

## **Agenda**

**I. Call to Order**

**<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mfda2f1cef378f1b2c7460431a36738c8>**

**Meeting number (access code): 2483 362 4189**

**Meeting password: CZhFd8BFf35**

*This meeting is virtual. The public may attend 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](mailto:mdegennaro@woodbridgeps.org)***

**III. Items for Discussion**

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

**IV. 2023/24 Budget Surplus**

**V. 2024/25 Budget Reconciliation**

**VI. 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](mailto:mdegennaro@woodbridgeps.org)***

**VII. Adjourn**

## Woodbridge Public School's 2023-2024 Budget Narrative

June 7, 2024

The attached financial reports represent eleven months (92%) of the fiscal year.

**100 Series Salaries** - Salaries represent 61% of the budget. Total projected saving in salaries are estimated at \$50K. Teachers and para who elected them will receive their balloon payments in June and all remaining payroll encumbrances will get paid out.

**200 Series Benefits** – Benefits are 21% of our budget is based on the health elections of last year's staff. This month we increased our estimated savings in the benefits category to a total of \$159K. A combination of para vacancies and the CMERS rate coming in 4% less than budgeted continues to be a driver of savings in this category. Additional savings are in health insurance are due to changes in staff elections and some insurance now being paid for in a grant.

**300 Series Purchased Professional Services**- This category represents 3% of our budget and includes legal, audit, substitute teachers and other expenses that are generated on a month-by-month basis. This saving in this category was reduced by \$14K from the prior month to a total of \$58K. This change is the result of additional substitute expense which is a common pattern at the end of the school year.

**400 Series Purchased Property Services** - Purchased Property Services are 4% of the total budget and the projected savings was increased to \$109K for the year. The combination of mild to average winter coupled with the pool being empty for 6 months continue to be the main drivers of this projected savings. As this is a significant variance from our budget we will analyze the usage of our utilities at the meter level.

**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. The overall budget deficit increased by about \$10K due to some additional special education transportation invoices that came in. The current budget overage in this category is now \$164K.

**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 increased our projected deficit in this category by pre-buying a \$10K software subscription for next year.

**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. We anticipate utilizing all of these funds and there is no change from the prior month.

**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. We are anticipating a \$4K saving in this expense this year.

**WOODBIDGE BOARD OF EDUCATION  
MONTH SUMMARY REPORT  
FOR THE MONTH ENDED 5-31-2024**

<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	222,768	26,385	50,455
200	TOTAL BENEFITS	3,497,674	530,754	371,500	159,254
300	TOTAL PROFESS. SERVICES	522,182	173,108	115,176	57,932
400	TOTAL PROPERTY SERVICES	728,899	186,116	76,874	109,242
500	OTHER SERVICES	1,512,357	(97,217)	66,884	(164,101)
600	SUPPLIES & MATERIALS	322,601	60,009	76,881	(16,872)
700	TOTAL PROPERTY SERVICES	98,400	36,479	36,479	-
800	TOTAL DUES, FEES, MISC.	36,675	11,872	7,074	4,798
<b>TOTAL ADOPTED BUDGET</b>		<b>17,017,091</b>	<b>1,123,889</b>	<b>777,253</b>	<b>200,708</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	(30,478)	-	(30,478)
510	TRANSPORTATION	225,274	(56,698)	(14,000)	(42,698)
560	TUITION SPECIAL ED	328,480	(79,736)	30,000	(109,736)
<b>SPECIAL EDUCATION CARVEOUT</b>		<b>595,554</b>	<b>(166,912)</b>	<b>16,000</b>	<b>(182,912)</b>

<b>SUMMARY</b>	
<b>Special Ed Surplus / (Deficit)</b>	<b>(182,912)</b>
<b>Under / (Over) Spending in OTHER programs</b>	<b>383,620</b>
<b>Total Surplus / (Deficit) Projected</b>	<b>200,708</b>

**WOODBRIIDGE BOARD OF EDUCATION  
MONTHLY DETAIL BY OBJECT  
FOR THE MONTH ENDED May 31, 2024**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	964,865	943,366	9,920	11,579		11,579
120	Teachers - Regular	5,808,080	4,964,682	752,840	90,558	21,563	68,995
120	Teachers - Special Education	948,002	821,959	120,599	5,444		5,444
1201	Psychologist	201,290	113,145	23,820	64,325		64,325
1203	Counselor	52,573	19,538	8,088	24,947		24,947
<b>Sub-Total Certified Salaries</b>		<b>7,974,810</b>	<b>6,862,690</b>	<b>915,267</b>	<b>196,853</b>	<b>21,563</b>	<b>175,290</b>
1303	Custodians	450,218	441,249	5,884	3,085	(7,000)	10,085
140	Nurses	170,995	152,477	21,675	(3,157)		(3,157)
150	Secretaries, Clerical	383,229	361,371	13,938	7,920	822	7,098
160	Paraprofessionals	581,232	464,698	45,448	71,086		71,086
1601	Special Education Paraprofess.	545,517	447,696	70,193	27,628	(28,000)	55,628
170/10	Salaries OT / PT	60,793	95,389	17,330	(51,926)		(51,926)
190	IT Manager	79,568	79,181	-	387		387
190	Salaries, Miscellaneous	51,941	75,949	5,100	(29,108)	39,000	(68,108)
<b>Sub-Total Non-Certified Salaries</b>		<b>2,323,493</b>	<b>2,118,010</b>	<b>179,568</b>	<b>25,915</b>	<b>4,822</b>	<b>21,093</b>
Less Pay Calendar Adjustment							(145,928)
<b>TOTAL SALARIES</b>		<b>10,298,303</b>	<b>8,980,700</b>	<b>1,094,835</b>	<b>222,768</b>	<b>26,385</b>	<b>50,455</b>
220	FICA	303,375	261,451		41,924	38,500	3,424
230	CMERS	498,265	319,836		178,429	113,360	65,069
270	Medical Insurance	2,649,631	2,349,238	41	300,352	217,000	83,352
280	Life Insurance	29,353	28,381		972	2,640	(1,668)
2902	Other Employee Benefits	17,050	7,973		9,077		9,077
<b>TOTAL BENEFITS</b>		<b>3,497,674</b>	<b>2,966,880</b>	<b>41</b>	<b>530,754</b>	<b>371,500</b>	<b>159,254</b>
320	Professional Development	45,425	8,691	1,011	35,724	35,468	256
330	Legal Fees	62,000	37,292		24,708	24,708	-
340	Software Support	26,959	26,290	550	119		119
350	Substitutes	143,000	153,347		(10,347)	10,000	(20,347)
390/01	Consultant Services	41,800	46,558	25,721	(30,478)		(30,478)
3902	Financial Audit	32,680			32,680	35,000	(2,320)
390	Other Prof/Tech. Services	170,318	26,225	23,391	120,702	10,000	110,702
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>522,182</b>	<b>298,402</b>	<b>50,672</b>	<b>173,108</b>	<b>115,176</b>	<b>57,932</b>
410/01	Utilities - Electric and Water	205,500	124,392		81,108	24,000	57,108
420	Heating	151,602	72,377		79,225	10,000	69,225
430	Repairs and Maintenance	72,000	55,452	15,674	874	7,874	(7,000)
450	Leases and Rentals	109,123	100,495		8,628	18,000	(9,372)
4501	Building Improvements	-		4,058	(4,058)	-	(4,058)
490	Other Purchased Services	27,412	22,830		4,582	2,000	2,582
4901	Service Contracts	163,262	102,002	45,504	15,757	15,000	757
<b>TOTAL PROPERTY SERVICES</b>		<b>728,899</b>	<b>477,547</b>	<b>65,235</b>	<b>186,116</b>	<b>76,874</b>	<b>109,242</b>
510	Pupil Transportation-Regular	457,642	457,928		(286)	45,000	(45,286)
510	Pupil Transportation-Spec. Educ.	225,274	227,161	54,811	(56,698)	(14,000)	(42,698)
520	Insurance-General Liability	134,307	134,358	979	(1,029)	-	(1,029)
5201	Worker's Compensation	239,734	230,043	-	9,691	-	9,691
530	Telephone Services	17,070	19,499		(2,429)	1,000	(3,429)

**WOODBRIIDGE BOARD OF EDUCATION  
MONTHLY DETAIL BY OBJECT  
FOR THE MONTH ENDED May 31, 2024**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
535	Internet	27,500	22,880	2,106	2,514		2,514
537	Postage	4,400	4,066		334	334	-
540	Advertising	1,000	250		750	-	750
550	Interns	57,000	39,300		17,700		17,700
560	Tuition - Wintergreen	6,000	-	-	6,000		6,000
560	Tuition - Out of District	328,480	337,161	71,055	(79,736)	30,000	(109,736)
590	Other Purchased Services	13,950	7,951	27	5,972	4,550	1,422
<b>TOTAL OTHER PURCH SERVICES</b>		<b>1,512,357</b>	<b>1,480,597</b>	<b>128,978</b>	<b>(97,217)</b>	<b>66,884</b>	<b>(164,101)</b>
610	Instructional Supplies	115,185	73,172	11,606	30,407	30,407	-
620	Computer Software	73,796	41,880	1,750	30,166	40,500	(10,334)
625	Supplies Nurses	5,370	3,368	692	1,310	1,310	-
630	Supplies Custodial	52,300	42,148	22,344	(12,192)		(12,192)
635	Supplies Office	12,800	4,114	4,022	4,665	4,665	-
640	Books and Audio Visual	16,000	4,606	10,957	437		437
645	Subscriptions	26,500	11,955	6,002	8,543		8,543
650	Testing	17,650	16,676	2,952	(1,978)		(1,978)
690	Misc. Supplies - DW Security	3,000	4,347	-	(1,347)		(1,347)
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>322,601</b>	<b>202,268</b>	<b>60,324</b>	<b>60,009</b>	<b>76,881</b>	<b>(16,872)</b>
730	Equipment - Office	-			-		-
732	Computer Hardware	76,500	23,179	31,464	21,857	21,857	-
735	Equipment - Teaching	10,900	1,173	397	9,330	9,330	-
740	Equipment - Building	5,000	1,562		3,438	3,438	-
745	Furniture	6,000	3,606	540	1,854	1,854	-
<b>TOTAL PROPERTY</b>		<b>98,400</b>	<b>29,520</b>	<b>32,401</b>	<b>36,479</b>	<b>36,479</b>	<b>-</b>
810	Dues and Fees	23,475	23,201	900	(626)	(626)	-
900	Other Fees	13,200	702		12,498	7,700	4,798
<b>TOTAL DUES AND FEES</b>		<b>36,675</b>	<b>23,903</b>	<b>900</b>	<b>11,872</b>	<b>7,074</b>	<b>4,798</b>
<b>TOTAL ADOPTED BUDGET</b>		<b>17,017,091</b>	<b>14,459,815</b>	<b>1,433,387</b>	<b>1,123,889</b>	<b>777,253</b>	<b>200,708</b>

**WOODBRIAGE BOARD OF EDUCATION  
SPECIAL REVENUE PROGRAMS  
FINANCIAL REPORT FOR THE MONTH ENDED 5-31-2024**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
<b>Revenues:</b>					
Charges for services	\$267,207	\$316,763	\$17,505	\$90,185	
Intergovernmental	\$93,305				
Donations					
Other income					
Additions					
<b>Total Revenues:</b>	<b>\$360,512</b>	<b>\$316,763</b>	<b>\$17,505</b>	<b>\$90,185</b>	<b>\$0</b>
<b>Expenditures:</b>					
Wages, FICA, MERF	\$198,137	\$236,776		\$71,433	
Medical Insurance					
Cost of food sold	\$166,697				
Equipment		\$13,904			
Repairs	\$11,123				
Other Expenses	\$10,836	\$62,875	\$19,325	\$4,858	\$2,500
<b>Total Expenditures:</b>	<b>\$386,793</b>	<b>\$313,555</b>	<b>\$19,325</b>	<b>\$76,291</b>	<b>\$2,500</b>
<b>Year to Date Net Income / (Loss):</b>	<b>(\$26,281)</b>	<b>\$3,209</b>	<b>(\$1,820)</b>	<b>\$13,894</b>	<b>(\$2,500)</b>
BOE Year to Date Cost of Health Insurance	\$11,400				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
<b>Assets:</b>					
Cash	\$300,363	\$188,529	\$5,718	\$92,927	\$19,494
Prepaid Expenses					
Accounts Receivable	\$4,003	\$250	\$11	\$3,329	
Intergovernment Receivable	\$29,220				
Inventory	\$7,830				
Due From Other Funds				\$23,245	
<b>Total Assets:</b>	<b>\$341,417</b>	<b>\$188,779</b>	<b>\$5,729</b>	<b>\$119,501</b>	<b>\$19,494</b>
<b>Liabilities:</b>					
Amounts Held As Agent					
Accounts Payable	\$3,459				
Deferred Revenue	\$22,300	\$4,390		\$23,245	
Wages Payable	\$27,925				
Due to Other Funds		\$108,301		\$894	\$3,600
<b>Total Liabilities:</b>	<b>\$53,684</b>	<b>\$112,691</b>	<b>\$0</b>	<b>\$24,139</b>	<b>\$3,600</b>
<b>Fund Balance:</b>					
Prior Year Ending Fund Balance	\$314,014	\$72,880	\$7,549	\$81,468	\$18,394
Year to Date Income / (Loss)	(\$26,281)	\$3,209	(\$1,820)	\$13,894	(\$2,500)
<b>Current Fund Balance</b>	<b>\$287,733</b>	<b>\$76,089</b>	<b>\$5,729</b>	<b>\$95,362</b>	<b>\$15,894</b>
	-	-	-	-	-
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
# of Days Expenses in Fund Balance	396	60	N/A	N/A	N/A
Fund Balance Excess	\$222,368	(\$37,105)	N/A	N/A	N/A

2024 Budget Surplus Possible Considerations for Board of Education			
Priority	Item/Area for Consideration	Cost Estimate	Notes
1	Asbestos removal area by band- DO NOT have to do any abatement on the band ramp or rec office. The loading dock and landing at the bottom of the ramp needs to be abated. SPED room likely.	\$20,000	We have all 3 quotes. The all-in prices range from \$17,738 - \$20,108. This includes abatement of the loading dock tiles AND the tiles and glue hidden beneath the carpet in the SPED room.
1	Replace ramp (down to band room) carpet, SPED room (Merriam)	\$12,000	Band Room not included. We just need to decided on exactly what brand and color of the flooring.
<b>Prioritized</b>			
2	Lexia 3 Year Subscription (gives \$12K of savings)	\$25,100	
3	Classroom libraries- maybe start with grades 4-6 and establish a replacement plan	\$91,000	G4- 29,000      G5- 31,000 G6- 31,000
4	Non Consumable Classroom Supplies	\$20,000	
5	North Office Flooring (entire office to LVT)	\$15,000	
<b>Below the Line</b>			
6	Loop repair- replenish the gravel/dirt, trim the trees, brick dedication stones, etc	\$6,000	
7	Elevator Door Edge Modernization	\$8,509	
8	Heat Exchanger Leak Alarm	\$5,300	
9	Repair fence behind tennis court and replace gate on K-Wing fence	\$4,975	
10	Teacher Desks	\$16,000	\$800 each x 20 desks
11	Student desks and chairs	\$25,200	\$420 per student/ \$8400 per class
12	Exterior painting- (no mural areas) front of south through D wing	\$15,000 -D-Front \$15,000 - S-Front \$27,000 - E-Front (E-quote may include pool wall)	
	Capital Expense		
	Educational Expense		
	Facility Maintenance Expense		

## FY2025 BUDGET RECONCILIATION SUMMARY OF ADJUSTMENTS

### Requested Additions/Subtractions

<u>Org</u>	<u>Obj</u>	<u>Description</u>	<u>Amount</u>	<u>Notes</u>
various		Salary Savings Teacher Turnover	(\$63,500)	3 retirements
1432	62200	CMERS Rate True Up	(\$28,350)	16.68% orig budgeted at 18.02%
1432	62700	Medical Premiums	(\$135,000)	Now est 4.85% increase orig. budgeted at 9%
1432	62700	Teacher turnover premium increases	\$58,850	losing 3 waivers, 1 Single, 1 Family
1401	63902	Audit Fee increase	\$12,000	
1303	65600	SPED Tuition	\$91,000	
Total			(\$65,000)	