

Agenda

I. Call to Order / WebEx Log-in

This meeting is being conducted as a hybrid meeting consistent with Sections 149-153 of Connecticut Public Act 21-2. The public may attend in person at the location indicated above or electronically via WebEx with the link provided above.

II. 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*

III. Items for Discussion

- A. Budget Narrative Report
- B. Budget Summary Report
- C. Budget Detail Report
- D. Combining Financial Statements
- E. Draft Budget Calendar 2024/25

IV. Review Finance Committee Policy Statement

V. Adjourn

Woodbridge Public School's 2023-2024 Budget Narrative

September 6, 2023

The attached financial reports represent two months (16.6%) of the fiscal year, but only three days of the school year.

100 Series Salaries - Salaries represent 61% of the budget. A small amount of teacher turnover compared to the last year, and a vacant school Psychologist have us estimating a \$66K surplus in this category.

200 Series Benefits – Benefits are 21% of our budget is based on the elections of last year's staff. With staff turnover, this account is likely to change due to the changing medical coverage elections of new staff. We should have a clearer picture in another month as to how we will look this fiscal year.

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 anticipating a surplus of \$148K as have transitioned from purchasing security through the Town to employing our own armed School Security Officer.

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 prices.

500 Series Other Purchased Services - This category is 9% of our budget and includes student transportation, tuition, interns, liability insurance and items that do not fall within the professional services/property services categories. It's early in the year, but his category is on budget.

600 Series Materials and Supplies – These supplies account for 2% of our budget. With the exception of custodial/maintenance supplies, this category is direct support for classroom instruction. It is rare that this category of accounts is over balance.

700 Series Furniture and Equipment - This category represents 6/10 of one percent of the budget and since we were able to pre-buy \$45K of chromebooks with our FY23 surplus, we are showing an estimated savings in this category.

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.

**WOODBIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 8-31-23**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	10,298,303	242,674	176,000	66,674
200	TOTAL BENEFITS	3,497,674	2,805,458	2,805,458	-
300	TOTAL PROFESS. SERVICES	522,182	488,197	339,820	148,377
400	TOTAL PROPERTY SERVICES	728,899	554,010	554,010	-
500	OTHER SERVICES	1,512,357	891,151	891,151	-
600	SUPPLIES & MATERIALS	322,601	232,851	232,851	-
700	TOTAL PROPERTY SERVICES	98,400	94,635	49,635	45,000
800	TOTAL DUES, FEES, MISC.	36,675	24,489	24,489	-
TOTAL ADOPTED BUDGET		17,017,091	5,333,464	5,073,413	260,050

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	41,800	19,325	19,325	-
510	TRANSPORTATION	225,274	206,446	206,446	-
560	TUITION SPECIAL ED	328,480	138,668	138,668	-
SPECIAL EDUCATION CARVEOUT		595,554	364,438	364,438	0

SUMMARY	
Special Ed Surplus / (Deficit)	0
Under / (Over) Spending in OTHER programs	260,050
Total Surplus / (Deficit) Projected	260,050

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED AUGUST 31, 2023**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	964,865	196,866	756,420	11,579		11,579
120	Teachers - Regular	5,811,055	498,631	5,266,307	46,117		46,117
120	Teachers - Special Education	931,685	85,538	850,082	(3,936)		(3,936)
1201	Psychologist	214,632	-	189,787	24,845		24,845
1203	Counselor	52,573	-	-	52,573	46,000	6,573
Sub-Total Certified Salaries		7,974,810	781,035	7,062,596	131,179	46,000	85,179
1303	Custodians	450,218	103,882	330,642	15,694	15,000	694
140	Nurses	170,995	9,075	163,252	(1,332)		(1,332)
150	Secretaries, Clerical	383,229	80,344	298,889	3,996		3,996
160	Paraprofessionals	350,809	50,946	299,862	0		0
1601	Special Education Paraprofess.	775,940	40,000	656,613	79,327	60,000	19,327
170/10	Salaries OT / PT	60,793	8,665	53,979	(1,851)		(1,851)
190	IT Manager	79,568	18,273	60,908	387		387
190	Salaries, Miscellaneous	51,941	4,088	32,580	15,274	55,000	(39,727)
Sub-Total Non-Certified Salaries		2,323,493	315,272	1,896,726	111,494	130,000	(18,506)
TOTAL SALARIES		10,298,303	1,096,307	8,959,322	242,674	176,000	66,674
220	FICA	303,375	27,163	-	276,212	276,212	-
230	CMERS	498,265	40,858	-	457,407	457,407	-
270	Medical Insurance	2,649,631	618,014	-	2,031,617	2,031,617	-
280	Life Insurance	29,353	4,931	-	24,422	24,422	-
2902	Other Employee Benefits	17,050	-	1,251	15,799	15,799	-
TOTAL BENEFITS		3,497,674	690,966	1,251	2,805,458	2,805,458	-
320	Professional Development	45,425	715	850	43,860	43,860	-
330	Legal Fees	62,000	4,501	3,504	53,996	53,996	-
340	Software Support	26,959	-	-	26,959	26,959	-
350	Substitutes	143,000	-	-	143,000	143,000	-
390/01	OT/PT/Consultant Services	41,800	-	22,475	19,325	19,325	-
3902	Financial Audit	32,680	-	-	32,680	32,680	-
390	Other Prof/Tech. Services	170,318	235	1,706	168,377	20,000	148,377
TOTAL PROFESSIONAL SERVICES		522,182	5,451	28,534	488,197	339,820	148,377
410/01	Utilities - Electric and Water	205,500	3,052	-	202,448	202,448	-
420	Heating	151,602	11,962	-	139,640	139,640	-
430	Repairs and Maintenance	72,000	8,539	14,670	48,791	48,791	-
450	Leases and Rentals	109,123	56,034	-	53,089	53,089	-
4501	Building Improvements	-	-	-	-	-	-
490	Other Purchased Services	27,412	7,659	-	19,753	19,753	-
4901	Service Contracts	163,262	14,275	58,698	90,290	90,290	-
TOTAL PROPERTY SERVICES		728,899	101,521	73,368	554,010	554,010	-
510	Pupil Transportation-Regular	457,642	44,975	-	412,667	412,667	-
510	Pupil Transportation-Spec. Educ.	225,274	18,828	-	206,446	206,446	-
520	Insurance-General Liability	134,307	77,292	52,745	4,271	4,271	-
5201	Worker's Compensation	239,734	57,840	173,519	8,375	8,375	-
530	Telephone Services	17,070	2,521	-	14,549	14,549	-

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED AUGUST 31, 2023**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
535	Internet	27,500	-	-	27,500	27,500	-
537	Postage	4,400	1,710	-	2,690	2,690	-
540	Advertising	1,000	-	-	1,000	1,000	-
550	Interns	57,000	-	-	57,000	57,000	-
560	Tuition - Wintergreen	6,000	-	-	6,000	6,000	-
560	Tuition - Out of District	328,480	2,829	186,984	138,668	138,668	-
590	Other Purchased Services	13,950	392	1,573	11,985	11,985	-
TOTAL OTHER PURCH SERVICES		1,512,357	206,385	414,821	891,151	891,151	0
610	Instructional Supplies	115,185	8,248	29,402	77,535	77,535	-
620	Computer Software	73,796	19,427	5,549	48,820	48,820	-
625	Supplies Nurses	5,370	-	234	5,136	5,136	-
630	Supplies Custodial	52,300	737	2,713	48,850	48,850	-
635	Supplies Office	12,800	342	45	12,413	12,413	-
640	Books and Audio Visual	16,000	-	-	16,000	16,000	-
645	Subscriptions	26,500	-	6,260	20,240	20,240	-
650	Testing	17,650	-	14,266	3,384	3,384	-
690	Misc. Supplies - DW Security	3,000	-	2,527	473	473	-
TOTAL SUPPLIES & MATERIALS		322,601	28,754	60,996	232,851	232,851	0
730	Equipment - Office	-	-	-	-	-	-
732	Computer Hardware	76,500	-	680	75,820	30,820	45,000
735	Equipment - Teaching	10,900	-	-	10,900	10,900	-
740	Equipment - Building	5,000	-	-	5,000	5,000	-
745	Furniture	6,000	-	3,086	2,915	2,915	-
TOTAL PROPERTY		98,400	0	3,766	94,635	49,635	45,000
810	Dues and Fees	23,475	10,249	1,937	11,289	11,289	-
825	Unemployment	-	-	-	-	-	-
900	Other Fees	13,200	-	-	13,200	13,200	-
TOTAL DUES AND FEES		36,675	10,249	1,937	24,489	24,489	-
TOTAL ADOPTED BUDGET		17,017,091	2,139,633	9,543,994	5,333,464	5,073,413	260,050

**WOODBRIAGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
AS OF 8-31-2023**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	\$ -			\$ 88,728	\$ -
Intergovernmental					-
Donations					-
Other income					-
Additions					-
Total Revenues:	\$ -	\$ -	\$ -	\$ 88,728	\$ -
Expenditures:					
Wages, FICA, MERF	12,792	4,752		71,433	-
Medical Insurance					-
Cost of food sold	5,827				-
Equipment	14,140				-
Repairs	3,030				-
Other Expenses	1,654			1,783	-
Total Expenditures:	\$ 37,443	\$ 4,752	\$ -	\$ 73,216	\$ -
Year to Date Net Income / (Loss):	\$ (37,443)	\$ (4,752)	\$ -	\$ 15,512	\$ -
BOE Year to Date Cost of Health Insurance	2,203				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	179,760	98,051	6,319	173,264	20,994
Prepaid Expenses					
Accounts Receivable	1,495	250	11	329	
Intergovernment Receivable	138,337		1,219		
Inventory	7,830				
Total Assets:	\$ 327,421	\$ 98,301	\$ 7,549	\$ 173,593	\$ 20,994
Liabilities:					
Amounts Held As Agent	-	-	-	-	-
Accounts Payable	17,599	9,839	-	72,607	2,600
Deferred Revenue	33,251	19,115	-	-	-
Wages Payable	-	-	-	-	-
Dut To Other Funds		1,219			
Total Liabilities:	\$ 50,850	\$ 30,173	\$ -	\$ 72,607	\$ 2,600
Fund Balance:					
Prior Year Ending Fund Balance	314,014	72,880	7,549	85,474	18,394
Year to Date Income / (Loss)	(37,443)	(4,752)	-	15,512	-
Current Fund Balance	\$ 276,571	\$ 68,128	\$ 7,549	\$ 100,986	\$ 18,394
	-	-	-	-	-

2024-2025 DRAFT BUDGET CALENDAR

OCTOBER	10-10-2023	Distribute Budget Worksheets to Administrators
	10-31-2023	Administrators return budget worksheets to Business Manager
NOVEMBER-DECEMBER	11-14-2023	Superintendent budget update to BOE Finance Committee
	11-20-2023	BOE Votes on Capital Budget
	12-11-2023	Special Meeting Operating Budget Presented to BOE
	TBD	Preliminary Capital Budget submission due to Town Finance Director
	12-18-2023	Regular Board Meeting - Operating Budget Question & Answers
JANUARY-APRIL	1-3-2024	Budget Workshop & Possible Vote
	1-4-2024	Additional Budget Workshop/Vote if Needed and or Snow Day for 1-3-24
	1-5-2024	Operating Budget Submitted to Town
	1-23-2024	Operating and Capital Budget presentation to BOS & BOF
	4-22-2024	Public Hearing
MAY-JUNE	5-20-2024	Final BOE Operating Budget approved at Town Meeting (TBD)
	6-17-2024	Final BOE Operating Budget approved by Board of Education (TBD)
	6-18-2024	Communicate approved Operating Budget to Administrators (TBD)

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**