spaces	Considering potential spaces in Town	Additional cafeteria space	
Spaces for support staff and specialists	Engage other town departments to brainstorm within process	Exploring shared services with neighboring communities	Lunch group spaces	
Safety and security	Community coordination		Collaborative faculty work spaces	
Technology infrastructure				
Shared event space				
Parking / ease of entry and egress				
Faculty spaces (lunchroom etc.)				
Outdoor recreational and learning spaces				

Maintaining class size guidelines				
Specialized programming spaces				
Signage / way finding				

It was suggested that all information gathered during this process be included for the development of the feasibility study, educational specifications and cost efficiencies to ensure comparable option comparisons. It is important that all options be presented and placed under consideration. Topics explored included:

Current Infrastructure in Town, reclaiming / repurposing the Rotunda, feasibility student for educational specifications of this and any other spaces that could be included of existing structures in Town, BOWA grade level shifting (moving Grade 6 to Middle School) and shared services and storage areas. It appears that while a generous amount of information has been gathered and explored, the Committee is at a standstill until a consultant, with significant knowledge, is hired to explore all the identified options. There was general consensus that recommendations could be made to the WBOE at their June meeting rather than waiting to September. A presentation should also be made to other Town boards as well as the community at large. The presentation should include enrollment data, space usage needs, future needs, storage / classroom expansion concerns, timing etc. to show how we arrived at this conclusion and identify what funding could be used. Three recommendations will be presented to the WBOE at their June meeting.

- ❖ *Recommendation 1 would be a feasibility study looking at current buildings, infrastructure in Town; reclaiming unused spaces within BRS including the Rotunda.*
- ❖ *Recommendation 2 would be to continue discussions with the BOWA districts regarding grade level shifting / restructuring and shared services.*
- ❖ *Recommendation 3 continue to explore efficiencies with the Town.*

Meeting Adjourned: 5:47 PM.

MINUTES OF THE HYBRID WBOE FINANCE COMMITTEE MEETING

Tuesday, June 13, 2023

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m1eca0b5af5424a38ddcc1b5108d7cd09>

Meeting number (access code): 2491 068 4273 Meeting password: DRbug4aKe33

Attendees: Vonda Tencza, Superintendent; Steven Lawrence, WBOE; Lynn Piascyk, Maria Madonick, Sarah Beth Del Prete, Erin Williamson, WBOE; Donna Coonan, Business Operations Manager; and Dr. Tom Handler, BOF Liaison.

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

Public Comment: None

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. 2022/23 Budget Surplus Update
- f. Sustainability / Recycling / Composting

Financials are running similar to last month with significant savings in salaries and dues / fees with a projected surplus of approximately \$119,000.

It was noted that the sustainability projects had previously been voted on by the Board of Education at their June 17, 2019 meeting. It was questioned whether it would be possible to roll composting into our current trash removal process. This topic will be explored further during the upcoming school year.

Meeting Adjourned 5:24 PM

Potential Uses of FY 22-23 Surplus

Description		Estimated Cost	
Architect Engineering Services for Partial Roof Replacement	* already included in surplus calculation	95,000.00	
PA System Improvements		50,000.00	Quote pending
12 Smartboards for Classrooms	*already included in surplus calculation	20,000.00	
Extend Wireless Capabilities to Outdoor Areas of Campus		12,000.00	
New Dismissal Platform and iPads to Run it on		8,700.00	
Additional Security Measures - cameras, rotunda doors		21,000.00	Additional funds available in ARP ESSER
CABE Comprehensive Policy Audit		8,300.00	
Playground Repairs		?	
North Playground Loop Gravel Replacement		?	
Total		<u>215,000.00</u>	
Less Amounts included in surplus calculation		<u>(115,000.00)</u>	
Net Uses to Approve in Motion		\$ 100,000.00	
Current Estimated Surplus		\$ 120,000.00	
Potential Funds Returned to Town		\$ 20,000.00	

RFP --- H.V.A.C. MAINTENANCE

BID OPENING DATE: 6/9/2023 TIME: 1:03 PM

Attendees (District)

Vito Esparo, Facilities Manager

Donna Coonan, Director of Business Services & Operations

Attendees (Public): Mack Woollard – Reliable and Cinton Miller – USA Mechanical

BIDDER	AMOUNT
Reliable	1 YR \$42,250 3 YR \$44,252, \$47, 250, \$49,250
USA Mechanical	1 YR \$35,125 3 YR \$35,125, \$36,175, \$37,250
Perfect Temp Inc.	1 YR \$35,798 3 YR \$35,798, 37,229.92, \$38,719.12
Mechanical Heating & Plumbing	1 YR \$33,600 3 YR \$33,600, \$34,608, \$35,646.24
Modern Mechanical	2 YR \$25,682
Sav-Mor Heating & Cooling	1 YR \$32,305 3YR \$32,305, \$33,920, \$35,617
Tucker Mechanical	1YR \$21,200 3 YR \$21,200, \$22,260, \$23,373

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	