

Agenda

I. Call to Order / WebEx Log-In

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m3e35aac566e0a63b02c718fc2912e171>

**Meeting number (access code): 2496 655 8254
Meeting password: PQuXxE4mr65**

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. Capital Budget 2025-2030 Planning Discussion

IV. Items for Discussion

- A. Budget Narrative Report
- B. Budget Summary Report
- C. Budget Detail Report
- D. Combining Financial Statements

V. Review proposal from Constructions Solutions Group for services related to the procurement of a Feasibility Study and possible Ed Specs for a possible future building project

VI. Business Office Staffing

VII. Composting Cost Option Comparisons

VIII. Update of Summer Enrichment Balance

IX. Cost Estimate of Classroom Supplies

X. 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

XI. **Adjourn**

Woodbridge Public School's 2023-2024 Budget Narrative

October 4, 2023

The attached financial reports represent two months (25%) of the fiscal 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 for certified salaries. We are down two paras but we are recording the new SRO position in non-certified salaries. Those items net to a \$20K surplus which means the total projected surplus for salaried at this point is \$87K. This is about \$20K more than was projected last month due to an Open Choice funded paraeducator being counted as a general fund para.

200 Series Benefits – Benefits are 21% of our budget is based on the elections of last year's staff. With one quarter of data available our medical insurance and payroll taxes are right on track with our current year budget.

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. It's early in the year to be able to verify any savings in this most of these budget lines, but the switch in our SRO model will give us \$140K of savings in this category for this year.

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. With the weather still warm, it's too soon to predict our energy costs for the year, but we do have one unbudgeted expense of about \$3500 for some windowed doors required by the special education programs.

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. We expect some small savings in our Worker's Comp and Liability insurance expenses totaling around \$13K for the year.

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. We plan to utilize all of these budgeted funds for the year.

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 9-30-2023**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	10,298,303	127,542	40,343	87,200
200	TOTAL BENEFITS	3,497,674	2,516,166	2,516,795	(629)
300	TOTAL PROFESS. SERVICES	522,182	458,463	317,337	141,127
400	TOTAL PROPERTY SERVICES	728,899	476,199	479,734	(3,535)
500	OTHER SERVICES	1,512,357	863,764	850,918	12,846
600	SUPPLIES & MATERIALS	322,601	168,350	168,350	-
700	TOTAL PROPERTY SERVICES	98,400	93,654	48,654	45,000
800	TOTAL DUES, FEES, MISC.	36,675	18,164	18,164	-
TOTAL ADOPTED BUDGET		17,017,091	4,722,303	4,440,294	282,009

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	41,800	18,550	18,550	-
510	TRANSPORTATION	225,274	206,244	206,244	-
560	TUITION SPECIAL ED	328,480	129,213	129,213	-
SPECIAL EDUCATION CARVEOUT		595,554	354,006	354,006	0

SUMMARY	
Special Ed Surplus / (Deficit)	0
Under / (Over) Spending in OTHER programs	282,009
Total Surplus / (Deficit) Projected	282,009

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED SEPTEMBER 30, 2023**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	964,865	269,918	683,368	11,579		11,579
120	Teachers - Regular	5,808,080	943,015	4,815,491	49,574		49,574
120	Teachers - Special Education	948,002	172,073	775,929	(0)		(0)
1201	Psychologist	201,290	5,955	131,010	64,325	45,000	19,325
1203	Counselor	52,573	4,044	62,261	(13,732)		(13,732)
Sub-Total Certified Salaries		7,974,810	1,395,005	6,468,059	111,746	45,000	66,746
1303	Custodians	450,218	130,675	297,336	22,207	21,343	865
140	Nurses	170,995	21,511	150,816	(1,332)		(1,332)
150	Secretaries, Clerical	383,229	105,973	228,536	48,720	52,000	(3,280)
160	Paraprofessionals	581,232	94,975	463,466	22,791	(28,000)	50,791
1601	Special Education Paraprofess.	545,517	83,314	462,203	0		0
170/10	Salaries OT / PT	60,793	17,330	95,314	(51,851)	(50,000)	(1,851)
190	IT Manager	79,568	24,363	54,818	387		387
190	Salaries, Miscellaneous	51,941	9,033	68,034	(25,126)		(25,126)
Sub-Total Non-Certified Salaries		2,323,493	487,174	1,820,523	15,796	(4,657)	20,454
TOTAL SALARIES		10,298,303	1,882,180	8,288,581	127,542	40,343	87,200
220	FICA	303,375	38,059	-	265,317	265,317	-
230	CMERS	498,265	40,874	-	457,391	457,391	-
270	Medical Insurance	2,649,631	892,807	1,023	1,755,802	1,755,802	-
280	Life Insurance	29,353	7,495	-	21,858	22,486	(629)
2902	Other Employee Benefits	17,050	-	1,251	15,799	15,799	-
TOTAL BENEFITS		3,497,674	979,235	2,274	2,516,166	2,516,795	(628.6)
320	Professional Development	45,425	715	1,149	43,561	43,561	-
330	Legal Fees	62,000	4,501	1,493	56,007	56,007	-
340	Software Support	26,959	2,500	15,912	8,547	8,547	-
350	Substitutes	143,000	10,008	-	132,992	132,992	-
390/01	OT/PT/Consultant Services	41,800	725	22,525	18,550	18,550	-
3902	Financial Audit	32,680	-	-	32,680	32,680	-
390	Other Prof/Tech. Services	170,318	2,285	1,906	166,127	25,000	141,127
TOTAL PROFESSIONAL SERVICES		522,182	20,734	42,985	458,463	317,337	141,127
410/01	Utilities - Electric and Water	205,500	28,537	-	176,963	176,963	-
420	Heating	151,602	11,962	-	139,640	139,640	-
430	Repairs and Maintenance	72,000	14,799	17,117	40,084	40,084	-
450	Leases and Rentals	109,123	70,009	-	39,114	39,114	-
4501	Building Improvements	-	-	3,535	(3,535)	-	(3,535)
490	Other Purchased Services	27,412	9,241	-	18,172	18,172	-
4901	Service Contracts	163,262	48,864	48,636	65,762	65,762	-
TOTAL PROPERTY SERVICES		728,899	183,412	69,288	476,199	479,734	(3,535)
510	Pupil Transportation-Regular	457,642	45,228	-	412,414	412,414	-
510	Pupil Transportation-Spec. Educ.	225,274	19,030	-	206,244	206,244	-
520	Insurance-General Liability	134,307	93,895	36,142	4,271	-	4,271
5201	Worker's Compensation	239,734	116,657	114,702	8,375	-	8,375
530	Telephone Services	17,070	3,642	-	13,428	14,228	(800)

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED SEPTEMBER 30, 2023**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
535	Internet	27,500	16,000	-	11,500	11,500	-
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	105,776	93,492	129,213	129,213	-
590	Other Purchased Services	13,950	2,320	-	11,630	11,630	-
TOTAL OTHER PURCH SERVICES		1,512,357	404,257	244,336	863,764	850,918	12,846
610	Instructional Supplies	115,185	20,137	29,806	65,242	65,242	-
620	Computer Software	73,796	25,087	-	48,709	48,709	-
625	Supplies Nurses	5,370	231	1,093	4,047	4,047	-
630	Supplies Custodial	52,300	11,606	34,588	6,107	6,107	-
635	Supplies Office	12,800	840	-	11,960	11,960	-
640	Books and Audio Visual	16,000	-	2,133	13,867	13,867	-
645	Subscriptions	26,500	1,348	7,019	18,134	18,134	-
650	Testing	17,650	786	16,311	553	553	-
690	Misc. Supplies - DW Security	3,000	1,926	1,342	(268)	(268)	-
TOTAL SUPPLIES & MATERIALS		322,601	61,960	92,291	168,350	168,350	0
730	Equipment - Office	-	-	-	-	-	-
732	Computer Hardware	76,500	680	365	75,455	30,455	45,000
735	Equipment - Teaching	10,900	-	-	10,900	10,900	-
740	Equipment - Building	5,000	615	-	4,385	4,385	-
745	Furniture	6,000	-	3,086	2,915	2,915	-
TOTAL PROPERTY		98,400	1,295	3,451	93,654	48,654	45,000
810	Dues and Fees	23,475	16,574	1,937	4,964	4,964	-
825	Unemployment	-	-	-	-	-	-
900	Other Fees	13,200	-	-	13,200	13,200	-
TOTAL DUES AND FEES		36,675	16,574	1,937	18,164	18,164	-
TOTAL ADOPTED BUDGET		17,017,091	3,549,646	8,745,142	4,722,303	4,440,294	282,009

**WOODBRIIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 9-30-2023**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	\$31,038	\$28,620		\$88,728	
Intergovernmental	\$68				
Donations					
Other income					
Additions					
Total Revenues:	\$31,107	\$28,620	\$0	\$88,728	\$0
Expenditures:					
Wages, FICA, MERF	\$28,648	\$19,968		\$71,433	
Medical Insurance					
Cost of food sold	\$25,680				
Equipment					
Repairs	\$3,335				
Other Expenses	\$2,401	\$3,577		\$1,783	
Total Expenditures:	\$60,065	\$23,545	\$0	\$73,216	\$0
Year to Date Net Income / (Loss):	(\$28,958)	\$5,075	\$0	\$15,512	\$0
BOE Year to Date Cost of Health Insurance	3,304				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	\$250,048	\$170,883	6,319	\$94,825	\$20,994
Prepaid Expenses					
Accounts Receivable	\$2,763	\$6,250	11	\$3,329	
Intergovernment Receivable	\$59,454		1,219		
Inventory	\$7,830				
Total Assets:	\$320,095	\$177,133	\$7,549	\$98,154	\$20,994
Liabilities:					
Amounts Held As Agent					
Accounts Payable	\$3,459				\$2,600
Deferred Revenue	\$31,580	\$9,115			
Wages Payable					
Due to Other Funds		\$90,063		\$1,174	
Total Liabilities:	\$35,039	\$99,178	\$0	\$1,174	\$2,600
Fund Balance:					
Prior Year Ending Fund Balance	314,014	72,880	7,549	81,468	18,394
Year to Date Income / (Loss)	(\$28,958)	\$5,075	\$0	\$15,512	\$0
Current Fund Balance	\$285,056	\$77,955	\$7,549	\$96,980	\$18,394
	-	0	-	-	-
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Current Fund Balance	\$285,056	\$77,955	N/A	N/A	N/A
Baseline - Minimum Fund Balance (30 days)	\$21,788	\$37,731	N/A	N/A	N/A
Operating Reserve Fund Balance (90 days)	\$65,364	\$113,194	N/A	N/A	N/A
# of Days Expenses in Fund Balance	392	62	N/A	N/A	N/A
Fund Balance Excess	\$219,691	(\$35,239)	N/A	N/A	N/A



September 25, 2023

Vonda Tencza
Superintendent
Woodbridge School District
40 Beecher Road - South
Woodbridge, CT 06525

**RE: Proposal – Beecher Road Elementary School
Write/Issue/Manage RFQ/P for Feasibility Study, Educational Specifications & Grant
Application**

Dear Ms. Tencza,

Construction Solutions Group, LLC (CSG) is pleased to submit a Proposal for the management of a Feasibility Study, Preparation of Educational Specifications, and Submission of a Grant Application to the Office of Grants and Administration (OGA) including the preparation of a professional cost estimate for the Beecher Road Elementary School. Due to projected enrollment, the school administration believes a project will be necessary to accommodate the increase in student population.

In response to your request, CSG has prepared a scope of services to manage the necessary aspects of a study and its subsequent requirements in preparation of a Grant Application to the State. Our responsibilities will include "Owner's Representation" to ensure that the Town of Woodbridge/Board of Education's (Town/BoE's) best interests are prioritized during the course of the project. Our Proposal has been structured to allow the Town/BoE the option to continue to move forward with CSG as identified below should you elect to proceed with future phases of the project.

Anticipated Scope of Services

PHASE I - Preparation of a Feasibility Study RFQ/P with various options

Timeframe: Approximately October 2023 – November 2023

- Write a RFQ/P for architectural services to include the requirement to present various options (i.e. take no action, construction addition and renovate as new, construct new school in same location, construct new school in different location to split the student population)
- Review the final document with School Administration prior to public release
- Conduct a "walk-through" pre-proposal meeting
- Receive and formally respond to questions from the prospective respondents
- Review RFQ/P submissions and prepare a "scoring sheet" including ranking of the respondent's fees
- Manage the contract/purchase order process with the Town/BoE and the selected architectural firm

PHASE II – Manage the Feasibility Study Process

Timeframe: Approximately December 2023 – January 2024

- Coordinate access and "walkthroughs" of the successful architectural firm
- Manage the schedule of deliverables by the selected architectural firm
- Review the final report of the architectural firm including the costs of the various options



EDUCATIONAL SPECIFICATIONS

Timeframe: Approximately January 2024

- Conduct initial meeting with school administration to establish process/schedule of meetings and interviews with staff and administration
- Conduct meetings and interviews with selected staff and administration
- Write the draft Rationale for the Project and Long Range Educational Plan
- Review and write the Enrollment Data and Proposed Project Capacity
- Create the Interior Building Environment narrative
- Write the Building Systems section with input from facility staff interviews
- Write the Site Development section in the context of the feasibility study conclusions
- Create the Program Diagrams and Program Matrix
- Present to the BoE at a regularly scheduled meeting the final version for their approval

GRANT APPLICATION

Timeframe: Approximately February 2024 – June 2024

- Prepare all required forms/documents required for a complete OGA grant application
- Coordinate with Town/BoE officials for signatures
- Coordinate with Town/BoE to obtain access to Core-CT portal for uploading of the Grant Application
- Create a total project budget
- Input the project estimate into BizNet

PRE-REFERENDUM SERVICES

Timeframe: Approximately February 2024 – May 2024

- Assist with providing materials for Town meetings
- Attend public meeting sessions and answer questions
- Address any other requirements the Town/BoE may have

We are sincerely interested in working with you on this project. With CSG, you will be working with an attentive Project Manager, one who will be watching over this project every step of the way.

Fee Structure

In an effort to provide the Town/BoE with exceptional value, we offer the following fee structure.

Phase I (Lump Sum)	\$9,469.00
Phase II (Lump Sum)	\$9,515.00
Educational Specifications (Lump Sum)	\$15,799.00
Grant Application w/Professional cost estimate (Lump Sum)	\$36,295.00
Attend various Town Meetings not identified above (Allowance billed hourly)	\$20,000.00
Pre-Referendum Services (Allowance billed hourly)	\$30,000.00

Billable hourly rates are as follows:

- Project Manager: \$128/hour
- Senior Project Manager: \$153/hour
- Project Executive: \$210/hour
- Administrative: \$88/hour



Hours to be tracked and submitted for review and approval for all allowance related services. Services will be billed monthly.

If additional staffing services are requested, they will be made available at the following hourly rates:
Principal-in-Charge: \$250 | Estimator: \$175

Reimbursable expenses (Billed at actual costs):

Should you have any questions please do not hesitate to contact us.

Sincerely,
CONSTRUCTION SOLUTIONS GROUP, LLC

Jim Giuliano
President

Cc: File

Accepted:

Signed

Print Name

Date