

Agenda

I. Preliminary Business / WebEx Log-in / Motions

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=me6595a310c82d04ca61efebba0665e77>

Meeting Number: 2496 825 4077

Meeting Password: gPcK8i5BpM7

This meeting is being conducted 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*
- E. PTO Update

II. Consent Agenda

- A. Approval of the December 18, 2023 Regular Meeting Minutes
- B. Budget Narrative Report
- C. Budget Summary Report
- D. Budget Detail Report
- E. Combining Financial Statements

III. Reports

- A. Superintendent's Report
 - 1. Approve Building Needs and Space Planning Proposal
 - 2. Special Education Update
 - 3. BRS Update
- B. BRS Town Building Committee Update
- C. Facilities Committee Report
- D. Finance Committee

- E. Policy Committee / Adopt Policies
 - 1. 9132.4 Finance Committee
 - 2. 3515 Operations Use of School Facilities
- F. CAFE Liaison Report
- G. Upcoming Meeting Presentation(s): Math Update and Kindergarten Entrance

IV. **New Business**

- A. Accept Certified Staff Retirements

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**

BOARD OF EDUCATION REGULAR MEETING JANUARY 16, 2024

CONSENT AGENDA

Move approval of the Consent Agenda as presented.

BUILDING NEEDS AND SPACE PLANNING PROPOSAL

Move that we approve the Building Needs and Space Planning Proposal as presented and authorize the Superintendent to enter into a contract with CSG (Construction Solutions Group) and to fund Phase 1 and II from the 2023/24 Operating Budget.

2025/30 CAPITAL BUDGET AMENDMENT

Move that we amend the 2025/30 Capital Budget to include the costs associated with Phases III-V of the Building Needs and Space Planning Proposal from CSG (Construction Solutions Group).

POLICY ADOPTION – 9132.4 FINANCE COMMITTEE

Move that we adopt Policy 9132.4 as revised.

POLICY ADOPTION – 3515 OPERATIONS USE OF SCHOOL FACILITIES

Move that we adopt Policy 3515 as revised.

CERTIFIED STAFF RETIREMENTS

Move that we accept the retirement of Monique MacDonald effective June 30, 2024 with regret.

Move that we accept the retirement of Louise Golden effective June 30, 2024 with regret.



Maria Federico Madonick
531 Amity Road
Woodbridge CT 06525
MFedericoMadonick.Woodbridge@gmail.com

January 3, 2024

Stephanie Ciarleglio
Town Clerk, Woodbridge, CT
11 Meetinghouse Lane
Woodbridge, CT 06525
SCiarleglio@woodbridgect.org

Lynn Piascyk
Chair, Woodbridge Board of Education
40 Beecher Road
Woodbridge, CT 06525
Lpiascyk@woodbridgeps.org

Mica Cardozo
First Selectman Woodbridge, CT
11 Meetinghouse Lane
Woodbridge CT 06525
MCardozo@woodbridgect.org

Dear Mica, Lynn, and Stephanie,

Subsequent to my election and swearing-in to the Board of Selectmen in Woodbridge, I am resigning from my previous position on the Woodbridge Board of Education effective 1/1/2024.

It has been an honor to serve the town and school district and an even greater honor to have served beside such esteemed colleagues. I look forward to continuing to serve the town of Woodbridge in my new role.

With Gratitude,



Maria Federico Madonick DNAP APRN CRNA

MINUTES OF THE HYBRID REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Monday, December 18, 2023

Via WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mcfbc5ee1fdb2a15492f25bb6256d62a9>

Meeting Number: 2483 376 6506 Meeting Password: EMbYBpgq553

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); Ms. Sarah Beth Del Prete, Secretary (remote); Dr. Jay Dahya (in-person); Ms. Brooke Hopkins (remote); Mr. Steven Lawrence, (in-person), Dr. Michael Strambler (in-person) and 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. Piascyk acknowledged receipt of an email from a BRS parent regarding Advanced Math.

PUBLIC COMMENT

John Hall spoke regarding the Advanced Math and the spotty implementation of enrichment for Grade 6 students. What is being done differently this year with implementation of the new criteria and what is slated for next year. With only a handful of students serviced, this is not a sustained program nor is it one for future years.

Cindy Kruger – there are curriculum issues with both Math and Reading and there needs to be better communication to parents on a regular basis.

PTO Update – Ms. Kruger noted the written report in [BoardBook](#) inclusive of various program offerings, budget updates, executive board members and volunteers.

CONSENT AGENDA

MOTION #1 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Dr. Madonick

Second by Mr. Lawrence

UNANIMOUS

Board Member Recognition – Superintendent Tencza and Ms. Piascyk acknowledged the numerous contributions of Dr. Madonick as this was her last meeting since her recent election to the Board of Selectmen. Dr. Madonick was very active in the PTO prior to her election to the WBOE in July of 2021. During this time, Dr. Madonick served as Vice Chair, Chair of the Policy and Ad Hoc Enrollment, Instructional Needs and Space Planning Committees and a member of the Finance Committee. Dr. Madonick extended a sincere thank you to the Board for their collaboration during her tenure on the Board.

Superintendent Report – Superintendent Tencza noted the primary focus in December has been on development of the 2024/25 budget proposal and minimal changes in enrollment.

2024/25 Calendar – Superintendent Tencza outlined the proposed calendar developed in collaboration with the BOWA districts. Amity asked BOW districts to add a full vacation week in February for the benefit of Amity student interns and BOA have unanimously agreed to a minimum day before the December holiday break. It was questioned why February vacation is not used for make-up days.

MOTION #2 – 2024/25 CALENDAR

Move that we approve the 2024/25 calendar as presented.

Dr. Dahya

Second by Dr. Madonick

UNANIMOUS

Building Needs and Space Planning Proposal – Superintendent Tencza reviewed the proposals for development of an RFP to address the enrollment and space issues. It was the recommendation of administration that Construction Solutions Group be the selected firm.

MOTION #3 – BUILDING NEEDS AND SPACE PLANNING PROPOSAL

Move that we approve the Building Needs and Space Planning Proposal as presented and authorize the Superintendent to enter into a contract with CSG (Construction Solutions Group).

Mr. Lawrence
Second by Dr. Madonick

Questions were raised relative to what the differences were between the two proposals, phasing options, Town versus BOE financial responsibility, overall oversight of the project and ensuring that the project was approached from an educational perspective. Based on the discussion, the motion was amended.

MOTION #3A – BUILDING NEEDS AND SPACE PLANNING PROPOSAL

Move that we recommend to the Board of Selectmen retaining CSG (Construction Solutions Group) to conduct the preparation of a feasibility study RFQ/P with Ed Specs and Grant applications.

Mr. Lawrence
Second by Dr. Madonick
UNANIMOUS

BRS Update – Ms. Sherman noted that in the coming year some classroom supplies will be ordered in bulk. Also noted were the creative solutions the Library / Media Specialist is using to manage the volume of books and maintaining order in the library, assorted professional development activities, CMEA regionals and the winter band/choir concerts. A new Grade 6 teacher has been hired and will start in January.

Town Building Committee Update – Ms. Coonan noted that the roofing and grounds projects were ratified by the Board of Selectmen and moved forward to the Board of Finance for action at their December 21 meeting. It is anticipated there will be a special town meeting for action on the roof and grounds projects on either January 3 or 4.

Curriculum Committee – Dr. Strambler reviewed the December 14 meeting inclusive of the Kindergarten age admission change to September 1, development of an assessment rubric encompassing social / language skills, literacy, numeracy, motor etc. as well as some level of parent input in process with communication disseminated to parents later this week. Also noted was the rejection of the reading waiver and moving the math update from January to February.

Policy Committee – Dr. Madonick reviewed the December 4 meeting inclusive of the two policies approved earlier on the Consent Agenda – the Finance Committee and Building Usage. We are awaiting guidance from the CSDE on Title IX and the safe school climate report which are slated for review in the spring.

CABE Liaison Report – No report

Finance Committee – Mr. Lawrence reviewed the December 12 meeting inclusive of the standard monthly reports. The 2025/30 Capital Budget Proposal reviewed at the November meeting was presented for approval.

MOTION #4 – 2025/30 CAPITAL BUDGET

Move that we approve the 2025/30 Capital Budget as presented on November 20, 2023 for submission to the Town for their consideration.

Mr. Lawrence
Second by Ms. Williamson
UNANIMOUS

2024/25 Superintendent Operating Budget – It was noted that additional information on contractual vs discretionary funding has been included based on the discussion at the November 20 Board meeting. It was suggested that additional paras be added as well as one classroom teacher for Grade 1, decreasing intermediate grades class sizes to a maximum of 20 students per class and additional staff training in Responsive Classroom. The 2024/25 Budget will be acted on at a Special Meeting in January.

Upcoming Meeting Presentation – Update on Special Education.

Upcoming WBOE Committee / Meeting Schedule – Facilities Committee on January 4 at 7:30 AM, Finance Committee on Tuesday, January 9 at 4:30 PM, the Special WBOE meeting to adopt the 2024/25 budget on January 3, 4, 8 or 9 at 7:00 PM and the regular WBOE Meeting January 16 at 7:00 PM.

NEW BUSINESS – None

PUBLIC COMMENT – None

MOTION TO ADJOURN: (9:47 PM)

Ms. Williamson

Second by Mr. Lawrence

UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge Public School's 2023-2024 Budget Narrative

January 7, 2024

The attached financial reports represent six months (50%) of the fiscal year.

100 Series Salaries - Salaries represent 61% of the budget. Two teacher resignations which are currently being filled by substitutes are giving us additional salary savings in this category. We are currently down five paras. We have not yet been able to hire a part time school Psychologist, so we decreased the estimate of what we will spend in that category for the year. We are recording the new SRO position in non-certified salaries. The net of all these items has us showing \$155K of salary savings on the year which is about \$15K more than the prior month.

200 Series Benefits – Benefits are 21% of our budget is based on the elections of last year's staff. Our insurance expenses are running on track with the budget. Continued vacancies have us trending toward some savings in CMERS and payroll taxes.

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. With the two previously mentioned teacher vacancies being staffed by long term substitutes, this line is trending \$15K over budget. We still have the savings from employing our School Resource Officer directly and not as a Professional Service giving this category a net \$122K savings on the year which is not materially changed from the the prior month.

400 Series Purchased Property Services - Purchased Property Services are 4% of the total budget and have been increased over the previous year to keep up with higher natural gas prices. The winter has not been too cold yet, so we may be in for additional savings in our natural gas budget line, but it is still early to try and predict. We are still conservatively showing a \$25K savings in utilities. This could go higher, but the Town has indicated that they may have found a way to fill the pool this year, so it's best to wait and see how that goes before predicting additional savings. Total savings of \$8K is not materially changed from the prior month.

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, as well a small amount of saving in Internet expense. We signed a contract with ACES for some additional outplaced tuition which puts this category over budget by \$55K. This category was on track last month.

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. Testing supplies is bringing this category about \$2K over budget 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, but have committed about \$8K of that savings to additional technology purchases, leaving us with a \$37K savings in this category. Technology staff is planning to request the use of these funds and we will update this category as plan is made.

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. We anticipate utilizing all available fund.

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 12-31-2023**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	10,298,303	239,196	83,514	155,682
200	TOTAL BENEFITS	3,497,674	1,492,624	1,463,672	28,952
300	TOTAL PROFESS. SERVICES	522,182	351,539	229,787	121,751
400	TOTAL PROPERTY SERVICES	728,899	368,505	360,063	8,442
500	OTHER SERVICES	1,512,357	325,028	379,645	(54,617)
600	SUPPLIES & MATERIALS	322,601	104,751	107,374	(2,623)
700	TOTAL PROPERTY SERVICES	98,400	74,096	37,096	37,000
800	TOTAL DUES, FEES, MISC.	36,675	14,374	14,374	-
TOTAL ADOPTED BUDGET		17,017,091	2,970,112	2,675,526	294,586

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	41,800	2,486	2,486	-
510	TRANSPORTATION	225,274	3,633	-	3,633
560	TUITION SPECIAL ED	328,480	15,388	88,623	(73,235)
SPECIAL EDUCATION CARVEOUT		595,554	21,507	91,109	(69,602)

SUMMARY	
Special Ed Surplus / (Deficit)	(69,602)
Under / (Over) Spending in OTHER programs	364,188
Total Surplus / (Deficit) Projected	294,586

WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED December 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	541,578	411,708	11,579		11,579
120	Teachers - Regular	5,808,080	2,504,583	3,145,714	157,783	67,000	90,783
120	Teachers - Special Education	948,002	427,293	522,209	(1,500)		(1,500)
1201	Psychologist	201,290	47,640	89,325	64,325	25,000	39,325
1203	Counselor	52,573	32,352	33,953	(13,732)		(13,732)
Sub-Total Certified Salaries		7,974,810	3,553,447	4,202,908	218,455	92,000	126,455
1303	Custodians	450,218	254,898	182,398	12,923	14,000	(1,077)
140	Nurses	170,995	74,052	98,275	(1,332)		(1,332)
150	Secretaries, Clerical	383,229	207,844	170,643	4,743	3,014	1,729
160	Paraprofessionals	581,232	242,199	292,480	46,553		46,553
1601	Special Education Paraprofess.	545,517	223,772	278,993	42,752	(28,000)	70,752
170/10	Salaries OT / PT	60,793	47,657	64,987	(51,851)		(51,851)
190	IT Manager	79,568	45,681	33,500	387		387
190	Salaries, Miscellaneous	51,941	40,236	45,139	(33,433)	2,500	(35,933)
Sub-Total Non-Certified Salaries		2,323,493	1,136,339	1,166,414	20,741	(8,486)	29,227
TOTAL SALARIES		10,298,303	4,689,785	5,369,322	239,196	83,514	155,682
220	FICA	303,375	142,066	-	161,309	152,129	9,180
230	CMERS	498,265	174,742	-	323,523	301,899	21,624
270	Medical Insurance	2,649,631	1,665,890	450	983,291	983,291	-
280	Life Insurance	29,353	15,329	-	14,024	15,876	(1,852)
2902	Other Employee Benefits	17,050	6,573	-	10,477	10,477	-
TOTAL BENEFITS		3,497,674	2,004,600	450	1,492,624	1,463,672	28,952
320	Professional Development	45,425	4,470	171	40,785	40,785	-
330	Legal Fees	62,000	14,769	8,555	38,677	38,677	-
340	Software Support	26,959	7,162	11,250	8,547	8,547	-
350	Substitutes	143,000	71,386	-	71,614	86,614	(15,000)
390/01	Consultant Services	41,800	4,180	35,135	2,486	2,486	-
3902	Financial Audit	32,680	-	-	32,680	32,680	-
390	Other Prof/Tech. Services	170,318	9,000	4,567	156,751	20,000	136,751
TOTAL PROFESSIONAL SERVICES		522,182	110,967	59,676	351,539	229,787	121,751
410/01	Utilities - Electric and Water	205,500	71,223	-	134,277	109,277	25,000
420	Heating	151,602	31,179	-	120,423	120,423	-
430	Repairs and Maintenance	72,000	32,493	11,724	27,783	27,783	-
450	Leases and Rentals	109,123	80,878	-	28,245	40,745	(12,500)
4501	Building Improvements	-	-	4,058	(4,058)	-	(4,058)
490	Other Purchased Services	27,412	14,820	-	12,592	12,592	-
4901	Service Contracts	163,262	71,459	42,559	49,244	49,244	-
TOTAL PROPERTY SERVICES		728,899	302,052	58,341	368,505	360,063	8,442
510	Pupil Transportation-Regular	457,642	233,054	-	224,588	224,588	-
510	Pupil Transportation-Spec. Educ.	225,274	81,719	139,921	3,633		3,633
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	9,357	-	7,713	8,513	(800)

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED December 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	16,562	-	10,938	8,800	2,138
537	Postage	4,400	2,401	594	1,405	1,405	-
540	Advertising	1,000	-	-	1,000	-	1,000
550	Interns	57,000	23,650	-	33,350	33,350	-
560	Tuition - Wintergreen	6,000	-	-	6,000	6,000	-
560	Tuition - Out of District	328,480	118,825	194,267	15,388	88,623	(73,235)
590	Other Purchased Services	13,950	5,340	244	8,366	8,366	-
TOTAL OTHER PURCH SERVICES		1,512,357	701,459	485,870	325,028	379,645	(54,617)
610	Instructional Supplies	115,185	48,847	20,175	46,163	46,163	-
620	Computer Software	73,796	41,880	-	31,916	31,916	-
625	Supplies Nurses	5,370	2,181	8	3,180	3,180	-
630	Supplies Custodial	52,300	25,202	34,070	(6,972)	(6,972)	-
635	Supplies Office	12,800	1,344	-	11,456	11,456	-
640	Books and Audio Visual	16,000	-	10,257	5,743	5,743	-
645	Subscriptions	26,500	8,361	2,389	15,750	15,750	-
650	Testing	17,650	15,642	4,129	(2,120)	503	(2,623)
690	Misc. Supplies - DW Security	3,000	3,320	44	(364)	(364)	-
TOTAL SUPPLIES & MATERIALS		322,601	146,778	71,072	104,751	107,374	(2,623)
730	Equipment - Office	-	-	-	-	-	-
732	Computer Hardware	76,500	11,154	6,463	58,883	21,883	37,000
735	Equipment - Teaching	10,900	-	1,929	8,972	8,972	-
740	Equipment - Building	5,000	989	164	3,847	3,847	-
745	Furniture	6,000	3,606	-	2,394	2,394	-
TOTAL PROPERTY		98,400	15,749	8,555	74,096	37,096	37,000
810	Dues and Fees	23,475	18,595	3,639	1,241	1,241	-
900	Other Fees	13,200	67	-	13,133	13,133	-
TOTAL DUES AND FEES		36,675	18,662	3,639	14,374	14,374	-
TOTAL ADOPTED BUDGET		17,017,091	7,990,053	6,056,925	2,970,112	2,675,526	294,586

**WOODBRIIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 12-31-2023**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	\$116,924	\$143,062	\$7,724	\$88,728	
Intergovernmental	\$53,547				
Donations				\$1,000	
Other income					
Additions	\$0	\$0	\$0	\$0	\$0
Total Revenues:	\$170,471	\$143,062	\$7,724	\$89,728	\$0
Expenditures:					
Wages, FICA, MERF	\$83,499	\$81,077		\$71,432	
Medical Insurance					
Cost of food sold	\$78,874				
Equipment	\$0	\$3,968			
Repairs	\$10,269				
Other Expenses	\$2,561	\$17,554	\$14,263	\$2,462	
Total Expenditures:	\$175,204	\$102,598	\$14,263	\$73,895	\$0
Year to Date Net Income / (Loss):	(\$4,733)	\$40,463	(\$6,539)	\$15,833	\$0
BOE Year to Date Cost of Health Insurance	\$6,218				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	\$310,924	\$166,896	\$1,403	\$94,153	\$20,994
Prepaid Expenses					
Accounts Receivable	\$7,628	\$250	\$11	\$3,329	
Intergovernment Receivable	\$52,586				
Inventory	\$7,830				
Total Assets:	\$378,968	\$167,146	\$1,414	\$97,482	\$20,994
Liabilities:					
Amounts Held As Agent					
Accounts Payable	\$3,459		\$404		\$2,600
Deferred Revenue	\$28,132	\$8,065			
Wages Payable	\$38,096				
Due To Other Funds		\$45,737		\$181	
Total Liabilities:	\$69,687	\$53,802	\$404	\$181	\$2,600
Fund Balance:					
Prior Year Ending Fund Balance	\$314,014	\$72,880	\$7,549	\$81,468	\$18,394
Year to Date Income / (Loss)	(\$4,733)	\$40,463	(\$6,539)	\$15,833	\$0
Current Fund Balance	\$309,281	\$113,343	\$1,010	\$97,301	\$18,394
	-	-	-	-	-



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

Special Education Update

Woodbridge School District

January 16, 2024

Carrie Borcharding
Director of Special Services

Tonight's Presentation

- Why is our work important?
- Current numbers (students, referrals, staff)
- Staffing Trends
- Staff Evaluation Process
- Special Education vs. 504
- Process for Referral
- Current Programming at BRS
- Building Independence
- Questions

Purpose of Special Education

- To allow students with disabilities to access the general education curriculum similarly to their typical peers
- To provide learning opportunities and strategies for students to play on their strengths
- To support students as they develop independence through both direct instruction and specific accommodations
- To allow students with disabilities to advocate for their specific learning needs as they identify their learning challenges
- To provide access to standards based curriculum and materials at an appropriate instructional level

Who Are We?

- PK-6 Total Population of BRS: **876**
- Pre-School: **18** students (Special Ed/ General Ed)
- Students Receiving Special Education: **113** (12.9% of school)
- Students Receiving 504 Services: **56** (6.4% of school)

(as of 1/2/24)

Who Are We? Disability in Percentage by Category

Disability Category	2022-2023 % by Category	2023-2024 % by Category
Autism	19%	22%
Developmental Delay	6%	2%
Emotional Disability	2%	2%
Hearing Impairment	2%	2%
Intellectual Disability	2%	1%
Multiple Disability	1%	1%
Other Health Impairment	4%	6%
Other Health Impairment- ADD/ADHD	18%	16%
Specific Learning Disability	23%	23%
Specific Learning Disability- Dyslexia	10%	9%
Speech and Language Impairment	11%	14%
Visual Impairment	2%	2%

Who Promotes Our Purpose of Special Education

TEACHERS

Pre-K	1
Resource Room (K-2, 2, 3, 4, 5, 6)	6
Intensive Resource (4-6)	1
Social Emotional Learning (K-2, 3-6)	2
Life Skills (K-3, 4-6)	2

RELATED SERVICES

Social Work	1.5
Psychologist	2.5
Speech Pathologist	2.5
Occupational Therapist	1
Physical Therapist	6.5 hrs /wk
Paraprofessionals (currently assigned/filled in Special Education)	25

How Do We Support The Whole Learner?

- Constant collaborative effort between General Education and Special Education Teams
 - Teacher and related service providers attend grade level meetings to support current content needs
 - Classroom accommodations and modification needs discussed
 - General Education Teachers differentiate to the vast needs of their learners
- Consultation and collaboration with families
 - Updates, emails and progress monitoring shared with families
 - Sharing of outside of school resources to support specific student needs
- Continuous reflection and professional learning
 - Staff participate in professional development activities related to academics, literacy, and language specific to both special education and current general education practices

What Professional Learning Has Been Provided?

- Science of Reading
- Structured Literacy from CREC
- Epilepsy Training
- Wilson Training
- Unique Learning Systems
- ASHA Conference (Speech Pathologists)
- SONDAY Literacy Training
- Heggerty for PreK Program
- Everyday Speech
- Social Thinking
- Visualizing/Verbalizing
- On Cloud 9 Math Training
- Sensory Room Design
- CT Bureau of Special Education Back to School Meeting
- CT SEDS Database
- Teacher Evaluation Process
- Master Teacher Online Training
- Introduction to Behavior
- Physical Management Training (PMT)
- Dyslexia Identification - PSW
- Dyslexia Eligibility and Cognitive Evaluations
- Functional Behavioral Assessments/ Behavior Intervention Plans

Who Supports Our Special Education Staff?

Administrator	2022-2023 Supervision	2023-2024 Supervision
Analisa Sherman	25 Teachers	22 Teachers 7 Paraprofessionals
Jimmy Sapia	32 Teachers	24 Teachers 3 Paraprofessionals
Cheryl Tafel		23 Teachers 7 Paraprofessionals
Carrie Borcharding	21 Teachers	14 Teachers 22 Paraprofessionals

How Is Our Time Spent Working On This Process

	2022-2023	2023-2024
Total PPTs July- Dec	121 Total (Carrie- 117)	100 Total (Cheryl- 57 Carrie- 43)
Referrals (July- Dec.)	31 Total	21 Total
Types of Referrals	* Parent- 18 (8 to evaluation) * School- 13 (11 to evaluation)	* Parent- 15 (4 to evaluation) * School-6 (5 to evaluation)

Considerations:

- SRBI process
- Consolidation of PPT meetings
- Team planning meetings
- Fewer parent referrals resulting in evaluation
- Building student independence
- Eligibility discussions resulting in 504

Eligibility: Special Education vs. 504

Special Education	504
<ol style="list-style-type: none">1. Have at least one of the documented disabilities under IDEA (13 categories)2. Disability must affect educational performance and/or ability to learn and benefit from general education curriculum.3. Student must require specialized instruction to make progress in school.	<ol style="list-style-type: none">1. Have a documented disability2. Disability must interfere with the ability to learn in the general education classroom. <p>* Broader definition than IDEA, however disability must “substantially limit 1 or more basic life functions”</p>

Service Needs: Special Education vs. 504

	Special Education	504
Direct Service	<ul style="list-style-type: none">-Specific goals and objectives are required for the student to make progress in general education-Provided by Special Education Teacher	<ul style="list-style-type: none">-Not part of 504- Accommodations to the environment or presentation of materials allows student to access similarly to their peers
Related Service	Speech, OT, PT, Counseling are provided for student to access the General Education Environment	Can be provided but are typically the exception
Documents	Yearly reviews and 3 year evaluations required	Should be reviewed yearly for changes

How Do We Identify Students For Special Education

Referral to Special Education

- Parents can refer based on concerns from home or school
- Teachers can refer based on current performance data or specific concerns
- SRBI team can refer based on completion of SRBI cycles and student response to intervention
- Timeline (45 days) begins with referral

Determining Eligibility

- Planning and Placement Team 1 (PPT1)-
 - Team convenes, data review, consider student needs, determine if evaluation necessary
- Outcomes of PPT1:
 - 1. Student goes to evaluation
 - 2. Student does not move forward in process, and returns to Gen Ed/SRBI monitoring or could be referred to the 504 team

What Happens Once Students Are Identified?

- PPT 2
 - Occurs within 45 school days, to allow evaluations to be completed
 - Evaluations reviewed
 - Eligibility discussed- checklists/requirements for disability categories
 - Goals/Objectives presented
 - Specific, Measurable, Achievable within 1 year
 - LRE (Least Restrictive Environment)
 - Student-Needs Driven
 - Accommodations and Service Delivery with a Special Education Teacher and/or related service provider
- Annual Review
 - Yearly Review of current performance
 - Progress monitoring reported at report card intervals
- Triennial Evaluations
 - Every 3 years (minimum) evaluation and eligibility determination reestablished

How Are Services Delivered?

- Push-in supports: Special education teacher and/related services staff provide direct instruction in the general education classroom
- Pull-out supports: Students attend individual/small group instruction by a special education teacher in the Resource Room Setting
- Direct Teaching: ABA style approach to instruction, such as discrete trial training
- Co-treatment: Service provided simultaneously by a special education teacher or related service providers
- Self-contained supports: Supports and the majority of the day spent in a location without typical peer models

What Are Our Current Programs?

- **Life Skills:**
 - Loosely based around a self-contained model to focus on academics and building independence while accessing the alternative assessment and state standards
 - Integrating a tiered curriculum, Unique Learning Systems, based on grade level units
 - Focus on increased student independence and decreasing adult support and prompting
- **Social Emotional Learning:**
 - Resource Room and alternative location to the general education setting when students require an opportunity to work on self-regulation and coping strategies
 - Students participate in Skill Building and/or counseling strategies to be generalized in the regular education setting (Curriculum: Everyday Speech, Social Thinking)
 - Significant focus on decreasing adult support and building independence
- **Academic Support/ Related Services**
 - Conducted through the Resource Room instruction or push-in services
 - Utilizes classroom content materials to support skill development and generalization
 - Variety of methods and strategies provided
 - Academic Support: Structured Literacy Programing, Math Support. Reading Comprehension, Executive Functioning, Written Expression and Language Support
 - Related Services: OT, PT, Speech and Language, Social Skills, Counseling

Constant Theme: Independence!

“The goal of paraprofessionals should be to work themselves out of a job.”

Our most important job as educators is preparing students to succeed in life. They must become capable of succeeding without our help. That’s why **the most important role of paraprofessionals in special education is helping students become independent learners.**

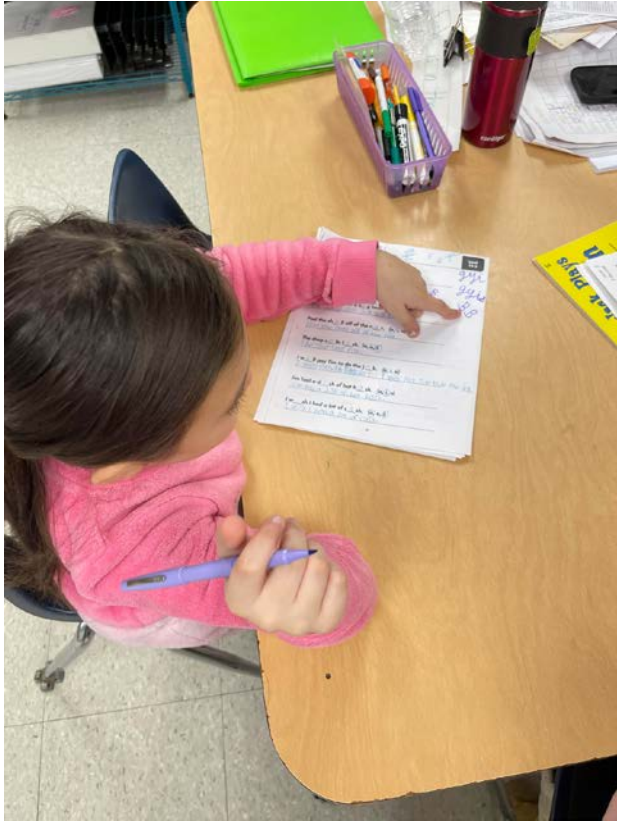
- Focus Area 1- Paraprofessionals
 - Paraprofessional needs and supports as it relates to independence
 - PD for all paraprofessional staff on behavior interventions, student need and supports
 - Data collection throughout the school day by supervisors
- Focus Area 2- Life Skills Program
 - Building Independence within the school day
 - Curriculum to align with alternative standards (Unique Learning Systems)
 - Student participation and alignment across related services
 - Observations and restructuring of Life Skills Classroom needs

<https://thrivealliancegroup.com/role-of-paraprofessionals-in-special-education/>

<https://inclusiveschools.org/resource/avoiding-over-use-of-paraeducator-support-for-individual-students/>

What Does Programming Look Like In Action?





Additional Materials

- Example parent newsletter (attached PDF)
- Student work sample- writing assignment (attached PDF)
- [Unique Learning Systems Curriculum](#)
- [IEPs vs. 504 Resource](#)
- [Building Independence Overview](#)
- [Inclusive Schools- Paraprofessional article](#)

Questions?

WBOE FACILITIES COMMITTEE HYBRID MEETING MINUTES

Thursday, January 4, 2024

Superintendent's Conference Room

Via WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=me76a407ee16bfd6a91d475fc091539fa>

Meeting Number: 2484 422 7159 **Meeting Password:** RdqHnt2MS23

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

BOARD MEMBERS PRESENT: Mr. Jeff Hughes (remote); Ms. Lynn Piascyk (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 recently accomplished in his monthly report. Highlights included the refrigerant line replacement for the walk-in freezer and compressor replacement in the walk-in cooler; completion of the air quality assessment, motor unit repairs, heat exchange gasket repair, K-wing roof repairs, wiring repairs related to exterior pole lighting, malfunctioning valve actuator, playground / swing repairs and keycard/door upgrades and monitoring of water pressure / treatment fluctuations. It is anticipated an upgrade of the PA system will commence shortly.

Meeting Adjourned (8:01 AM).

MINUTES OF THE HYBRID WBOE FINANCE COMMITTEE MEETING

Tuesday, January 9, 2024

<https://woodbridgeps..webex.com/woodbridgeps/j.php?MTID=maef4c72941b4459c8a47a2f6fb6db4ae>

Meeting number (access code): 2480 932 0148

Meeting password: 6H3fNX6mtJp

Attendees: Vonda Tencza, Superintendent; Steven Lawrence (in-person); Lynn Piascyk, (in-person); Sarah Beth Del Prete (in-person), Erin Williamson (remote 4:34 PM); WBOE; Donna Coonan, Business Operations Manager; and Marsha DeGennaro, Clerk of the Board.

Mr. Lawrence, Chair called the meeting to order at 4:33 PM.

Public Comment: None

Items reviewed and discussed included the monthly financials inclusive of the FY Budget Narrative, Summary and Detail Financial Reports. Financials are running close to budget with significant savings identified in certified / non-certified salaries / vacancies, the switch of the SRO model, workmen's compensation, and technology. Increases occurred in substitutes and special education. It is anticipated that if things continue to hold steady, there could be a projected surplus upon completion of the 2023/24 school year.

Review of 2023/24 Budget Process – there was general agreement the extra time allotted from the Town was beneficial. It was suggested that communication occur with the Town to push the budget process out to the beginning of February versus January.

Public Comment: None

Meeting Adjourned: 5:03 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.
- **Recommending annual *Capital and Operating* budget ~~schedules~~ *calendar* of the Board of Education**

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

Business/Non-Instructional

Operations Use of School Facilities

The Board encourages programs that benefit the community and its school children and supports such programs through the use of its facilities.

The building and grounds of the school district are public property. The Board of Education may allow their use for purposes other than education when they are not in use for school purposes.

The Board of Education may grant the use of the school facilities for activities of an educational, cultural, civic, social, recreational, governmental and general political nature which are sponsored by responsible local persons, organizations, agencies, or institutions, as permitted by law.

~~In collaboration with the school district, the Recreation Commission may determine whether the building or grounds is to be used by another organization or group.~~ **The Woodbridge Board of Education and the Recreation Department have had a collaborative arrangement whereby the use of the town and school fields are shared, as reasonably available, without any charges or fees, except for the necessary custodial overtime costs related to the activity or event. This arrangement shall continue with the mutual agreement of the parties.**

Types of Activities Which Will Not be Permitted

1. Activities propagating the overthrow of the United States the State of Connecticut, or local governmental agencies.
2. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment of the schools.
3. Any purpose, which is in conflict with school activities.
4. Any activity, which includes commercial advertising, **unless approved by the Superintendent.**
5. Fund-raising campaigns except as permitted by Board of Education policy or by special action of the Board of Education.
6. Activities, which are discriminatory in the legal sense.
7. Any activity that would include alcoholic beverages, **illegal and/or recreational drugs or tobacco** on school grounds or in the building.

Application for Use of the Building or Grounds

1. Application for all activities will be filed on the prescribed form in the Principal's Office or the Office of the Superintendent.
2. The Superintendent or ~~his/her~~ designee will have the right to act on all applications. The Superintendent, however, may refer any individual request to the Board of Education ~~or the Recreation Commission~~ for its action.
3. All fees and policies associated with the use of facilities by other than school groups shall be set by the Superintendent.
4. A schedule of costs/fees for activities in the school or on its grounds outside the hours of the school day is provided in the attached regulations.

Legal Reference: Connecticut General Statutes

[10-239](#) Use of school facilities for other purposes.

Equal Access Act, 20 U.S.C. ss 4071-4074.

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

Policy adopted: ~~February 24, 2014~~

WOODBIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Woodbridge Board of Education

40 Beecher Road South, Woodbridge, CT 06525



Lynn Piascyk, Chair

Steven Lawrence, Vice Chair

Dear Distinguished Members of the Education Committee:

As a bi-partisan Board of Education of Woodbridge, Connecticut, we are writing to request that during this short session, a bill be brought forth exempting high performing school districts from the *Right to Read* legislation that passed in 2021.

We understand and commend the legislature on this well intended legislative effort to ensure that all children in Connecticut can achieve success in reading. However, as implemented, school districts already achieving this goal are now being forced to spend valuable time and financial resources purchasing a reading program to solve a problem that we do not have.

Woodbridge is proud of our consistent pattern of student growth, achievement, and exemplary student assessment data. For the 2022-2023 school year, Beecher Road School ranked Number 1 in DRG B for both areas of ELA and Mathematics in the Smarter Balanced Assessment. An incredible 81.7% of our students scored in the meets/exceeds range in ELA and an equally impressive 80.7% of students scored in the meets/ exceeds range in Mathematics. These consistently high levels of achievement, year after year, help us understand that our current instruction and resources are effective with our learners. What we are doing works, and other districts frequently reach out to learn from us.

Despite our high scores, Woodbridge staff are committed to implementing all aspects of effective literacy instruction that focus on the Science of Reading. While many of these practices are not new to our staff, we re-committed ambitious efforts to immerse all administrators and staff in deep learning around the tenets of the Science of Reading, as we recognize that despite outstanding data points, we are not done yet. We still have struggling students to reach, and we still have talented learners to grow even further. In the summer of 2023 we involved over 30 teachers in literacy curriculum development to ensure alignment with SoR strategies, and continue to foster current professional learning throughout this year around the Science of Reading through a whole-school book study. Additionally, BRS campaigned diligently to become part of the third cohort of the CSDE/CAPSS Master Class Science of Reading, and also involved additional administrators and staff in separate and aligned professional learning sessions this year around the Right to Read. As a district we are systematically and explicitly ensuring that we are reaching all learners and striving to learn new ways to facilitate growth in literacy for all children.

If the goal of this legislation is to ensure that all children in Connecticut can achieve success in reading, then Woodbridge and other high performing districts should be commended for the fact that we are already meeting this goal, not required to purchase a costly program.

We appreciate your time and consideration of this important matter and would be more than happy to speak with you further about this important issue.

Sincerely,

Lynn Piascyk, Steven Lawrence, Sarah Beth Del Prete, Dr. Jay Dahya, Lauren Francese, Brooke Hopkins, Jeff Hughes, Dr. Michael Strambler and Erin Williamson