

Agenda

I. Call to Order / WebEx Login

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m13e3be3132a4fb72bfa04752f607a3d5>

Meeting Number (access code): 2482 453 5301

Meeting Password: tY9N22AZuJh

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

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

III. Items for Discussion

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

IV. Update on 2024/25 Budget Process

V. 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*

VI. Adjourn

Woodbridge Public School's 2023-2024 Budget Narrative

March 7, 2024

The attached financial reports represent seven months (67%) of the fiscal year.

100 Series Salaries - Salaries represent 61% of the budget. Although the total salary savings remains close to the prior month we had some changes within the line items. We moved \$36K of a social worker to a grant that needs to be used up this year, and we accrued some retirement payouts that we think we will have at the end of this year. We continue to average between 4-7 vacant paras and a part time Psychologist remains vacant. We are record the new SRO position in non-certified salaries. The net of all these items has us showing \$132K of salary savings on the year.

200 Series Benefits – Benefits are 21% of our budget is based on the elections of last year's staff. This month we doubled our estimated savings in the benefits category. Our insurance expenses continue to run close to the budget. Continued vacancies have us trending upward to additional savings in CMERS and payroll taxes. We are now estimating \$143K of savings over \$71K in the prior month. A combination of para vacancies and the CMERS rate coming in 4% less than budgeted is driving the most of these savings.

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. Our substitute line is \$14K over budget. Our SPED consultant line is \$13K over budget since we are down a part time Psychologist, we are contacting out more evaluations. We still have the savings from employing our School Resource Office giving this category a net \$78K savings. This is about \$22K less than December due to planning for some additional temporary part time accounting help and a consultant to help facilitate a community survey related to the community's interest in school building project.

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 combination of mild to average winter coupled with the pool being empty for 6 months has allowed us to increase our utility savings estimate. Total saving in this category is similar to the prior month at \$49K.

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. Outplaced tuition and transportation expenses continue are steady at the moment and we are now estimating that this category will go over budget by \$107K. This overage is \$7K larger than 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 were able to reduce a large custodial supplies purchase order that put this category back on track.

700 Series Furniture and Equipment - This category represents 6/10 of one percent of the budget and we anticipate utilizing all of the funds before the end of the fiscal year. Previously we were showing a savings due to the pre-purchase of some student devices with last year's surplus, but we now anticipate spending all of the funds.

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 02-29-2024**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	10,298,303	251,999	119,306	132,693
200	TOTAL BENEFITS	3,497,674	1,273,141	1,129,319	143,822
300	TOTAL PROFESS. SERVICES	522,182	270,833	192,759	78,074
400	TOTAL PROPERTY SERVICES	728,899	300,973	251,955	49,018
500	OTHER SERVICES	1,512,357	27,297	134,096	(106,798)
600	SUPPLIES & MATERIALS	322,601	96,488	96,124	363
700	TOTAL PROPERTY SERVICES	98,400	71,976	71,976	-
800	TOTAL DUES, FEES, MISC.	36,675	12,985	12,985	-
TOTAL ADOPTED BUDGET		17,017,091	2,305,693	2,008,521	297,172

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	41,800	(12,942)	-	(12,942)
510	TRANSPORTATION	225,274	(41,833)	-	(41,833)
560	TUITION SPECIAL ED	328,480	(79,736)	-	(79,736)
SPECIAL EDUCATION CARVEOUT		595,554	(134,510)	0	(134,510)

SUMMARY	
Special Ed Surplus / (Deficit)	(134,510)
Under / (Over) Spending in OTHER programs	431,682
Total Surplus / (Deficit) Projected	297,172

WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED February 29, 2024

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	964,865	687,683	265,603	11,579		11,579
120	Teachers - Regular	5,808,080	3,384,842	2,284,010	139,228	63,000	76,228
120	Teachers - Special Education	948,002	572,337	377,226	(1,561)		(1,561)
1201	Psychologist	201,290	71,460	65,505	64,325	20,000	44,325
1203	Counselor	52,573	5,384	22,242	24,947		24,947
Sub-Total Certified Salaries		7,974,810	4,721,706	3,014,586	238,518	83,000	155,518
1303	Custodians	450,218	323,154	117,676	9,388	9,388	(0)
140	Nurses	170,995	101,386	70,984	(1,374)		(1,374)
150	Secretaries, Clerical	383,229	266,240	112,795	4,195	1,918	2,277
160	Paraprofessionals	581,232	317,437	202,155	61,640	15,000	46,640
1601	Special Education Paraprofess.	545,517	305,365	213,638	26,514	(28,000)	54,514
170/10	Salaries OT / PT	60,793	65,062	47,657	(51,926)		(51,926)
190	IT Manager	79,568	57,863	21,318	387		387
190	Salaries, Miscellaneous	51,941	54,059	33,224	(35,342)	38,000	(73,342)
Sub-Total Non-Certified Salaries		2,323,493	1,490,566	819,447	13,481	36,306	(22,825)
TOTAL SALARIES		10,298,303	6,212,271	3,834,033	251,999	119,306	132,693
220	FICA	303,375	182,054		121,321	110,000	11,321
230	CMERS	498,265	198,270		299,995	195,772	104,224
270	Medical Insurance	2,649,631	1,815,458	286	833,887	808,887	25,000
280	Life Insurance	29,353	20,491		8,862	10,584	(1,722)
2902	Other Employee Benefits	17,050	7,973		9,077	4,077	5,000
TOTAL BENEFITS		3,497,674	2,224,246	286	1,273,141	1,129,319	143,822
320	Professional Development	45,425	5,255	1,121	39,050	39,050	-
330	Legal Fees	62,000	22,724	3,619	35,658	35,658	-
340	Software Support	26,959	22,587		4,372	4,372	-
350	Substitutes	143,000	100,752		42,249	56,000	(13,752)
390/01	Consultant Services	41,800	19,608	35,135	(12,942)		(12,942)
3902	Financial Audit	32,680			32,680	32,680	-
390	Other Prof/Tech. Services	170,318	17,611	22,939	129,767	25,000	104,767
TOTAL PROFESSIONAL SERVICES		522,182	188,536	62,813	270,833	192,759	78,074
410/01	Utilities - Electric and Water	205,500	94,119		111,381	86,381	25,000
420	Heating	151,602	31,625		119,977	75,000	44,977
430	Repairs and Maintenance	72,000	58,220	2,011	11,769	18,769	(7,000)
450	Leases and Rentals	109,123	95,240		13,883	23,784	(9,901)
4501	Building Improvements	-		4,058	(4,058)	-	(4,058)
490	Other Purchased Services	27,412	18,800		8,612	8,612	-
4901	Service Contracts	163,262	91,069	32,784	39,409	39,409	-
TOTAL PROPERTY SERVICES		728,899	389,073	38,853	300,973	251,955	49,018
510	Pupil Transportation-Regular	457,642	367,979		89,663	105,000	(15,337)
510	Pupil Transportation-Spec. Educ.	225,274	152,897	114,210	(41,833)		(41,833)
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	13,824		3,246	7,000	(3,754)

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED February 29, 2024**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
535	Internet	27,500	20,774	4,212	2,514		2,514
537	Postage	4,400	3,360		1,040	1,040	-
540	Advertising	1,000			1,000	-	1,000
550	Interns	57,000	31,650		25,350	7,650	17,700
560	Tuition - Wintergreen	6,000			6,000	6,000	-
560	Tuition - Out of District	328,480	161,257	246,959	(79,736)		(79,736)
590	Other Purchased Services	13,950	5,417	1,127	7,406	7,406	-
TOTAL OTHER PURCH SERVICES		1,512,357	967,708	517,352	27,297	134,096	(106,798)
610	Instructional Supplies	115,185	52,378	21,470	41,337	41,337	-
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	31,247	22,051	(998)	(4,000)	3,002
635	Supplies Office	12,800	3,713	84	9,003	9,003	-
640	Books and Audio Visual	16,000	6,299	9,397	304	304	-
645	Subscriptions	26,500	11,115	1,000	14,385	14,385	-
650	Testing	17,650	16,379	2,952	(1,681)		(1,681)
690	Misc. Supplies - DW Security	3,000	3,914	44	(958)		(958)
TOTAL SUPPLIES & MATERIALS		322,601	169,107	57,007	96,488	96,124	363
730	Equipment - Office	-			-		-
732	Computer Hardware	76,500	11,801	7,887	56,812	56,812	-
735	Equipment - Teaching	10,900	48	1,929	8,923	8,923	-
740	Equipment - Building	5,000	1,153		3,847	3,847	-
745	Furniture	6,000	3,606		2,394	2,394	-
TOTAL PROPERTY		98,400	16,608	9,816	71,976	71,976	-
810	Dues and Fees	23,475	22,758	865	(148)	(148)	-
900	Other Fees	13,200	67		13,133	13,133	-
TOTAL DUES AND FEES		36,675	22,825	865	12,985	12,985	-
TOTAL ADOPTED BUDGET		17,017,091	10,190,373	4,521,025	2,305,693	2,008,521	297,172

**WOODBRIIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 2-29-2024**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	\$172,516	\$210,247	\$8,058	\$88,728	
Intergovernmental	\$67,376				
Donations				\$1,000	
Other income					
Additions					
Total Revenues:	\$239,892	\$210,247	\$8,058	\$89,728	\$0
Expenditures:					
Wages, FICA, MERF	\$123,517	\$150,661		\$71,432	
Medical Insurance					
Cost of food sold	\$114,446				
Equipment		\$6,584			
Repairs	\$10,803				
Other Expenses	\$3,493	\$34,689	\$15,534	\$2,462	
Total Expenditures:	\$252,260	\$191,934	\$15,534	\$73,895	\$0
Year to Date Net Income / (Loss):	-\$12,368	\$18,313	-\$7,475	\$15,833	\$0
BOE Year to Date Cost of Health Insurance	\$8,291				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	\$310,472	\$140,912	\$467	\$94,153	\$20,994
Prepaid Expenses					
Accounts Receivable	\$6,041	\$250	\$11	\$3,329	
Intergovernment Receivable	\$19,166				
Inventory	\$7,830				
Total Assets:	\$343,509	\$141,162	\$478	\$97,482	\$20,994
Liabilities:					
Amounts Held As Agent					
Accounts Payable	\$3,459				
Deferred Revenue	\$27,234	\$5,805			
Wages Payable	\$11,170				
Due To Other Funds		\$44,164	\$404	\$181	\$2,600
Total Liabilities:	\$41,863	\$49,969	\$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)	-\$12,368	\$18,313	-\$7,475	\$15,833	\$0
Current Fund Balance	\$301,646	\$91,193	\$74	\$97,301	\$18,394
	\$0	\$0	\$0	\$0	\$0
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Current Fund Balance	\$301,646	\$91,193	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	415	73	N/A	N/A	N/A
Fund Balance Excess	\$236,282	-\$22,001	N/A	N/A	N/A