

## **Agenda**

I. **6:30 PM - New Staff Meet and Greet**

II. **Preliminary Business / Motions**

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

*Vision – To empower and inspire future leaders who will positively impact our world.*

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

III. **Consent Agenda**

- A. Approval of June 17, 2024 Regular Meeting Minutes
- B. Budget Narrative Report
- C. Budget Summary Report
- D. Budget Detail Report
- E. Combining Financial Statements

IV. **Reports**

- A. Superintendent's Report
  - 1. Introduction of New Staff
  - 2. Building and Site Work Update
  - 3. BRS Update
- B. BRS Infrastructure Building Committee
- C. Finance Committee
- D. Policy Committee / Adopt Policies
  - 1. 9011 - Accountability
  - 2. 1316 - Conduct on School Property (Civility)
  - 3. 9121 - Chairperson
  - 4. 9122 - Vice Chairperson
  - 5. 9123 - Secretary
  - 6. 9124 - Clerk of the Board

7. 9125 - Attorney
8. 9130 - Committees
9. 9150 - Consultants

- E. CABA Liaison Report
- F. Upcoming Meeting Presentation(s)

V. **New Business**

- A. Adopt 2024/25 Board / District Goals
- B. Capital Plan Funded Ed Specs

VI. **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

VII. **Adjournment**



# MINUTES OF THE HYBRID REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Monday, June 17, 2024

Via WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m68fbffee4fac0e51118fdda2e4372718>

Meeting Number: 2491 415 6359 Meeting Password: cAmWkC7KM89

**CALL TO ORDER:** Ms. Lynn Piascyk, Chair, called the meeting to order (7:04 PM).

**BOARD MEMBERS PRESENT:** Ms. Lynn Piascyk, Chair (in-person); Dr. Jay Dahya (in-person); Dr. Laura Franchese (in-person); Ms. Brooke Hopkins (remote); Mr. Jeff Hughes (in-person); Ms. Sarah Beth Del Prete, Secretary (in-person); Mr. Steven Lawrence, Vice Chair (in-person); and Dr. Michael Strambler (in-person).

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

*BRS Student Council Recognition* – Students in Grades 5 and 6 participated this year to enhance the culture of BRS and promote school-wide community building. During the year funds were raised and donated to Woodbridge Resident Relief Fund, K9 First Responders and the Beardsley Zoo. They were also involved in the Connecticut Education Foundation’s Holiday Bear project and sponsored a student in need.

*Service Award Recognition* – John Laudano, QVHD Sanitarian, was presented with the ABC Award (Advocate Beyond the Classroom) upon his retirement from QVHD. The award was established by the Woodbridge Board of Education to recognize the efforts of individual staff members who lead a task or project, outside the scope of their job, for the sole purpose of positively and significantly affecting student learning and/or the learning environment at Beecher Road School. Mr. Laudano thanked the Board, Mr. Esparo and BRS staff for their efforts to make Tools for Schools a success during his tenure at BRS.

**CORRESPONDENCE** – Ms. Del Prete acknowledged receipt of correspondence available in BoardBook.

**PUBLIC COMMENT** – Nathan Kruger expressed disappointment regarding advanced mathematics and the recently conducted selection process for PreAlgebra.

*PTO Update* – No report

## **CONSENT AGENDA**

### **MOTION #1 – CONSENT AGENDA**

Move that we approve the consent agenda as presented.

Mr. Lawrence

Second by Ms. Del Prete

**UNANIMOUS**

*Superintendent Report* – Superintendent Tencza provided a brief update on advanced math, summer curriculum writing in Grades 4-6 math and reading in Grades K-3, Kindergarten registration / enrollment projections, commencement of the roofing/grounds work shortly and announced the 2024/25 Teacher of the Year Aimee Meacham.

*BRS Update* – Principal Sherman noted the end-of-year evaluation process, Field Day, the PTO sponsored Fun Run, Amity High School interns, and a brief update on completion of the master reading class.

*Curriculum Committee Report* – Dr. Strambler reviewed the June 6 meeting, which focused on the selection of HMM as the identified reading resource encompassing an overview of the process and the anticipated roll-out across grade level classroom with full implementation slated for 2025/26. The program cost is approximately \$200,000 for a five (5) year subscription, inclusive of professional development. It is anticipated that this cost will be covered by two grants and have minimal impact on the budget. The Committee also received an update on the STEAM position and development of a curriculum review cycle calendar.

BRS Infrastructure Upgrade Building Committee Update – Maria Madonick, Committee Chair, provided the Board with an update on the roof replacement / drainage / site work project and completion timeline. This committee also interviewed firms to conduct a feasibility study in response to increasing enrollment, programming needs and educational space constraints at BRS and selected Antinozzi Associates to perform this task. A TriBoard meeting with members of the BOS/BOF/BOE will be held at the end of November to discuss these challenges, cost estimates etc. to determine how best to support education going forward.

Finance Committee – Mr. Lawrence reviewed the June 11 meeting inclusive of the standard monthly reports, the 2023/24 budget and reconciliation of the 2024/25 budget as a result of the \$65,000 reduction by the BOS/BOF.

2023/24 Budget Surplus – There is a projected surplus of approximately \$201,000 in the 2023/24 budget with administration outlining priorities for its use. Concern was expressed for utilizing operating funds for capital project items. Discussion ensued for how much of the surplus should be returned to the Town.

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		

**MOTION #2 – 2023/24 BUDGET SURPLUS**

Move that we use the projected surplus in the 2023/24 operating budget as recommended by administration with any remaining dollars returned to the Town.

Mr. Lawrence  
Second by Dr. Francese  
**UNANIMOUS**

2024/25 Budget Reconciliation – Based on the reduction of \$65,000 by the BOS/BOF, administration made the following recommendations to reconcile the 2024/25 budget.

Salary savings Teacher Turnover (3 Retirements)		<b>\$ 63,500</b>
CMERS Rate		<b>\$ 28,350</b>
Medical Premiums		<b><u>\$135,000</u></b>
Teacher Turnover Premium Increases	\$58,850	
Audit Fee Increase	\$12,000	
SpEd Tuition	<u>\$91,000</u>	
<b>TOTAL</b>		<b>\$65,000</b>

**MOTION #3 – 2024/25 BUDGET RECONCILIATION**

Move that we reduce the 2024/25 operating budget as recommended by administration

Mr. Lawrence  
Second by Mr. Hughes  
**UNANIMOUS**

Policy Committee – Mr. Lawrence reviewed the June 6 Policy Committee meeting, which reviewed all the policies accepted under the Consent Agenda for 30-day review. In addition, the Committee received feedback from the WEA on Policy 1316.

CABE Liaison Report – Ms. Del Prete apprised the Board of the CABE Leadership meeting on August 8 and the CABE Conference November 15 and 16.

Chair Piascyk noted that the July regular meeting is cancelled and the next meeting will be a special working meeting on July 22, at 6:00 with a dinner / work session. Board members were asked to complete the Board Annual Evaluation document and submit it to the Superintendent for compilation by July 12.

**PUBLIC COMMENT** – None

Executive Session

The Board entered Executive Session in accordance with State statute to conduct the annual evaluation of the superintendent.

**MOTION #4 – EXECUTIVE SESSION (8:45 PM)**

Move that we enter Executive Session to conduct the annual evaluation of the Superintendent and invite Superintendent Vonda Tencza to join the Board.

Mr. Lawrence  
Second by Mr. Hughes  
**UNANIMOUS**

**BOARD MEMBERS PRESENT:** Ms. Lynn Piascyk, Chair (in-person); Dr. Jay Dahya (in-person); Dr. Laura Franchese (in-person); Mr. Jeff Hughes (in-person); Ms. Sarah Beth Del Prete, Secretary (in-person); Mr. Steven Lawrence, Vice Chair (in-person); and Dr. Michael Strambler (in-person).

**STAFF:** Vonda Tencza, Superintendent

Ms. Hopkins left the meeting (8:51 PM)

**MOTION #5 – RETURN TO PUBLIC SESSION**

Move that we return to Public Session (10:10 PM).

Mr. Lawrence  
Second by Dr. Strambler  
**UNANIMOUS**

**CALL TO ORDER:** Ms. Lynn Piascyk, Chair, called the public session to back to order (10:10 PM).

**BOARD MEMBERS PRESENT:** Ms. Lynn Piascyk, Chair (in-person); Dr. Jay Dahya (in-person); Dr. Laura Franchese (in-person); Mr. Jeff Hughes (in-person); Ms. Sarah Beth Del Prete, Secretary (in-person); Mr. Steven Lawrence, Vice Chair (in-person); and Dr. Michael Strambler (in-person).

**STAFF:** Vonda J. Tencza, Superintendent and Marsha DeGennaro, Clerk of the Board.

**NEW BUSINESS**

**MOTION #6 – CONTRACT MODIFICATION**

Move that we extend the contract of the Superintendent through June 30, 2027 approving a three percent (3%) salary increase for the 2024/25 school year.

Mr. Lawrence  
Second by Dr. Dahya  
**UNANIMOUS**

**MOTION TO ADJOURN:** (10:12 PM)

Mr. Hughes  
Second by Ms. Del Prete  
**UNANIMOUS**

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

For the Year Ended June 30, 2024

In May we anticipated around \$200,000 of budget surplus and we proposed a number of one time purchases and projects to utilize those funds in the areas of educational expense, facility maintenance and capital expense. Below is the list of items that were procured. We still anticipate being able to return between \$30,000 -\$40,000 to the Town.

2024 Uses Budget Surplus			
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.	\$17,000	
1	Replace ramp (down to band room) carpet, SPED room (Merriam)	\$12,000	
2	Lexia 3 Year Subscription (gives \$12K of savings)	\$29,100	
3	Classroom libraries- grades 4-6	\$81,000	
4	Non Consumable Classroom Supplies	\$15,000	reduce ask for families
5	North Office Flooring (entire office to LVT)	\$12,000	no stripping or waxing. saves custodial staff time and money on products
6	Partial Preparation and Installation of We-Go Round ADA merry go round	\$65,000	Town to purchase equipment from Capital Fund
7	Elevator Door Edge Modernization	\$8,000	can still be used with future elevator refresh
8	Heat Exchanger Leak Alarm	\$5,000	
Total Surplus Committed		\$257,000	
	Capital Expense		
	Educational Expense		
	Facility Maintenance Expense		

Below is the detail of what transpired in each expense category since our last BOE meeting and if we are proposing a budgetary transfer in or out of the category to keep all line items in balance as of June 30, 2024.

**100 Series Salaries** - Salaries represent 61% of the budget. We ran a large surplus in salaries in the second half of the year due to teacher turnover and several unfilled vacancies. Once we made the pay calendar adjustment for 12 month employees, we still anticipated a \$50K surplus in salaries that could be reprogrammed with year-end surplus spend down. After the proposed budget transfers for the year there still remains a \$40K surplus that can be returned to the Town.

**200 Series Benefits** – Benefits are 21% of our budget is based on the health elections of last year's staff. As of our last BOE meeting we anticipated about \$160K of surplus would be left to be reprogrammed. 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, as well as additional some health savings due to some employee insurance being able to be off loaded into a new grant. We were ultimately able to reprogram \$184K of surplus from this category.

**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. As of May we anticipated having close to \$60K that could be reprogrammed toward year-end. Both legal expenses and

professional development expenses came in less than anticipated and we are able to transfer \$89K toward deficit line items and year-end reprogramming.

**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. We were able to utilize the existing surplus and an additional \$23K of proposed transfers to complete asbestos abatement and new flooring in the D wing, north office flooring and contribute toward the installation of the new ADA merry go round that was approved in the Town's capital budget.

**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. In May we anticipated this category needing a transfer in of around \$165K. We are now proposing a transfer in of \$177K with the main drivers being special education tuition and transportation.

**600 Series Materials and Supplies** – These supplies account for 2% of our budget. In May we were predicting a small deficit in this category because we allowed the Facilities group to stock up on additional supplies as were in an overall surplus position. As part of our year end reprogramming of surplus funds we then spent \$88K on new classroom libraries for grades 4-6, \$30K on pre-buying an educational software subscription and \$15K for classroom supplies to lessen the burden on families to supply some standard school supply items. The total of these items now requires a proposed transfer of \$125K into this category.

**700 Series Furniture and Equipment** - This category represents 6/10 of one percent of the budget and we had approximately \$7K leftover to transfer to deficit lines.

**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. This category needs a transfer of \$2K to keep it in balance.

**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. In May we anticipated a \$4K surplus in the category and we did have \$4K available to cover other deficit lines.

**WOODBIDGE BOARD OF EDUCATION  
MONTH SUMMARY REPORT  
FOR THE MONTH ENDED 6-30-24**

<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	40,759	-	40,759
200	TOTAL BENEFITS	3,497,674	757	-	757
300	TOTAL PROFESS. SERVICES	522,182	1	-	1
400	TOTAL PROPERTY SERVICES	728,899	1	-	1
500	OTHER SERVICES	1,512,357	0	-	0
600	SUPPLIES & MATERIALS	322,601	108	-	108
700	TOTAL PROPERTY SERVICES	98,400	(1)	-	(1)
800	TOTAL DUES, FEES, MISC.	36,675	0	-	0
<b>TOTAL ADOPTED BUDGET</b>		<b>17,017,091</b>	<b>41,624</b>	<b>0</b>	<b>41,624</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	1	-	1
510	TRANSPORTATION	225,274	0	-	0
560	TUITION SPECIAL ED	328,480	(0)	-	(0)
<b>SPECIAL EDUCATION CARVEOUT</b>		<b>595,554</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>SUMMARY</b>	
<b>Special Ed Surplus / (Deficit)</b>	0
<b>Under / (Over) Spending in OTHER programs</b>	41,624
<b>Total Surplus / (Deficit) Projected</b>	41,624

**WOODBIDGE BOARD OF EDUCATION  
MONTHLY DETAIL BY OBJECT  
FOR THE MONTH ENDED June 30, 2024**

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	Projected Year-End Balance
110	Administrators	964,865	(11,579)	953,286		0
120	Teachers - Regular	5,808,080	(62,601)	5,745,479		(0)
120	Teachers - Special Education	948,002	(5,444)	942,558		0
1201	Psychologist	201,290	(64,325)	136,965		-
1203	Counselor	52,573	(24,947)	27,626		0
<b>Sub-Total Certified Salaries</b>		<b>7,974,810</b>	<b>(168,896)</b>	<b>7,805,914</b>	<b>0</b>	<b>0</b>
1303	Custodians	450,218	(6,451)	433,767	10,000	0
140	Nurses	170,995	3,369	174,364		0
150	Secretaries, Clerical	383,229	(7,766)	375,463		(0)
160	Paraprofessionals	581,232	(58,695)	514,680		7,857
1601	Special Education Paraprofess.	545,517	(31,316)	481,687		32,514
170/10	Salaries OT / PT	60,793	51,926	112,719		0
190	IT Manager	79,568		79,181		387
190	Salaries, Miscellaneous	51,941	31,316	83,257		(0)
<b>Sub-Total Non-Certified Salaries</b>		<b>2,323,493</b>	<b>(17,617)</b>	<b>2,255,118</b>	<b>10,000</b>	<b>40,758</b>
	Less Pay Calendar Adjustment		144,138	144,138		(0)
<b>TOTAL SALARIES</b>		<b>10,298,303</b>	<b>(42,375)</b>	<b>10,205,169</b>	<b>10,000</b>	<b>40,759</b>
220	FICA	303,375	(12,433)	290,942		(0)
230	CMERS	498,265	(100,070)	398,195		(0)
270	Medical Insurance	2,649,631	(87,255)	2,562,335	41	(0)
280	Life Insurance	29,353	(50)	28,545		758
2902	Other Employee Benefits	17,050	15,484	32,534		(0)
<b>TOTAL BENEFITS</b>		<b>3,497,674</b>	<b>(184,324)</b>	<b>3,312,552</b>	<b>41</b>	<b>757</b>
320	Professional Development	45,425	(19,106)	13,946	12,372	0
330	Legal Fees	62,000	(19,638)	42,362		-
340	Software Support	26,959	1,627	28,036	550	-
350	Substitutes	143,000	22,314	165,314		(0)
390/01	Consultant Services	41,800	22,055	58,770	5,085	1
3902	Financial Audit	32,680	(4,197)	28,483		0
390	Other Prof/Tech. Services	170,318	(92,066)	46,915	31,337	0
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>522,182</b>	<b>(89,011)</b>	<b>383,827</b>	<b>49,343</b>	<b>1</b>
410/01	Utilities - Electric and Water	205,500	(54,794)	150,706		(0)
420	Heating	151,602	(65,001)	86,601		0
430	Repairs and Maintenance	72,000	28,162	72,100	28,062	(0)
450	Leases and Rentals	109,123	6,016	115,139		0
4501	Building Improvements	-	106,527	3,535	102,992	(0)
490	Other Purchased Services	27,412	(3,017)	24,395		0
4901	Service Contracts	163,262	5,422	119,854	48,830	0
<b>TOTAL PROPERTY SERVICES</b>		<b>728,899</b>	<b>23,315</b>	<b>572,329</b>	<b>179,884</b>	<b>1</b>

**WOODBIDGE BOARD OF EDUCATION  
MONTHLY DETAIL BY OBJECT  
FOR THE MONTH ENDED June 30, 2024**

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	Projected Year-End Balance
510	Pupil Transportation-Regular	457,642	71,435	529,077		(0)
510	Pupil Transportation-Spec. Educ.	225,274	41,589	266,863		0
520	Insurance-General Liability	134,307	50	134,358		(1)
5201	Worker's Compensation	239,734	(10,346)	229,388		0
530	Telephone Services	17,070	5,460	22,530		0
535	Internet	27,500	(2,514)	24,986		0
537	Postage	4,400	976	5,376		0
540	Advertising	1,000	(750)	250		-
550	Interns	57,000	(17,700)	39,300		-
560	Tuition - Wintergreen	6,000	(6,000)	-		-
560	Tuition - Out of District	328,480	99,738	428,218		(0)
590	Other Purchased Services	13,950	(4,582)	9,368		0
<b>TOTAL OTHER PURCH SERVICES</b>		<b>1,512,357</b>	<b>177,356</b>	<b>1,689,713</b>	<b>0</b>	<b>0</b>
610	Instructional Supplies	115,185	(11,309)	88,717	15,159	(0)
620	Computer Software	73,796	27,537	96,593	4,740	(0)
625	Supplies Nurses	5,370	(217)	4,297	804	52
630	Supplies Custodial	52,300	8,371	60,671		0
635	Supplies Office	12,800	(4,102)	8,641		57
640	Books and Audio Visual	16,000	81,884	9,575	88,309	(0)
645	Subscriptions	26,500	21,030	16,344	31,186	0
650	Testing	17,650	168	17,126	692	0
690	Misc. Supplies - DW Security	3,000	1,347	4,347		(0)
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>322,601</b>	<b>124,709</b>	<b>306,311</b>	<b>140,890</b>	<b>108</b>
730	Equipment - Office	-				-
732	Computer Hardware	76,500	(5,153)	40,473	30,874	(0)
735	Equipment - Teaching	10,900		1,570	9,330	(0)
740	Equipment - Building	5,000	(1,992)	1,959	1,049	(0)
745	Furniture	6,000	(507)	5,493		(0)
<b>TOTAL PROPERTY</b>		<b>98,400</b>	<b>(7,652)</b>	<b>49,496</b>	<b>41,253</b>	<b>(1)</b>
810	Dues and Fees	23,475	2,688	25,763	400	(0)
900	Other Fees	13,200	(4,706)	8,494		0
<b>TOTAL DUES AND FEES</b>		<b>36,675</b>	<b>(2,018)</b>	<b>34,257</b>	<b>400</b>	<b>0</b>
<b>TOTAL ADOPTED BUDGET</b>		<b>17,017,091</b>	<b>0</b>	<b>16,553,656</b>	<b>421,811</b>	<b>41,624</b>

**WOODBRIIDGE BOARD OF EDUCATION  
SPECIAL REVENUE PROGRAMS  
FINANCIAL REPORT FOR THE MONTH ENDED 6-30-2024**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
<b>Revenues:</b>					
Charges for services	\$280,102	\$320,118	\$0	\$88,728	\$0
Intergovernmental	\$95,545	\$0	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$1,457	\$5,500
Other income	\$0	\$0	\$0	\$0	\$0
Additions	\$0	\$0	\$17,505	\$0	\$0
<b>Total Revenues:</b>	<b>\$375,646</b>	<b>\$320,118</b>	<b>\$17,505</b>	<b>\$90,185</b>	<b>\$5,500</b>
<b>Expenditures:</b>					
Wages, FICA, MERF	\$209,833	\$250,888	\$0	\$71,433	\$0
Medical Insurance	\$0	\$0	\$0	\$0	\$0
Cost of food sold	\$178,600	\$0	\$0	\$0	\$0
Equipment	\$0	\$13,904	\$0	\$0	\$0
Repairs	\$11,123	\$0	\$0	\$0	\$0
Other Expenses	\$35,175	\$75,107	\$23,382	\$4,858	\$3,349
<b>Total Expenditures:</b>	<b>\$434,732</b>	<b>\$339,899</b>	<b>\$23,382</b>	<b>\$76,291</b>	<b>\$3,349</b>
<b>Year to Date Net Income / (Loss):</b>	<b>(\$59,086)</b>	<b>(\$19,780)</b>	<b>(\$5,877)</b>	<b>\$13,894</b>	<b>\$2,151</b>
BOE Year to Date Cost of Health Insurance	\$12,436				
	<b>Café</b>	<b>Extended Day</b>	<b>Field Trips</b>	<b>Expendable Trust</b>	<b>Activity Fund</b>
<b>Assets:</b>					
Cash	\$251,899	\$161,378	\$1,661	\$91,493	\$24,146
Prepaid Expenses	\$0	\$0	\$0	\$0	\$0
Accounts Receivable	\$4,621	\$250	\$11	\$3,329	\$0
Intergovernment Receivable	\$14,477	\$0	\$0	\$0	\$0
Inventory	\$6,839	\$0	\$0	\$0	\$0
Due From Other Funds				\$44,220	
<b>Total Assets:</b>	<b>\$277,837</b>	<b>\$161,628</b>	<b>\$1,672</b>	<b>\$139,042</b>	<b>\$24,146</b>
<b>Liabilities:</b>					
Amounts Held As Agent	\$0	\$0	\$0	\$0	\$0
Accounts Payable	\$3,459	\$0	\$0	\$0	\$3,600
Deferred Revenue	\$19,449	\$0	\$0	\$43,680	\$0
Wages Payable	\$0	\$0	\$0	\$0	\$0
Due To Other Funds	\$0	\$108,528			
<b>Total Liabilities:</b>	<b>\$22,908</b>	<b>\$108,528</b>	<b>\$0</b>	<b>\$43,680</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)	(\$59,086)	(\$19,780)	(\$5,877)	\$13,894	\$2,151
<b>Current Fund Balance</b>	<b>\$254,928</b>	<b>\$53,100</b>	<b>\$1,672</b>	<b>\$95,362</b>	<b>\$20,546</b>
	-	(0)	(0)	-	-

*Existing bylaw, number 9011 adopted 10/17/2011, appropriate as written.*

## **Bylaws of the Board**

### **Accountability**

#### **The public is accountable for:**

1. Maintaining a vigorous interest in, concern for, and constructive criticism of the schools;
2. Electing the most able men and women available to represent them on the Board of Education;
3. Providing the resources necessary for the Board and staff to accomplish publicly endorsed goals and objectives of the school district.

#### **The Board is accountable for:**

1. Being responsive to the community's desires and concerns regarding the quality and performance of the school system;
2. Carrying out its mandate to plan, to make policy, and to lead in the identification of goals and objectives;
3. Requesting the resources necessary for the achievement of the goals and objectives through the budget process;
4. Evaluating the degree to which the goals and objectives are accomplished;
5. Selecting and evaluating the Superintendent of Schools.

#### **The Superintendent is accountable for:**

1. Providing creative professional leadership counsel and management in all aspects of the school district programs;
2. Being responsive to the Board of Education's desires and concerns regarding the quality and performance of the school district;
3. Effecting the policies, goals and objectives established by the Board of Education;
4. Providing fiscal leadership in the implementation of the budget process;
5. **Overseeing the selection** ~~Selecting~~ and ~~evaluation~~ ~~ing~~ of all professional staff.

#### **The administration, the teachers and other employees are accountable for:**

1. Achieving the goals and objectives related to their stated job responsibilities;
2. Being responsive to the Superintendent of School's desires and concerns regarding the quality and performance of their job responsibilities;
3. Maintaining communications with students, parents and the community regarding their stated job responsibilities;
4. Conforming to the policies established by the Board of Education.

## **Bylaws of the Board**

### **Accountability**

#### **The parents are accountable for:**

1. Providing an atmosphere that supports the education of their child;
2. Maintaining close communication with the school.

#### **The students are accountable for:**

1. Diligently pursuing their own learning;
2. Following the rules of the school district.

Legal Reference: Connecticut General Statutes  
10-220 Duties of boards of education.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

## Community Relations

### Relations Between Public and School Personnel

#### Conduct on School Property

The Board of Education (Board) expects mutual respect, civility and orderly conduct among all individuals on school property or at school events or **in communications with the school district**. District staff will treat parents and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among Board members, district employees, parents and the public. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff. Volatile, hostile or aggressive actions and words cannot be tolerated, and individuals who engage in these activities may face legal penalties.

In the interest of presenting Board members and District employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Board seeks public cooperation with this endeavor.

**Staff may not always be immediately available to speak with families. The best way to ensure communication can occur with administration or staff is to schedule an appointment. Staff and administration have a practice of attempting to return calls/emails within 24 hours.**

Based upon the above, the Board expects that no person on school property or at a school event or **in communication with the school district** shall:

1. Injure, threaten, harass or intimidate a staff member, Board member or any other person;
2. Curse and use obscenities;
3. Disrupt or threaten to disrupt school or office operations;
4. Damage or threaten to damage another's property;
5. Damage or deface District property;
6. Violate any Connecticut law or town/city ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous instruments or weapons;
9. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
10. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
11. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive; or
12. Violate other District policies or regulations or an authorized District employee's directive.

#### **Standards for a peaceful, safe, respectful school environment:**

A. Expected behaviors include but are not limited to:

1. Respect and courtesy in language, demeanor, and actions
2. Moderate tone and volume of voice
3. Active and respectful listening
4. Respectful acknowledgement of cultural differences
5. Respect for the personal, civil, and property rights of others
6. Appropriate and courteous use of telephone, public address systems, electronic devices and any other verbal communication device
7. Appropriate and courteous written communication, including notes, letters, email and text messages

B. Unacceptable behaviors include but are not limited to:

1. Rude, insulting or demeaning language and/or actions, **either in person, by email/text, voice/phone or other written or verbal communication**
2. Persistently **pursuing** unreasonable ~~demands~~ **requests**
3. Intrusive and/or interruptive behavior
4. Displays of temper
5. Harassment and intimidation
6. Threatening and/or abusive gestures and behavior
7. **Posting disparaging remarks on social media**

C. Incidents of uncivil behavior should be resolved cooperatively with the individual(s) most directly involved. **Following the protocol and chain of command to air concerns is expected. Start with teacher, then building administration then District Office then Board of Education if concerns are not addressed and/or resolved.**

**D. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the staff member to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee will terminate the meeting or conversation.**

(cf. [1110.1](#) - Parent Involvement)

(cf. [1120](#) - Public Participation at Board of Education Meetings)

(cf. [1250](#) - Visits to Schools)

(cf. [1251](#) - Loitering or Causing Disturbances)

(cf. [1310](#) - Relations Between the Public and School Personnel)

(cf. [1312](#) - Public Complaints)

(cf. [1330](#) - Use of School Facilities)

(cf. [1700](#) - Otherwise Lawful Possession of Firearms on School Property)

(cf. 6145.71 - Use of Alcohol by Adults)

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of the government agents to be public.

[1-232](#) Conduct of the meeting

10-221 Boards of education to prescribe rule(s), policies, and procedures.

10-238 Petition for hearing by board of education.

10-239 Use of school facilities for other purposes.

53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted:

*Existing bylaw, number 9121 adopted 6/20/22, appropriate as written.*

## **Bylaws of the Board**

### **Chairperson**

A Chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board biannually at the organizational meeting of the Board. There is no restriction on the number of terms a Board member may serve as Chairperson.

The Chairperson shall preside at all meetings of the Board, appoint committees, sign financial and other records of the Board, and perform such other duties as may be prescribed by law, State Department of Education regulations, or the action of the Board.

In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint members to committees in accordance with Bylaws 9132 and 9133.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.
9. Declare the meeting adjourned.

## **Bylaws of the Board**

### **Chairperson (continued)**

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

The Chairperson of the Board may be removed as Chairperson by the affirmative vote of six (6) members taken at a duly constituted meeting for which the matter appeared as an agenda item.

(cf. 9121 - Bylaws of the Board of Education Officers)

(cf. 9132 - Standing Committees)

(cf. 9133 - Special Committees)

(cf. 9324 - Meeting Conduct and Parliamentary Procedure)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

10-224 Duties of the Secretary.

10-225 Salaries of Secretary and Attendance Officers.

*Existing bylaw, number 9122 adopted 7/18/22, appropriate as written.*

## **Bylaws of the Board**

### **Vice-Chairperson**

A Vice-Chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board bi-annually at the organizational meeting of the Board.

In the absence or inability of the Chairperson, the Vice-Chairperson shall preside at Board meetings and shall perform such other duties of the Chairperson as necessary.

(cf. 9321 Time, Place and Notification of Meetings)  
(cf. 9324 Meeting Conduct and Parliamentary Procedure)  
(cf. 9121 Chairperson)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

10-224 Duties of the Secretary.

10-225 Salaries of Secretary and Attendance Officers.

*Existing bylaw, number 9123 adopted 6/20/22, appropriate as written.*

## **Bylaws of the Board**

### **Secretary of the Board**

A Secretary of the Board of Education shall be selected by a majority of the members of the Board bi-annually at the organizational meeting of the Board.

In the absence of the Clerk of the Board, the Secretary shall record and maintain a record of all meetings and proceedings of the Board.

In the absence of the Chairperson and the Vice-Chairperson, the Secretary shall preside at Board meetings and perform such other duties as necessary.

(cf. 9324 - Meeting Conduct and Parliamentary Procedure)

(cf. 9121 - Bylaws of the Board of Education Officers)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

10-224 Duties of the Secretary.

10-225 Salaries of Secretary and Attendance Officers.

*Existing bylaw, number 9124 adopted 10/17/11, appropriate as written.*

## **Bylaws of the Board**

### **Clerk of the Board**

The Woodbridge Board of Education shall be staffed by an individual who will serve as Clerk of the Board.

The Clerk of the Board shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board; reports of the Chairperson and reports of the Superintendent.

Legal Reference: Connecticut General Statutes

10-218 Officers.

10-224 Duties of secretary.

10-225 Salaries of secretary and attendance officers.

*Sample bylaw to consider.*

## **Bylaws of the Board**

### **Attorney**

The attorney of the **Woodbridge** Board of Education shall be the legal advisor of the Board and its officers in questions related to their official duties.

A decision to seek legal advice or assistance on behalf of the District shall be made by the Superintendent or Board Chairperson in accordance with Board policy and when an obvious need exists.

Legal services required by the District may include, but not be limited to:

1. Providing general legal advice to the Board and/or administration;
2. Assisting with labor negotiations;
3. Assisting with personnel matters;
4. Assisting with expulsions and other disciplinary matters;
5. Conduct and/or assist with pending or actual litigation involving the District;
6. Other specialized legal services; and
7. Attendance at Board meetings or other activities as appropriate.

The Board retains the right to terminate the service of any attorney.

Bylaw adopted by the Board:

*Existing bylaw, number 9150 adopted 10/17/11, appropriate as written.*

## **Bylaws of the Board**

### **Board Consultants**

The Woodbridge Board of Education will from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which present staff is unable to provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to the following:

1. Conducting fact-finding studies, surveys, and research;
2. Providing counsel or services requiring special expertise; **and**
3. Assisting the Board in developing policy and program recommendations.

Before engaging a consultant, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the tasks;
4. The target dates for completion of tasks;
5. The method to be used to report results to the Board and/or to deliver any product" (e.g., long-range plans, codified policy manual, etc.) to the Board; and
6. Costs.

# MINUTES OF THE WBOE POLICY COMMITTEE

## Superintendent's Conference Room

June 6, 2024

WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=mb1544a763640c6bf1e4dd539a1ea6e47>

Meeting Number (access code): 2482 190 8498

Meeting Password: mvVM5pSaH33

**CALL TO ORDER:** Ms. Williamson called the meeting to order at 2:36 PM.

**IN ATTENDANCE:** Erin Williamson, Chair (in person), Lynn Piascyk (in person), Steven Lawrence (remote), Board of Education Members; Vonda Tencza, Superintendent; Mary Vincitorio, WEA Liaison and Marsha DeGennaro, Clerk of the Board.

**PUBLIC COMMENT:** None

The Committee reviewed the following policies:

- ❖ 9011-Accountability, 9273 – Civility, 1316 - Conduct on School Property (Civility)
- ❖ 9121 - Chairperson
- ❖ 9122 - Vice Chairperson
- ❖ 9123 - Secretary
- ❖ 9124 - Clerk of the Board
- ❖ 9125 - Attorney
- ❖ 9130 - Committees
- ❖ 9150 - Consultants

Changes were made as follows:

- Policy 9011 – at the prior meeting (April 1) under Superintendent (5) was modified to “*overseeing the selection*”. The committee also reviewed current Policy 9273 and the CABE recommended Policy of 1316 as they were similar topics to 9011. There was consensus that Policy 9011 would be submitted for 30-day review with no additional changes made. It was agreed Policy 9273 would be deferred to future review in the process.
- Policy 1316 – was not current a policy in Woodbridge. Changes were made to the recommended language provided by CABE as follows:
  - In the first sentence “*in communications with the school district*” was added after “*events or*” as well as in the 5<sup>th</sup> paragraph before “*shall*”.
  - A fourth paragraph was added “*Staff may not always be immediately available to speak with families. The best way to ensure communication can occur with administration or staff is to schedule an appointment. Staff and administration have a practice of attempting to return calls/emails within 24 hours.*”
  - On Page 2, after Alternate language to consider: “*for a peaceful, safe respectful school environment*” was added after the “*Standards*” heading.
  - Under B (1) “*either in person, by email/text, voice/phone or other written or verbal communication*” was added after “*actions*”.
  - Under B (2) “*pursuing*” was added after “*Persistently*” and “*demands*” was changed to “*requests*”.
  - Under B a #7 was added “*posting disparaging remarks on social media*”.
  - Under C and additional sentence was added “*following the protocol and chain of command to air concerns is expected. Start with teacher, then building administration then District Office then Board of Education if concerns are not addressed and/or resolved.*”
  - D was added “*If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the staff member to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee will terminate the meeting or conversation.*”

- Policy 9125 not currently a policy was modified to include “*Woodbridge*” in the first sentence before “*Board*”. The 3<sup>rd</sup> paragraph and items 1-4 under it were deemed no necessary and deleted.
- Policy 9150 – following the first paragraph, in #2 the word “*and*” was added following “*expertise*”.

No changes were made to 9121, 9122, 9123, 9124 and 9273. There was general consensus that Policy 9273 would be deferred to future review and that as Policy 9130 was not currently a policy in Woodbridge it was not necessary as this language was covered in other policies.

With the exception of 9130 and 9273, all other policies will be forwarded to the WBOE for 30-day review at the June 17, 2024 meeting.

The CAFE policy chart was shared with committee members and will be updated accordingly as we proceed through the 9000 series.

**PUBLIC COMMENT:** None

Meeting Adjourned: 3:36 PM

# ***2024/25 VISION / MISSION & GOALS***

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

***Vision*** – *To empower and inspire future leaders who will positively impact our world.*

## **Goals**

***Student Growth and Success*** – *To promote and foster high expectations for student growth, active learning, and academic excellence for all learners.*

***Community*** – *To foster a strong sense of community.*

*Voted by the WBOE on August 19, 2024*

Open Choice – Superintendent Tencza presented the recommendation to return to 18 slots for the 2024/25 school year. This recommendation is predicated on one Grade 6 student leaving and the addition of the two vacant slots to accommodate two siblings of current students attending BRS under Open Choice. While we are not able to control the lottery and placement of students, we have been able to establish a clearer billing pattern, more responsive communications and a better defined reimbursement allocation with the New Haven Public Schools. Questions were raised relative to incoming class sizes in Kindergarten, other districts opting out of participation and finding alternative options to reduce racial economic isolation. Given current participation, we are over represented with the number of white participants and under-represented in black and latino populations. Perhaps there are other programs that could fulfill mandated requirements to improve academic achievement; reduce racial, ethnic and economic isolation; and provide a choice of educational programs for public school students.

**MOTION #4 – OPEN CHOICE**

Move that we continue participation in the Open Choice program and adopt the Superintendent's recommendation to allocate 18 slots for the 2024/25 school year with any vacant slots filled beginning in Kindergarten.

Dr. Dahya

Second by Dr. Madonick

**IN FAVOR:** Ms. Piascyk, Dr. Madonick, Dr. Dahya, Mr. Lawrence Dr. Strambler and  
Ms. Williamson

**AGAINST:** Ms. Del Prete, Ms. Hopkins and Mr. Hughes

***MOTION PASSES 6-3-0***

**MOTION #5 – OPEN CHOICE ALTERNATIVES**

Move that we explore other options for the future to address diversity in this district and create integral relationships with other districts.

Ms. Del Prete

Second by Ms. Hopkins

**UNANIMOUS**

BRS Update – Ms. Sherman noted the school-wide Halloween Costume walk, the Veteran’s Day Ceremony, new teacher evaluation guidelines, Apple Distinguished School Award with technology displays in various classrooms and a robot parade, professional development days in literacy instruction and the Master reading class.

Math Update – Superintendent Tencza and Ms. Sherman highlighted various aspects of the Math program for what is currently in place, what is working, what will be tweaked, Grade 5 and 6 pathways for the building of curriculum foundations, the Grade 6 pathway to Middle and High School Math and creating program extension offerings in EDay or after-school opportunities. The focus of the program is to build foundational skills that develop a deeper understanding of standards versus skipping content, compacting of mathematical / content curriculum standards, defining expectations of each grade level and differentiating learning for all levels. It was noted that for the second year in a row, we ranked number 1 in our DRG in Math are in the top 3 of DRG A. While we did not have enough students who qualified for pre-algebra this year, our test scores validate that we are successful at serving the whole child.

It was noted that pre-algebra eligibility is based on standardized assessment testing and students must score 98 or higher in 5 out of 6 content areas to qualify. It was suggested that a page be created on the web site that defines our pre-algebra qualification criteria as well as the criteria for Middle School acceptance. Perhaps through conversation Amity could be convinced to change their standards and/or criteria. We need to attain a better solution than having students skip an entire grade level of content. Also, given the recent staffing changes in Grade 6, a veteran teacher is now teaching Math. There will be an additional follow-up provided at the January 16 regular meeting as well as the spring.

Town Building Committee Update – Mr. Hughes outlined the Education Specification pertaining to the Roof Replacement project that are required in order to have roof replaced this coming summer. As a referendum vote is required, there is a very rapid and tight timeline to achieve commencement of construction by the beginning of summer.

**MOTION #6 – ED SPECS (ROOFING PROJECT)**

Move that we approve the Education Specifications pertaining to the Roof Replacement project as presented by Silver Petrucelli for submission to the Town Building Committee and CSDE.

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

*Facility Committee* – Mr. Hughes indicated this Committee met on November 2 and again on November 8 at the request of the Town Building Committee to review proposed capital projects. Superintendent Tencza also submitted a letter to the Town Building Committee supporting the projects identified in the 2025-2030 Capital Projects proposal.

*Finance Committee* – Mr. Lawrence noted that the Finance Committee met on November 14 to review monthly financials and the 2025-2030 Capital Budget proposal.

*2025-2030 Capital Budget Proposal* – these projects were reviewed and will be voted on at the December 18 regular meeting.

*Policy Committee* – Dr. Madonick presented the two mandated policies under 30-day review for adoption.

**MOTION #7 – POLICY 3542.41 – FOOD SERVICE PERSONNEL PROFESSIONAL STANDARDS ADOPTION**

Move that we adopt 3542.41 – Food Service Personnel Professional Standards as presented.

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

**MOTION #8 – POLICY 4113.12 – MINIMUM DUTY FREE LUNCH PERIODS FOR TEACHERS AND OTHER CERTIFIED STAFF ADOPTION**

Move that we adopt 4113.12 – Minimum Duty Free Lunch Periods for Teachers and Other Certified Staff as presented.

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

*Upcoming WBOE Committee / Meeting Schedule* – Policy Committee on December 4 at 4:30 PM, Curriculum Committee on December 7 at 4:00 PM, Finance Committee on Tuesday, December 12 at 4:30 PM, the Budget Workshop on December 11 at 7:00 PM, the regular WBOE Meeting December 18 at 7:00 PM, the Special WBOE meeting to adopt the budget on January 3 at 7:00 PM and a back-up date on January 4 at 7:00 PM.

*CABE Liaison Report* – Ms. Piascyk noted the attendance of herself, Superintendent Tencza, Dr. Madonick, Ms. Hopkins, Ms. Del Prete and Mr. Lawrence at the CABE Conference on November 17 and presented the Board Leadership Recognition Award.

*Upcoming Meeting Presentations* – December 11 Budget Workshop on the Superintendent’s 2024/25 Proposed Budget.

**NEW BUSINESS**

Superintendent Tencza informed the Board of two certified staff resignations.

**MOTION #9 – CERTIFIED STAFF RESIGNATION (HORVATH)**

Move that we accept the resignation of Kristin Horvath effective November 10, 2023 with regret.

Ms. Piascyk  
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.

**MINUTES OF THE REMOTE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING**

**Tuesday, January 16, 2024**

Via WebEx <https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=me6595a310c82d04ca61efebba0665e77>  
**Meeting Number: 2496 825 4077 Meeting Password: gPcK8i5BpM7**

**CALL TO ORDER:** Ms. Lynn Piascyk, Chair, called the meeting to order (7:01 PM).

**BOARD MEMBERS PRESENT:** Ms. Lynn Piascyk, Chair; Dr. Jay Dahya; Ms. Sarah Beth Del Prete, Secretary (7:19 PM); Dr. Lauren Francese; Mr. Jeff Hughes; Mr. Steven Lawrence, Vice Chair; Dr. Michael Strambler and Erin Williamson.

**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.

Ms. Piascyk welcomed new Board member Dr. Lauren Francese who was recently appointed to fill the vacancy created by the election of Dr. Madonick to the Board of Selectmen.

**CORRESPONDENCE** – None

**PUBLIC COMMENT** – No Report

**PTO Update** – No Report

**CONSENT AGENDA**

**MOTION #1 – CONSENT AGENDA**

Move that we approve the consent agenda as presented.

Ms. Hughes

Second by Mr. Lawrence

**UNANIMOUS**

**Superintendent Report** – Superintendent Tencza provided an update on enrollment, the hiring of a Grade 6 staff member, and submission of the grant related to the roofing project. Superintendent Tencza apprised the Board on the request from the Board of Selectmen at their January 8 meeting regarding amending the 2025/30 Capital Budget submission to include portions of the Construction Solutions Group proposal as well as funding other portions from the current surplus in the 2023/24 budget. It was noted that the Board of Selectmen are fully aware that the funding of this project is a capital project. However, the Board is in a position to expedite the process by funding the first two phases (approximately \$20,000) through the current operating budget instead of having to wait until the late spring for funding to occur by the Board of Selectmen process.

Ms. Del Prete arrived (7:19 PM).

**MOTION #2 – 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 I and II from the 2023/24 Operating Budget.

Ms. Piascyk

Second by Mr. Hughes

**UNANIMOUS**

**MOTION #3 – 2025/30 CAPITAL BUDGET**

Move that we amend the 2025/30 Capital Budget 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).

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

Special Education Update – Currently, the BRS overall student population is 876 with approximately 18 PK students, 113 students receiving special education services and 56 students serviced by 504. Staffing is inclusive of approximately 26 teachers/related service individuals and 25 paraeducators. Eligibility for services is determined through the Planning and Placement Team (PPT) process. Questions were raised regarding student / staffing ratios, the number of supervisory evaluations, physical space constraints and programming needs.

BRS Update – Ms. Sherman noted the hosting of two students (Grade 1 and Kindergarten) who were the recipients of a Hoot auction item as BRS Principal for ½ a day and the review of state approved resources, protocols and rubrics by the literacy team as it pertains to the reading waiver denial. Assistant Principal Sapia noted the collaboration of the PE/Health Teacher and Officer Lynch in the revamp of the DARE program and the inclusion of student choice / voice in the process as well as the creation of a culminating year end activity. Targeted health mandates and the DARE decision-making model create a natural alliance of objectives within the classroom. Ms. Tafel noted the recent deployment of the new streamlined dismissal app *PikMyKid* with approximately 89% of parents participating in the initial rollout. The program allows for daily dismissal updates. It was suggested that proven effective evidence-based programs be explored and an update on the DARE program be provided to the Curriculum Committee or the full Board at a future meeting.

Town Building Committee Update – Mr. Hughes noted that the roofing project is moving forward with funding approved at the special Town meeting on January 8, 2024.

Facilities Committee – Mr. Hughes noted this Committee met on January 4 and received a facilities update on a variety of projects. A working session was held with a representative from Van Zelm on January 11 to review various aspects of the HVAC air quality report. It is anticipated Van Zelm will disseminate the official report shortly. Given the limited number of consultants available to perform this service, this district is fortunate to have this work completed in compliance with the CSDE mandate.

CABE Liaison Report – No report

Finance Committee – Mr. Lawrence reviewed the January 9 meeting inclusive of the standard monthly reports. With approximately half the year expended, it appears there will be a projected surplus. As suggested by the Board of Selectmen, the funding for the CSG project voted on earlier will be incorporated into the 2023/24 budget.

Policy Committee – Ms. Piascyk presented the two policies currently under 30-day review for approval.

**MOTION #4 – POLICY ADOPTION – 9132.4 FINANCE COMMITTEE**

Move that we adopt Policy 9132.4 as revised.

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

**MOTION #5 – POLICY ADOPTION – 3515 OPERATIONS USE OF SCHOOL FACILITIES**

Move that we adopt Policy 3515 as revised.

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

CABE Report – Ms. Del Prete noted the attendance of several board members at the CABE Legislative Breakfast on January 11 and the upcoming advocacy webinar on January 24. Chair Piascyk presented a draft letter prepared by Ms. Williamson regarding the significant dollars the district could incur as a result of the reading waiver denial by the CSDE. The letter requests that districts, such as Woodbridge, who are maintaining high levels of academic performance as

## Town Building Committee for BRS Capital Projects

Monday, February 12, 2024 Webex Meeting

### Meeting Minutes

The following Committee members were present: Maria Madonick (BOS), Donovan Lofters (BOF) @0834, Jeff Hughes (WBOE). The following were also present: Lynn Piascyk (Chair, WBOE, ex-officio), Donna Coonan (WSD Director of Business and Operations), David Stein (SP&A), Mica Cardozo (First Selectman).

The meeting was called to order at 0832am.

1. Update committee charge
  - a. See attached committee charge dated September 14, 2022.
  - b. With discussion and input from the committee, the charge of the committee was amended to add to the previous charge the following:

*As per the charge of the BRS Infrastructure Building Committee date September 14, 2022, this committee will continue to work with Silver Petrucelli & Associates and Fuss & O'Neill to coordinate oversight and communication of the current infrastructure projects with the WBOE, WBOS, and WBOF.*

*The committee will commence work with the retained consultant group, Construction Solutions Group, to coordinate the oversight and communication between the WBOE, WBOS, and WBOF for the Education Specification and Feasibility studies and subsequent financial projections to explore options for increasing capacity and appropriate educational and programmatic learning spaces for the Woodbridge School District in response to population projections and programmatic challenges.*

*The committee shall have as its priority the space and educational needs of Beecher Road School and shall seek best practices for sustainable design, energy efficiency, use of green energy technologies, and seek grant opportunities to fund or offset the additional potential costs of these initiatives.*

2. The committee voted unanimously to support the Request for Funding submitted to the BOS for the Education Specification study and subsequent phases of the Construction Solutions Group contract which was also added to the Woodbridge School District Capital plan as requested by the town.

The committee mentioned the plan for Friday's meeting to review the plans, specifications, and estimates of the roof and drainage projects for approval by the committee.

On a motion made by Jeff and seconded by Donovan, the committee voted unanimously to adjourn the meeting at 0849am.