

Agenda

I. Preliminary Business / WebEx Login / Motions

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m33b3b95761b443731c48d86122f4c446>

Meeting Number (access code): 2488 161 3827

Meeting password: FmtBPuhV736

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 June 20, 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. 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. BRS Update

- B. BRS Town Building Committee Update
- C. CABA Liaison Report

IV. **New Business**

- A. Accept Certified Staff Resignation

V. **Other**

- A. Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time.*
- B. Executive Session, in accordance with State Statute
 - 1. Discussion of Negotiations with Respect to Collective Bargaining and the prospective WASA Contract
 - 2. Discuss the appointment of an Assistant Principal
- C. Ratify the 2024-2027 WASA Contract Agreement
- D. Appoint Assistant Principal

VI. **Adjournment**



MINUTES OF THE HYBRID REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Tuesday, June 20, 2023

WebEx [https:// woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m57bba35bd92a5752d00aa102f1428304](https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m57bba35bd92a5752d00aa102f1428304)

Meeting Number: 2493 805 7750 Meeting Password: tNnAU52X3iK

CALL TO ORDER: Ms. Lynn Piascyk, Chair, called the meeting to order (7:05 PM).

BOARD MEMBERS PRESENT: Ms. Lynn Piascyk, Chair (in-person); Dr. Maria Madonick, Vice Chair (in-person); Ms. Brooke Hopkins (in-person); Dr. Jay Dahya (in-person); Ms. Sarah Beth Del Prete, Secretary (remote); Mr. Jeff Hughes (in-person); Mr. Steven Lawrence (in-person); Dr. Michael Strambler (remote 7:14 PM) and Ms. Erin Williamson (in-person).

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.

CORRESPONDENCE – Ms. Del Prete noted the Board had received a letter from a parent regarding field day concerns. Correspondence received is available for viewing in BoardBook.

PUBLIC COMMENT – None

PTO Report – None

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Dr. Madonick

Second by Mr. Lawrence

Dr. Madonick requested extraction of all policies as they were being referred back to committee for further review.

MOTION #1A – CONSENT AGENDA

Move that we approve the consent agenda as amended.

Dr. Madonick

Second by Ms. Hopkins

UNANIMOUS

Dr. Strambler arrived (7:14 PM).

Superintendent Report – Superintendent Tencza apprised the Board that follow-up pertaining to the development of the WBOE Mission / Vision and Goals for 2023/24 will occur prior to the July regular meeting. Approximately 30 teachers participated in curriculum writing in reading with Dr. Michael Rafferty. Currently, Kindergarten registration is approximately 113. The 2023/24 Teacher of the Year is Elisa Rosner. Jill Colomonic and Kathy Adamovich, both Teacher Assistants, retired after each serving the district for 25+ years.

Wellness Update – Superintendent Tencza presented the annual Wellness Report as mandated by the CSDE. Highlights included healthy food offerings in the Cafeteria, the Physical Education schedule and CSDE mandated assessments, QVHD building inspections and the custodial satisfaction survey.

Reconciliation of 2023/24 Budget – Superintendent Tencza presented the possible options for reduction to 2023/24 budget based on action by the Town Boards of Finance and Selectmen. The list developed has limited impact and allows the district to build new positions into the 2023/24 budget. The Board was urged to develop a formalized process for requesting Excess Cost Grant funds from the Town. These are funds should be used for education. Suggestions were made to include and/or bridge the hiring of a STEAM teacher and robotics into the 2023/24 budget, as well as inclusion of a curriculum specialist in the 2024/25 budget.

Description	Amount Or Reduction	Reason for Adjustment
STEAM teacher	(\$75,000)	Back to Superintendent Recommended
Payroll taxes for STEAM teacher	(\$1,088)	Back to Superintendent Recommended
Health estimate for STEAM teacher	(\$33,325)	Back to Superintendent Recommended
Para educator	(\$28,347)	Back to Superintendent Recommended
Payroll taxes for Paraeducator	(\$2,169)	Back to Superintendent Recommended
Health estimate for Paraeducator	(\$13,024)	Back to Superintendent Recommended
CMERS for Paraeducator	(\$5,288)	Back to Superintendent Recommended
Custodian	(\$17,883)	4 hours per day Cafeteria Custodian
FICA/Medicare payroll taxes	(\$1,174)	Psychologist moved to Mental Health Grant
Health Insurance	(\$13,542)	Psychologist moved to Mental Health Grant
CMERS	\$49,481	CMERS rate raised to 19.57% + correction
Health Insurance	(\$45,404)	Improving rate projection
Health Insurance Food Service Manager	(\$14,478)	Move to Cafeteria fund
Ezra Nurse	(\$12,000)	New projection based on enrollment
Stipend	\$5,000	Power School Stipend
	(\$208,240)	

MOTION #2 – 2023/24 BUDGET RECONCILIATION

Move that we reduce the 2023/24 operating budget as recommended by administration.

Mr. Lawrence
 Second by Dr. Madonick
UNANIMOUS

BRS Update – Ms. Sherman noted the many end-of-year programs inclusive of canine visits, boats, artweek and 6th Grade Graduation. A sincere thank you was extend to the PTO, specifically Ruchi Jain, who was departing Beecher.

Professional Development Update – Ms. Sherman noted that 30 teachers participated in summer curriculum writing in Reading with Dr. Mike Rafferty. New teacher orientation will be held in August for all new staff hires, interns, substitutes etc. to review key protocols, drills, safety / security, etc. Also noted were professional development topics discussed throughout the year pertaining to vertical conversations, DEI, multi-language learners, smarter balanced assessments, strategic planning / PLC’s, curriculum and technology. Work has begun to have BRS become an Apple Certified School.

Special Education / TAG Update – Ms. Borcharding noted that 134 students were serviced during 2022/23, including 59 new referrals. Approximately, 407 PPTs were conducted and the SRBI process is operational. Approximately 143 students in Grades 3-5 participated in the TAG assessment with 75% deemed eligible. It was suggested that areas be explored to determine gap areas, study new opportunities and establish rules / guidance to raise our TAG levels.

BRS Town Building Committee – Mr. Hughes noted this Committee met on June 12 and recommended the architectural firm of Silver Petrucelli to the Board of Selectmen. At the June 14 meeting of the Board of Selectmen, they voted to enter into a contract with Silver Petrucelli to perform the architectural drawings / plans for the project going forward.

Ad Hoc Enrollment, Instructional Needs and Space Planning Committee – Dr. Madonick noted that this Committee met on May 31 and June 7. Dr. Madonick presented the report from the Committee to the Board. The Committee was comprised of the following members: Co-Chairs - Vonda Tencza, Superintendent and Dr. Maria Madonick; 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 and 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.

It was noted that this is the beginning stage of a 3-5 year process and that it could potentially take a decade to accomplish major changes. The possibility exists that interim spaces may be needed if current enrollment trends continue. It is also important to note that while town buildings may be multi-purpose, programs and departments have different growth requirements and security standards / restrictions. This Committee will make a formal report to the Board of Selectmen at their July 12 meeting.

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

Move that we accept recommendations of the Ad Hoc Enrollment, Instructional Needs and Space Planning Committee.

Dr. Madonick
Second by Mr. Hughes
UNANIMOUS

Policy Committee – Dr. Madonick noted that the Policy Committee met prior to the Board meeting to review the policies extracted from the Consent Agenda. While the WEA has a strong process for selection of participation within its membership the PTO does not. The Committee would like to further explore a parent representative process to ensure parent / community engagement.

Finance Committee – Mr. Lawrence reviewed the June 13 meeting inclusive of the monthly financials. Consistent with last month, there is a projected surplus of approximately \$119,000, which does not include the \$167,000 from the Excess Cost Grant for special education costs. Salary savings for the 2022/23 SY were in the range of \$347,000. While highly unusual, this was attributed to hiring staff less than predecessors and unfilled vacancies throughout the year.

Superintendent Tencza presented a list of options for use of the surplus. Priorities included roof replacement, development of educational specs, safety and security enhancements, refurbishment of playground areas and smartboard replacements.

Ms. Del Prete left the meeting (9:33 PM)

Potential Uses of FY 2022/23 Surplus

Architect Engineering Services for Partial Roof Replacement	95,000.00
<i>*already included in surplus calculation</i>	
PA System Improvements – Quote pending	50,000.00
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
<i>Additional funds available in ARP ESSER Grant</i>	
CABE Comprehensive Policy Audit	8,300.00
Playground Repairs	TBD
North Playground Loop Gravel Replacement	TBD
Total	215,000.00
Less Amounts included in surplus calculation	(115,000.00)
Net Uses to Approve in Motion	100,000.00
Current Estimated Surplus	120,000.00
Potential Funds Returned to Town	20,000.00

The Board was urged to consider separating capital projects and excess cost funding from the operating budget and to use ESSER funding if possible. The Board has some unique circumstances this year and it is important to continue to work collaboratively with the Town given the allocation of our resources. There was general consensus that if the surplus was not going to be returned to the Town, there should be an explanation as to why.

MOTION #4 – 2022/23 BUDGET SURPLUS

Move that we use approximately \$215,000 of the projected surplus in the 2022/23 operating budget as recommended by administration with the addition of funding for education specs with no remaining dollars returned to the Town.

Ms. Piascyk
Second by Dr. Madonick

The motion was amended to include a letter of explanation of the extenuating circumstances associated with the budget surplus accrual.

MOTION #4A – 2022/23 BUDGET SURPLUS

Move that we use approximately \$215,000 of the projected surplus in the 2022/23 operating budget as recommended by administration with the addition of funding for education specs with no remaining dollars returned to the Town and include a letter of explanation of the extenuating circumstances associated with the budget surplus accrual.

Ms. Piascyk
Second by Dr. Madonick

IN FAVOR: Ms. Hopkins, Mr. Lawrence, Dr. Madonick, Ms. Piascyk, Dr. Strambler and Ms. Williamson

AGAINST: Dr. Dahya and Mr. Hughes

MOTION PASSES 6-2-0

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 as work is performed during the months of August, December and April. Proposals were received from Reliable, USA Mechanical Perfect Temp, Mechanical Heating & Plumbing, Modern Mechanical, Sav-Mor Heating & Cooling and Tucker Mechanical.

MOTION #5 – HVAC MAINTENANCE CONTRACT

Move that we authorize the Superintendent and/or designee to enter into a three-year contract agreement with *Tucker Mechanicals* to perform the annual HVAC Maintenance.

Mr. Hughes
Second by Dr. Dahya
UNANIMOUS

CABE Liaison Report – No Report.

NEW BUSINESS – None

Upcoming WBOE Committee / Meeting Schedule – The regular WBOE Meeting on July 17 at 7:00 PM; a Vision / Mission / Goal Setting special working session at 5:00 PM on July 17.

PUBLIC COMMENT – None

Executive Session

The Board entered Executive Session to discuss the 2023/24 contract for the Superintendent.

MOTION #6 – EXECUTIVE SESSION (9:45 PM)

Move that we enter Executive Session to discuss negotiations with respect to collective bargaining and to discuss the Superintendent’s Contract Extension.

Dr. Madonick
Second by Mr. Lawrence
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); Mr. Jeff Hughes (in-person); Mr. Steven Lawrence (in-person); Dr. Michael Strambler (remote 7:14 PM) and Ms. Erin Williamson (in-person).

The Board reviewed the contract for the Superintendent.

MOTION #7 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (10:47 PM).

Dr. Madonick
Second by Ms. Hopkins
UNANIMOUS

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

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

Ms. Piascyk called the Public Session back to order (10:47 PM).

MOTION #8 – CONTRACT MODIFICATION

Move that we extend the contract of the Superintendent through June 30, 2026 approving a \$4,000 salary increase for the 2023/24 school year and with an additional \$1,000 added to the annuity amount set forth in Section XIII of the Superintendent’s Contract Agreement.

Mr. Lawrence
Second by Dr. Dahya
UNANIMOUS

MOTION TO ADJOURN: (10:49 PM)

Mr. Lawrence
Second by Ms. Hopkins
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge Public School's 2022-2023 Budget Narrative

July 13, 2023

The attached financial reports represent 12 months (100%) of the fiscal year, however the books remain open and invoices will still be coming in for the next month.

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 created \$360,000 of salary savings for the year. This figure is about \$13K more than we estimated last month as para reimbursement was slightly better than previously estimated.

200 Series Benefits – Benefits are 20% of our budget and are based on the elections of last year's staff. The entire category came in \$7,000 under budget for the year. There were larger than typical payroll taxes posted in association with the “balloon” payroll in June but some of that was mitigated by moving some benefits to the grants.

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 \$56,000 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. This category could still come in slightly better than projected here, as we are conservatively estimating unknown legal fees owed on a recent mediation.

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. We currently estimate this category ending up \$110,000 over budget. This estimate is materially different from last month's estimate (\$7K over budget) as we have increased encumbrances to include PA system improvements and the remaining payments anticipated on the behavioral technician contract.

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. We estimate that this category will land at about \$123,000 over budget. This category is looking about \$50,000 better than last month as we were able to relieve the remaining balance on open purchase order for Interns and relieve some of the open PO balance for BCBA services.

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. This category is now showing \$11,000 under budget for the year. There are about \$10K of saving in supplies that we did not anticipate last month, and an \$11K change in our software expense projection because something was pre-paid last year that we anticipated having to spend in FY23.

700 Series Furniture and Equipment - This category represents 3/10 of one percent of the budget. Due to the year end surplus spend down this category is now estimating \$88,000 over budget. We were able to pre-buy \$45K of chrombooks for the 6th grade that was planned for next year, and purchase a vision screener for the nurse and refresh our vacuums for the custodial staff and replace two student printers.

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 \$16,000 surplus in this category.

**WOODBIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 06-30-23**

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)	9,738,940	26,778	364,354	2,900	361,454
200	TOTAL BENEFITS	3,314,806	-	3,246,226	56,647	11,933	5,000	6,933
300	TOTAL PROFESS. SERVICES	491,825	-	452,650	79,368	(40,193)	16,000	(56,193)
400	TOTAL PROPERTY SERVICES	659,962	70,000	505,438	325,357	(100,833)	10,000	(110,833)
500	OTHER SERVICES	1,358,047	131,000	1,528,052	83,134	(122,139)	1,000	(123,139)
600	SUPPLIES & MATERIALS	293,769	-	219,366	55,227	19,175	7,960	11,215
700	TOTAL PROPERTY SERVICES	44,500	6,660	31,674	108,011	(88,525)	-	(88,525)
800	TOTAL DUES, FEES, MISC.	50,060	-	31,541	1,681	16,837	-	16,837
TOTAL ADOPTED BUDGET		16,419,701	131,000	15,753,887	736,204	60,610	42,860	17,750

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	19,183	(9,232)	-	(9,232)
510	TRANSPORTATION	230,377	116,000	264,296	43,097	38,984	-	38,984
560	TUITION SPECIAL ED	160,814	15,000	294,858	27,690	(146,734)	-	(146,734)
SPECIAL EDUCATION CARVEOUT		429,641	131,000	587,653	89,970	(116,982)	0	(116,982)

SUMMARY	
Special Ed Surplus / (Deficit)	(116,982)
Under / (Over) Spending in OTHER programs	134,733
Total Surplus / (Deficit) Projected	17,750

WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED June 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		787,666		9,550		9,550
120	Teachers - Regular	5,583,680		5,526,998		56,682		56,682
120	Teachers - Special Education	1,071,004		962,585	7,824	100,595		100,595
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	7,524,501	7,824	195,523	-	195,523
1303	Custodians	456,389		439,519	16,454	416.00		416
140	Nurses	152,026		163,664		(11,638)	-	(11,638)
150	Secretaries, Clerical	384,086		369,508		14,578	800	13,778
160	Paraprofessionals	350,516		284,826		65,690		65,690
1601	Special Education Paraprofess.	950,341	(76,660)	742,387		131,295		131,295
170/10	Salaries OT / PT	57,276		108,090		(50,814)		(50,814)
190	IT Manager	77,250		77,250		-		-
190	Salaries, Miscellaneous	51,000		29,196	2,500	19,304	2,100	17,204
Sub-Total Non-Certified Salaries		2,478,884	(76,660)	2,214,439	18,954	168,831	2,900	165,931
TOTAL SALARIES		10,206,732	(76,660)	9,738,940	26,778	364,354	2,900	361,454
220	FICA	272,252		272,982		(730)	5,000	(5,730)
230	CMERS	349,285		353,882	49,347	(53,944)		(53,944)
270	Medical Insurance	2,632,219		2,570,311	4,500	57,408		57,408
280	Life Insurance	31,550		26,378		5,172		5,172
2902	Other Employee Benefits	29,500		22,673	2,800	4,027		4,027
TOTAL BENEFITS		3,314,806	0	3,246,226	56,647	11,933	5,000	6,933
320	Professional Development	40,925		18,868	47,945	(25,888)		(25,888)
330	Legal Fees	87,000		27,913	3,504	55,584	10,000	45,584
340	Software Support	24,450		11,061	5,508	7,880		7,880
350	Substitutes	75,000		156,204		(81,204)		(81,204)
390/01	Consultant Services	38,450		28,499	19,183	(9,232)		(9,232)
3902	Financial Audit	26,000		23,634		2,366		2,366
390	Other Prof/Tech. Services	200,000		186,471	3,228	10,301	6,000	4,301
TOTAL PROFESSIONAL SERVICES		491,825	0	452,650	79,368	(40,193)	16,000	(56,193)
410/01	Utilities - Electric and Water	218,500		134,720	13,208	70,572		70,572
420	Heating	100,000		70,733	9,500	19,767	10,000	9,767
430	Repairs and Maintenance	63,400		50,440	11,177	1,783		1,783
450	Leases and Rentals	95,582		98,158	5,985	(8,561)		(8,561)
4501	Building Improvements	-		138	153,491	(153,629)		(153,629)
490	Other Purchased Services	26,000		18,313	5,188	2,500		2,500
4901	Service Contracts	156,480	70,000	132,935	126,808	(33,264)		(33,264)
TOTAL PROPERTY SERVICES		659,962	70,000	505,438	325,357	(100,833)	10,000	(110,833)
510	Pupil Transportation-Regular	424,556		518,790	571	(94,805)		(94,805)
510	Pupil Transportation-Spec. Educ.	230,377	116,000	264,296	43,097	38,984		38,984
520	Insurance-General Liability	125,109		125,985		(876)	-	(876)
5201	Worker's Compensation	221,776		215,596		6,180	-	6,180
530	Telephone Services	17,375		14,385	910	2,080	1,000	1,080
535	Internet	27,500		25,440		2,060		2,060
537	Postage	4,450		5,699	-	(1,249)	-	(1,249)
540	Advertising	1,000		-		1,000	-	1,000
550	Interns	125,000		54,872		70,128		70,128
560	Tuition - Wintergreen	6,000		-		6,000	-	6,000
560	Tuition - Out of District	160,814	15,000	294,858	27,690	(146,734)		(146,734)

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

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
590	Other Purchased Services	14,090		8,131	10,865	(4,906)		(4,906)
TOTAL OTHER PURCH SERVICES		1,358,047	131,000	1,528,052	83,134	(122,139)	1,000	(123,139)
610	Instructional Supplies	95,596		75,672	15,006	4,918		4,918
620	Computer Software	75,793		48,359	15,959	11,476	7,880	3,596
625	Supplies Nurses	3,500		3,479	7	14		14
630	Supplies Custodial	52,000		44,182	15,103	(7,285)		(7,285)
635	Supplies Office	13,700		5,993	923	6,784		6,784
640	Books and Audio Visual	8,000		7,463	-	537		537
645	Subscriptions	23,180		13,622	2,340	7,218		7,218
650	Testing	17,000		12,979	4,800	(779)		(779)
690	Misc. Supplies - DW Security	5,000		7,619	1,090	(3,709)	80	(3,789)
TOTAL SUPPLIES & MATERIALS		293,769	0	219,366	55,227	19,175	7,960	11,215
730	Equipment - Office	-				-	-	-
732	Computer Hardware	30,000		17,377	88,116	(75,493)		(75,493)
735	Equipment - Teaching	4,500	6,660	9,227	9,561	(7,628)	-	(7,628)
740	Equipment - Building	5,000		417	10,335	(5,751)		(5,751)
745	Furniture	5,000		4,654		346		346
TOTAL PROPERTY		44,500	6,660	31,674	108,011	(88,525)	0	(88,525)
810	Dues and Fees	25,060		20,884	1,681	2,494		2,494
825	Unemployment	-				-	-	-
900	Other Fees	25,000		10,657	-	14,343		14,343
TOTAL DUES AND FEES		50,060	0	31,541	1,681	16,837	0	16,837
TOTAL ADOPTED BUDGET		16,419,701	131,000	15,753,887	736,204	60,610	42,860	17,750

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. **Additionally non-voting committee members may include designated liaison from the Board of Selectmen and Board of Finance.**

Additional members representing the parents and staff may be added at the discretion of the Board. **These individuals as well as the designee 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) Ensure the development, review, evaluation and/or revision of a program for curriculum review.
- c) Review and make recommendations for revision of policies related to curriculum, instruction, and assessment.
- d) Ensure the updated posting of curriculum per state statute.
 - 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)

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: 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

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](#)

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Standing Committee

Facilities Committee

A Facilities Committee shall be a standing committee of the Woodbridge Board of Education with membership appointed in adherence with Board Policy [9132](#) 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 Board of Education
40 Beecher Road School
Woodbridge, CT 06525

June 20, 2023

To the Woodbridge Board of Education members:

It is with deep sadness to inform you that I will not be returning to teach in the Fall. Please accept this letter as my formal resignation from my position as the Multilingual Language Learner Teacher at Beecher Road School. Although I have enjoyed the rewarding opportunities, personal issues necessitate that I vacate my position.

With this resignation letter, I would like to thank you for the opportunity to be a part of this incredible school. It has been an honor to teach alongside the educators at Beecher Road School and to work under the dynamic leadership of your administration. Working with the Beecher Road School faculty, staff, and families has been a privilege, as well as an invaluable learning experience.

I want to share a small excerpt of what I communicated to parents, as I believe it highlights the strengths of the school and the importance of the MLL teaching position:

When I started my education in America, I too was an English language learner. I recognize the desire within your children to learn, to express themselves, and to create meaningful connections with peers and teachers. Navigating the school culture as a multilingual English learner can be overwhelming. It requires risk-taking and trying new challenges that may feel uncomfortable. It has been an honor to witness your children tackle the rigorous academic curriculum, persevere, and flourish into confident learners.

Beecher Road School's teachers and administrators work extremely hard to create a special place of learning. I am grateful for their dedication to providing an inclusive and dynamic environment for ALL student learners. They work tirelessly to make learning innovative, accessible, and engaging.

I have already informed Principal Analisa Sherman, Superintendent Vonda Tencza, and fellow staff members of my decision. We will be working together to make this transition as smooth as possible for the next MLL teacher. I wish everyone at Beecher Road School the very best!

Sincerely,

A handwritten signature in cursive script that reads "Thanh Huntington". The signature is written in black ink and is positioned below the word "Sincerely,".

Thanh Huntington

Multilingual Language Learner Teacher