

## **Agenda**

### **I. Preliminary Business / WebEx Log-in / Motions**

**<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m76cc10af60e163e74f86708f6978f92c>**

**Meeting Number (access code): 2483 972 2414**

**Meeting Password: dpZeZ6NQM32**

***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. Moment of Silence in Honor of Brian Luciani
- E. Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org*
- F. PTO Update

### **II. Consent Agenda**

- A. Approval of the August 21, 2023 Regular Meeting Minutes
- B. Budget Narrative Report
- C. Budget Summary Report
- D. Budget Detail Report
- E. Combining Financial Statements
- F. Draft Budget Calendar 2024/25

### **III. Reports**

- A. Superintendent's Report
  - 1. Technology / Facilities Update
  - 2. BRS Update
- B. BRS Town Building Committee Update

- C. Facilities Committee Report
- D. Finance Committee
- E. Policy Committee / Adopt Policy 1110
- F. CABA Liaison Report
- G. Upcoming Meeting Presentation: Smarter Balanced Assessment 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

**VI. Adjournment**





Marsha DeGennaro &lt;mdegennaro@woodbridgeps.org&gt;

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**Fwd: [External Email] School Supply List**

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Marsha DeGennaro <mdegennaro@woodbridgeps.org>  
Draft

Thu, Sep 7, 2023 at 10:15 AM

From: **Gina DePuma** <gdepuma@milforded.org>  
Date: Tue, Aug 29, 2023 at 3:01 PM  
Subject: [External Email] School Supply List  
To: <lpiascyk@woodbridgeps.org>

Dear Lynn Piascyk,

I am writing to you as chair of the Woodbridge Board of Education to draw your attention to a growing concern not only for my family, but most likely others in our community: the hardship faced by some parents in purchasing essential school supplies for their children. We started at Beecher Road School when my daughter was in Kindergarten in 2017. Since then, we have seen an increase in the supply list and the specificity of the items on the list. Now with two children attending Beecher Road School, our supply list has a total of 41 items and 5 optional items. In addition to those 41 items between 1st and 5th grade, the teacher has requested the children bring in several of each item. For example, my 5th grader needs 7 composition notebooks. Even though these materials are necessary, as you can probably imagine, the cost for all these items adds up very quickly. For both my children, we have spent almost \$300 on school supplies! Thank goodness we only have 2 children. And, many of those very specific items listed by the teacher we could not find in stores so we had to order these additional items online, making the process not only costly but often frustrating.

The cost of living has increased in recent years and as Woodbridge residents, we have one of the highest mill rates around, making our taxes very high. As a result, many families are financially stressed and some students may arrive at school without the necessary materials, which could impact their learning experience and academic progress. Neighboring towns such as Milford and Orange school systems do not require students to purchase their own school supplies. Orange is in our own district with a much lower mill rate and they do not require families to pay additionally for their child's education. I feel that it is our collective responsibility that every student in our school and district have equal access to quality education and necessary resources.

I am requesting that the Board of Education consider allowing the school district to purchase the necessary materials that students need. Being an educator myself and working in an elementary school, I know first hand that allowing the teachers to choose and purchase materials would not only ensure they are getting the materials that they want in their classroom, but also will allow them to have those resources before the students enter the classroom. Therefore allowing the teachers to be more prepared before the students walk

into the room. Having the teachers choose and purchase their own materials will also allow for bulk purchasing from larger companies, which can significantly reduce costs. These supplies can then be distributed to students and teachers as needed throughout the school year.

If the school district can not purchase the school materials, I ask that you at least consider a supply assistance program or collaboration with local organizations such as nonprofits or charities that specialize in providing educational resources to children to help supplement these costs for our Woodbridge families in need.

I thank you for your time and consideration.

Sincerely,  
Gina DePuma  
[gdepuma@gmail.com](mailto:gdepuma@gmail.com)

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**Gina DePuma**  
Instructional Coach  
John F. Kennedy Elementary  
Milford Public Schools

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Marsha DeGennaro  
Administrative Assistant  
Superintendent's Office  
Woodbridge School District  
(203) 387-6631  
(203) 397-0724 FAX

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WBOE  
Sept. 2023

# BRS PTO Update



# BRS PTO: We enhance our school!

## PURPOSE:

*To promote and support the educational welfare of students and communication with parents, teachers, staff, and administrators.*

## GOALS:

- To foster a **cooperative relationship** between parents, teachers, staff, school administrators, the Woodbridge Board of Education and the Woodbridge community for the continual support of excellence at the Beecher Road School.
- To encourage family participation within the school, including **volunteering** in the school and/or on district committees.
- To plan and carry out **fundraising** events, of which all monies raised will be used to directly benefit the school and students.
- To supplement the school in **academic and social enrichment** activities to enhance the student experience and connect the families to the school.

## Beecher Road School PTO 2023-24 Program on a Page

### August

- Kindergarten Social
- Welcome Back Teachers

### September

- Ice Cream Social
- Grade Level Socials
- Original Works Kids' Art fundraiser (Fall)
- Woodbridge Like Me

### October

- Picture Day
- Halloween Hoot

### November

- International Food Night
- Thanksgiving Drive
- Book Fair (Nov. 27-Dec. 1)

### December

[School Events]

### January

- STEM Night
- **Additional Fundraiser (TBD)**

### February

- PTO Meet & Greet
- Math Night

### March

- Book Swap

### April

- **Spring Book Fair (TBD)**
- Arts Week

### May

- Teacher Appreciation Week
- Quassy

### June

- *Field Day*
- 6<sup>th</sup> Grade Graduation

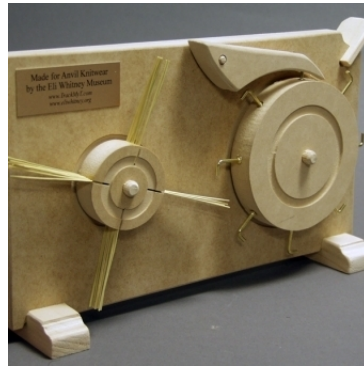
# School Educational Enhancement Examples



Teacher grants (e.g. flexible seating; 3D printers)



In-school presenters (e.g. Birds of Prey Show; Yoga)



Supplementing field trip costs



Author visits



Empathy week



Library Support



SCHOLASTIC

# WE NEED YOU!!

## PTO 2023-24 Executive Board

- *President – Cindy Kruger*
- *Vice President – Monica Philipp*
- *Secretary – Jennifer Plonsky*
- *Treasurers – Saurabh Vilekar & Betsy Hull*
- *Chair of Communications – Cara Rosner*
- *Chairs of Social Events – Jennifer Clarke-Lofters & Amy Nagle*
- *Chair of Academic Events – Sumi Sudhir*
- *Chair of Fundraising – Susan Lettelleir*
- *Teacher Liaisons – Aimee Meacham & Larissa Crocco*



- **PLEASE:**
  - **Volunteer your time!**
  - **Donate your money!**
  - **Join our FB Page!**
  - **Come to our General Membership Meetings (3<sup>rd</sup> Thursday each month, 6-7pm)!**
  - **Come enjoy our Events!**

# MINUTES OF THE HYBRID REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Monday, August 21, 2023

Via WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m42a31e398db55f265b56b34f4c0a4639>

Meeting Number: 2486 332 7592 Meeting Password: JpXY3k9Mvd4

**CALL TO ORDER:** Ms. Lynn Piascyk, Chair, called the meeting to order (7:06 PM).

**BOARD MEMBERS PRESENT:** Ms. Lynn Piascyk, Chair (in-person); Dr. Maria Madonick, Vice Chair (in-person); Dr. Jay Dahya (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 (in-person).

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

**CORRESPONDENCE** – Ms. Del Prete noted that a letter had been received from a BRS parent regarding the enrollment age for Kindergarten.

**PUBLIC COMMENT** – None

## **CONSENT AGENDA**

### **MOTION #1 – CONSENT AGENDA**

Move that we approve the consent agenda as presented.

Dr. Madonick

Second by Mr. Lawrence

**UNANIMOUS**

**PTO Update** – None

**Superintendent Report** – Superintendent Tencza apprised the Board on the hiring of Vincent Lynch as the armed security officer for BRS, current enrollment increases, the recent decision of an additional section in Grade 2, discussions with a consultant to assist with public relations regarding the feasibility study, the possible reopening of the Town pool in October, upcoming professional development activities for staff and the hiring of two new teachers and eight paras for the 2023/24 school year. Questions were raised regarding differences in class sizes and the reallocation of current resources to support the additional section in Grade 2.

**BRS Update** – Ms. Sherman noted the conclusion of SEP and ESY summer programming, upcoming professional development activities for staff, the student / teacher Meet and Greet, Kindergarten bus ride, the transition of the music program to carts versus classrooms and the internal transfer of two (2) teachers to cover the additional Grade 2 section. Administration was urged to maximize utilization of Powerschool and allow parent portal access for viewing of grades, test scores, assignments etc. as the technology is readily available.

**Mission, Vision and Goals 2023/24** – Superintendent Tencza noted the Board had met in July to review these documents. The primary overall goal is to create and foster a learning community that prepares children to be flexible global citizens. The goals will promote high expectations for student growth, active learning and academic excellence for all learners. The goals will be reflective of evidence-based responsive practices and student centered for all learners. For ultimate effectiveness, the Board goals will drive the Superintendent goals and the Superintendent goals will drive the administrator / teacher goals for the year. The community goal will utilize a variety of strategies to effectively communicate and share timely information with all stakeholders to ensure collaborative support and inclusive community relationships. The proposed Mission, Vision and Goals are as follows:

***Mission*** – *We will create a learning community that prepares children to be flexible, lifelong learners, and responsible global citizens.*

***Vision*** – *We will empower and inspire leaders for the future who will positively impact our world.*

## Goals for 2023-2024

### ***Student Growth and Success***

*Promote high expectations for student growth, active learning, and academic excellence for all learners.*

### ***Community***

*Foster a strong sense of community.*

## **MOTION #2 – MISSION, VISION AND GOALS 2023/24**

Move that we adopt the Mission, Vision and Goals for 2023/24 as presented.

Dr. Dahya

Second by Dr. Madonick

Discussion ensued for slight modification and wording. It was suggested that “we will” be eliminated and changed “To create and foster” in the Mission and in the Vision statement eliminate “we will” and change “to empower and inspire future leaders”... the Goals were modified to include “To promote and foster”....

- ***Mission*** – *To create and foster a learning community that prepares children to be flexible, lifelong learners, and responsible global citizens.*
- ***Vision*** – *To empower and inspire future leaders who will positively impact our world.*
- **Goals 2023-2024**
  - Student Growth and Success*** – *To promote and foster high expectations for student growth, active learning, and academic excellence for all learners.*
  - Community*** – *To foster a strong sense of community.*

## **MOTION #2A – MISSION, VISION AND GOALS 2023/24**

Move that we adopt the Mission, Vision and Goals for 2023/24 as discussed and revised.

Dr. Dahya

Second by Dr. Madonick

**UNANIMOUS**

*Budget Transfers 2022/23* – Transfers to reconcile the 2022/23 budget were reviewed. It was noted that in development of the 2024/25 budget consideration be given to adding an additional bus given the increased enrollment. It was suggested that the purchasing of school supplies be included as a line item instead of asking parents to spend approximately \$75-100 per child for supplies at the start of each school year.

## **MOTION #3 – 2022/23 BUDGET TRANSFERS**

Move that we approve transfers in the 2022/23 budget as presented by administration.

Mr. Lawrence

Second by Dr. Dahya

**UNANIMOUS**

*Policy Committee* – Dr. Madonick presented the policies currently under 30-day review for adoption. Discussion ensued regarding the language in Policy 9132.4 as it was too vague. It was suggested that language be developed that clearly specifies the Finance Committee is responsible for budget timeline creation and budget development rather than oversight. It was noted that policies are generally broad in scope with internal process and procedures defined as regulations.

Dr. Madonick noted the changes made to Policy 9132, which identifies the standing committees of the Board as well as membership.

**MOTION #4 – POLICY 9132 (STANDING COMMITTEES) ADOPTION**

Move that we adopt Policy 9132 – Standing Committees as revised.

Dr. Madonick  
Second by Ms. Williamson  
**UNANIMOUS**

Dr. Madonick noted the only change to this policy was the addition of the word “deletion”.

**MOTION #5 – POLICY 9132.2 (POLICY COMMITTEE) ADOPTION**

Move that we adopt Policy 9132.2 – Policy Committee as revised.

Dr. Madonick  
Second by Ms. Del Prete  
**UNANIMOUS**

Dr. Madonick noted the procedural changes in this policy.

**MOTION #6 – POLICY 9132.3 (CURRICULUM COMMITTEE) ADOPTION**

Move that we adopt Policy 9132.3 – Curriculum Committee as revised.

Dr. Madonick  
Second by Dr. Strambler  
**UNANIMOUS**

Based on discussion there was agreement to table and return Policy 9132.4 back to the Policy and Finance Committees for further review and modification.

**MOTION #7 – POLICY 9132.4 (FINANCE COMMITTEE) ADOPTION**

Move that we table Policy 9132.4 – Finance Committee and return it to the Policy and Finance Committees for further review and discussion.

Ms. Piascyk  
Second by Dr. Madonick  
**UNANIMOUS**

Dr. Madonick noted the minor language and statute reference changes to this document.

**MOTION #8 – POLICY 9132.5 (FACILITIES COMMITTEE) ADOPTION**

Move that we adopt Policy 9132.5 – Facilities Committee as revised.

Dr. Madonick  
Second by Mr. Hughes  
**UNANIMOUS**

Dr. Madonick noted the minor revision made to this policy. It was suggested that consideration be given to extending the one year deadline.

**MOTION #9 – POLICY 9133 (SPECIAL COMMITTEE/ADVISORY COMMITTEE) ADOPTION**

Move that we adopt Policy 9133 – Special Committee/Advisory Committee as revised.

Dr. Madonick  
Second by Ms. Williamson  
**UNANIMOUS**

*CABE Liaison* – Dr. Madonick informed the Board of the deadline for early registration for the CABE / CAPSS Conference in November was Friday, August 25. Board members were urged to take advantage of the cost savings if they were going to attend. Nominations for CABE officers and area directors for 2023/24 were being accepted and anyone interested in serving in this capacity should contact CABE directly prior to September 14.

*Upcoming WBOE Committee / Meeting Schedule* – Facilities Committee – September 7 at 7:30 AM, Finance Committee on Tuesday, September 12 at 4:30 PM and the regular WBOE Meeting September 18 at 7:00 PM.

**NEW BUSINESS** – Superintendent Tencza informed the Board of the resignation of Jodi Cohen a part-time psychologist.

**MOTION #10 – CERTIFIED STAFF RESIGNATION (COHEN)**

Move that we accept the resignation of Jodi Cohen effective August 2, 2023 with regret.

Ms. Piascyk

Second by Mr. Lawrence

**UNANIMOUS**

**PUBLIC COMMENT** – None

**MOTION TO ADJOURN:** (8:47 PM)

Ms. Williamson

Second by Dr. Dahya

**UNANIMOUS**

Recorded by Marsha DeGennaro, Clerk of the Board

## 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**

<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>ADOPTED BUDGET</b>	<b>TOTAL AVAILABLE</b>	<b>ESTIMATED ADDITIONAL</b>	<b>(OVER) UNDER YEAR END</b>
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	-
<b>TOTAL ADOPTED BUDGET</b>		<b>17,017,091</b>	<b>5,333,464</b>	<b>5,073,413</b>	<b>260,050</b>

<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>ADOPTED BUDGET</b>	<b>TOTAL AVAILABLE</b>	<b>ESTIMATED ADDITIONAL</b>	<b>(OVER) UNDER YEAR END</b>
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	-
<b>SPECIAL EDUCATION CARVEOUT</b>		<b>595,554</b>	<b>364,438</b>	<b>364,438</b>	<b>0</b>

<b>SUMMARY</b>	
<b>Special Ed Surplus / (Deficit)</b>	0
<b>Under / (Over) Spending in OTHER programs</b>	260,050
<b>Total Surplus / (Deficit) Projected</b>	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
<b>Sub-Total Certified Salaries</b>		<b>7,974,810</b>	<b>781,035</b>	<b>7,062,596</b>	<b>131,179</b>	<b>46,000</b>	<b>85,179</b>
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)
<b>Sub-Total Non-Certified Salaries</b>		<b>2,323,493</b>	<b>315,272</b>	<b>1,896,726</b>	<b>111,494</b>	<b>130,000</b>	<b>(18,506)</b>
<b>TOTAL SALARIES</b>		<b>10,298,303</b>	<b>1,096,307</b>	<b>8,959,322</b>	<b>242,674</b>	<b>176,000</b>	<b>66,674</b>
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	-
<b>TOTAL BENEFITS</b>		<b>3,497,674</b>	<b>690,966</b>	<b>1,251</b>	<b>2,805,458</b>	<b>2,805,458</b>	<b>-</b>
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
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>522,182</b>	<b>5,451</b>	<b>28,534</b>	<b>488,197</b>	<b>339,820</b>	<b>148,377</b>
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	-
<b>TOTAL PROPERTY SERVICES</b>		<b>728,899</b>	<b>101,521</b>	<b>73,368</b>	<b>554,010</b>	<b>554,010</b>	<b>-</b>
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	-
<b>TOTAL OTHER PURCH SERVICES</b>		<b>1,512,357</b>	<b>206,385</b>	<b>414,821</b>	<b>891,151</b>	<b>891,151</b>	<b>0</b>
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	-
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>322,601</b>	<b>28,754</b>	<b>60,996</b>	<b>232,851</b>	<b>232,851</b>	<b>0</b>
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	-
<b>TOTAL PROPERTY</b>		<b>98,400</b>	<b>0</b>	<b>3,766</b>	<b>94,635</b>	<b>49,635</b>	<b>45,000</b>
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	-
<b>TOTAL DUES AND FEES</b>		<b>36,675</b>	<b>10,249</b>	<b>1,937</b>	<b>24,489</b>	<b>24,489</b>	<b>-</b>
<b>TOTAL ADOPTED BUDGET</b>		<b>17,017,091</b>	<b>2,139,633</b>	<b>9,543,994</b>	<b>5,333,464</b>	<b>5,073,413</b>	<b>260,050</b>

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

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
<b>Revenues:</b>					
Charges for services	\$ -			\$ 88,728	\$ -
Intergovernmental					-
Donations					-
Other income					-
Additions					-
<b>Total Revenues:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 88,728</b>	<b>\$ -</b>
<b>Expenditures:</b>					
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	-
<b>Total Expenditures:</b>	<b>\$ 37,443</b>	<b>\$ 4,752</b>	<b>\$ -</b>	<b>\$ 73,216</b>	<b>\$ -</b>
<b>Year to Date Net Income / (Loss):</b>	<b>\$ (37,443)</b>	<b>\$ (4,752)</b>	<b>\$ -</b>	<b>\$ 15,512</b>	<b>\$ -</b>
BOE Year to Date Cost of Health Insurance	2,203				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
<b>Assets:</b>					
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				
<b>Total Assets:</b>	<b>\$ 327,421</b>	<b>\$ 98,301</b>	<b>\$ 7,549</b>	<b>\$ 173,593</b>	<b>\$ 20,994</b>
<b>Liabilities:</b>					
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			
<b>Total Liabilities:</b>	<b>\$ 50,850</b>	<b>\$ 30,173</b>	<b>\$ -</b>	<b>\$ 72,607</b>	<b>\$ 2,600</b>
<b>Fund Balance:</b>					
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	-
<b>Current Fund Balance</b>	<b>\$ 276,571</b>	<b>\$ 68,128</b>	<b>\$ 7,549</b>	<b>\$ 100,986</b>	<b>\$ 18,394</b>
	-	-	-	-	-

**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	Finance Committee Mtg - Superintendent Budget Update & Capital Budget Presentation
	11-20-2023	Regular Board Meeting - 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	Special Meeting - Budget Workshop & Possible Vote
	1-4-2024	Special Meeting (if needed) Budget Workshop/Vote 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)

**WBOE FACILITIES COMMITTEE HYBRID MEETING MINUTES**

**Thursday, September 7, 2023**

**Superintendent's Conference Room**

**Via WebEx** <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m518784fc05a6dcd0f00e3435502f087b>

**Meeting Number:** 2490 631 9414

**Meeting Password:** tJnibMUN888

**CALL TO ORDER:** Mr. Hughes, Chair, called the meeting to order (7:33 AM).

**BOARD MEMBERS PRESENT:** Mr. Jeff Hughes; Ms. Lynn Piascyk; Dr. Jay Dahya (7:34 AM remote).

**STAFF:** Vonda Tencza, Superintendent; Donna Coonan, Director of Business Services / Operations; Vito Esparo, Facilities Manager; and Marsha DeGennaro, Clerk of the Board.

Mr. Esparo provided overview of the projects accomplished over the summer contained in his monthly report. Highlights included roof repairs, LED bulb replacements, dripping sprinkler pipe repair, resealing / caulking of windows around the Rotunda, humidistat replacements in A, B and C wings, replacement of valve actuators and FCU motors, locker room / North Gym controls and HVAC air quality assessments.

Projects in process include multiple roof leaks, shaft bearing replacements, water treatment monitoring, cold water pressure, wiring related to exterior pole lighting and electrical conduit supports. It was suggested that costs related to the operation of the pool be documented and the public egress / process for the pool be clarified.

Dr. Dahya left the meeting (8:02 AM).

It was suggested that a grounds walk be conducted at the next meeting. It was also suggested that the arrival island receive some additional landscape maintenance and a long-term cost effective solution be achieved to eliminate the unsightliness and make it easier for landscaping to occur. It was noted that a discussion should occur with the Town to discuss safety traffic concerns related to arrival / dismissal procedures.

The committee took a tour of BRS and adjourned the meeting (8:11 AM).

## MINUTES OF THE HYBRID WBOE FINANCE COMMITTEE MEETING

Tuesday, September 12, 2023

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=maa5433003ae6f7206fb16b2d69b129ec>

Meeting number (access code): 2485 336 3301

Meeting password: xQVrbu6AJ23

**Attendees:** Vonda Tencza, Superintendent; Steven Lawrence, WBOE; Lynn Piascyk, Maria Madonick, Sarah Beth Del Prete (4:44 PM remote), WBOE; Donna Coonan, Business Operations Manager; and Maureen Krawec, WEA Liaison.

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

Public Comment: None

Items reviewed and discussed included:

- a. FY Budget Narrative Report
- b. FY Budget Summary Report
- c. FY Budget Detail Report
- d. FY Combining Financial Report
- e. 2024/25 Draft Budget Calendar

Financials are running close to budget with savings in certified salaries. It was noted that several buses are tight this year. It is possible that an additional BRS bus run could be added to the budget for next year. The budget calendar was reviewed. Given the identified timelines there is a minimal flexibility for Board involvement in light of the holiday schedule in December. Perhaps at various meetings in the fall, the Board could be apprised of the broader themes that will be incorporated into the budget prior to actually receiving the budget document. It was noted that the Town is still making adjustments on operating and capital budget submission timelines so it is possible additional changes may occur.

WBOE Finance Committee Policy statement – It was suggested that “as well as the following items” be deleted at the end of the second sentence in the first paragraph. Add a new sentence “specific functions may include”. Add a new bullet “recommend annual budget schedule”. It was agreed this policy would be referred back to the Policy Committee with the suggested changes.

Meeting Adjourned 5:16 PM

## 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~~ **Specific functions may include:**

- 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.
- **Recommend annual budget schedule**

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.

(cf. 9132 – Standing Committees)

**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

## Community Relations

### Communications among the Board of Education, the Administration, the Parents and the Staff at Beecher Road School

~~The PTO (Parent Teacher Organization) is the official liaison organizations between the parents and the Board of Education and Administration.~~

~~The PTO will be the primary vehicle for keeping the Board of Education and Administration apprised of major concerns of the parents, while at the same time informing the parents of important matters being considered by the Board.~~

In the best interest of promoting and encouraging effective and efficient communications with the Woodbridge **Board of Education membership**, a **Woodbridge community parent/guardian representative** and a **WEA representative teacher shall could** be invited, as advisory, non-voting members to ~~the~~ standing committees of the Woodbridge Board of Education. ~~and as full members to the other committees of the Woodbridge Board of Education.~~ **Special and advisory committees are formed by the Woodbridge Board of Education according to Policy 9133. Public notification informing staff and the parent/guardian community of opportunities to contribute will be made in accordance with Policy 1120.** Additional members ~~representing parents and staff~~ may be added at the discretion of the Board.

~~Committees are formed at the beginning of the school year; communications regarding interest in serving on committees should be directed to the Board Secretary. The Board welcomes public attendance and participation at meetings.~~ **Communications inviting meeting participation will be publicly noticed in accordance with FOIA.**

~~It shall be the responsibility of invited members to identify and to report to their committees the needs and concerns of their respective groups, and to report to the respective memberships.~~

The final decision for all policies and practices within the school remains with the Board of Education.

~~Committee members and liaison representatives of Town Boards will be notified of committee meetings.~~

- (cf. [1220](#) - Citizens' Ad Hoc Committees)
- (cf. [1312](#) - Public Complaints)
- (cf. [3541.5](#) - Transportation Complaints)
- (cf. [5142](#) - Safe Schools)
- (cf. [7551](#) - Naming of Major Facilities)
- (cf. 9131 - Committee of the Whole)
- (cf. [9132](#) - Standing Committees)
- (cf. [9132.2](#) - Policy Committee)
- (cf. [9132.3](#) - Curriculum Committee)
- (cf. [9132.4](#) - Finance Committee)
- (cf. [9132.5](#) - Facilities Committee)

(cf. [9133](#) - Special Committees/Advisory Committees)  
(cf. [9325](#) - Meeting Conduct)

Legal Reference: Connecticut General Statutes

[1-200](#) - [1-241](#) Public records and meeting

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

**Policy adopted: June 21, 2021**

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut