

Agenda

- I. **Call to Order**
- 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 with 2024/25 Transfers
 - D. Combining Financial Statements
- IV. **Roof Project Update**
- V. **Waive Bid Procedures on the Micro-turbine Maintenance Contract**
- VI. **2026/27 Proposed Budget Calendar**
- VII. **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***
- VIII. **Adjourn**

Woodbridge Public School's 2024-2025 Budget Narrative

For the Year Ended June 30, 2025

In May we anticipated around \$100,000 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 around \$50,000 to the Town.

2024-25 Surplus Funded Expenses		
Description	Amount	Notes
Bulk supplies to help defer family contribution	\$15,000	classroom supplies
Cover Reduced Lunch Fees	\$2,800	cover \$0.60 per meal for reduced families
Risers for band/chorus	\$3,000	
Rugs/Walk off Mats	\$2,250	Tools For Schools suggestions
Annihilare Cleaning Product Generation Machine	\$23,000	3 year pay back
Radios	\$8,000	refresh worn radios
Loop Repair	\$6,000	last year quote
PE equipment	\$5,000	
Total	\$65,050	
	Capital Equip.	
	Educational	
	Facilities	

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, 2025.

100 Series Salaries - Salaries represent 61% of the budget. We ran a surplus in salaries in the second half of the year due to teacher turnover and several unfilled vacancies. To utilize that surplus, we accrued ESY salaries back to FY25 school year, which is allowable when the commitment to spend those funds occurs before 6/30/25. After the accruals and transfers, this category was left with a surplus of \$51K.

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 \$35K of surplus would be left to be reprogrammed. A combination of para vacancies and the CMERS rate coming in 2% less than budgeted continues to be a driver of savings in this category. Additionally, we did not charge the cafeteria fund for the Food Service Manager's health insurance. We were ultimately able to reprogram \$84K 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 an \$11K deficit in this category. Both Substitutes and Software Support expenses came in less than anticipated and we are able to transfer \$33K 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 in May was \$9K for the year. The combination of the pool closure and not having to pay the micro-turbine's maintenance agreement were the main drivers of this projected savings. We were able to utilize the existing surplus and an additional \$33K of proposed transfers toward the purchase of the cleaning product generation system and other surplus items.

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 having a surplus of \$19K. We are now proposing a transfer in of \$9K with the main drivers being the accrual of ESY outplaced tuition and pupil transportation.

600 Series Materials and Supplies – These supplies account for 2% of our budget. In May we were predicting a \$30K deficit in this category because earlier in the year we moved \$13K of non-eligible grant expenses to the general fund, and 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 \$15K for classroom supplies to lessen the burden on families to supply some standard school supply items, \$5K on additional PE equipment, \$5,500 on adult bathroom door handle replacements and some additional risers for the music program. The total of these items now requires a proposed transfer of \$72K into this category.

700 Series Furniture and Equipment - This category represents 6/10 of one percent of the budget and we transferred in \$45K to purchase the cleaning project generation system, a larger conference table and chairs for the north office conference room, and new Chromebook cases and charging carts.

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 was able to give \$3K toward the total year end surplus.

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 deficit of less than \$1K in this category and that held steady as this category required a \$237 transfer to be in budget.

**WOODBIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 6-30-2025**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	10,663,097	51,176	-	51,176
200	TOTAL BENEFITS	3,606,042	214	-	214
300	TOTAL PROFESS. SERVICES	534,168	1	-	1
400	TOTAL PROPERTY SERVICES	688,276	(0)	-	(0)
500	OTHER SERVICES	1,565,229	0	-	0
600	SUPPLIES & MATERIALS	371,543	0	-	0
700	TOTAL PROPERTY SERVICES	148,300	(1)	-	(1)
800	TOTAL DUES, FEES, MISC.	37,545	(0)	-	(0)
TOTAL ADOPTED BUDGET		17,614,200	51,390	0	51,390

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	190,400	0	-	0
510	TRANSPORTATION	258,091	0	-	0
560	TUITION SPECIAL ED	288,928	(0)	-	(0)
SPECIAL EDUCATION CARVEOUT		737,419	(0)	0	(0)

SUMMARY	
Special Ed Surplus / (Deficit)	(0)
Under / (Over) Spending in OTHER programs	51,390
Total Surplus / (Deficit) Projected	51,390

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED June 30, 2025**

Object Code	Descriptions	Adopted Budget	Proposed Transfers	Expended to Date	Encumbered to Date	Projected Year-End Balance
110	Administrators	999,860	(650)	999,210		(0)
120	Teachers - Regular	5,853,312	1,441	5,843,903	10,850	0
120	Teachers - Special Education	1,128,525	32,426	1,160,951		(0)
1201	Psychologist	197,202	(22,591)	174,611		0
1203	Counselor	53,690	1,096	54,786		0
Sub-Total Certified Salaries		8,232,589	11,722	8,233,461	10,850	0
1303	Custodians	473,399		458,208	15,000	191
140	Nurses	184,192	595	184,787		(0)
150	Secretaries, Clerical	431,376	(511)	402,447		28,418
160	Paraprofessionals	291,244		245,413	36,192	9,639
1601	Special Education Paraprofess.	797,954		785,094		12,860
170/10	Salaries OT / PT	114,668	(4,093)	110,508		67
190	IT Manager and Asst.	81,161	3,993	85,154		0
190	Salaries, Miscellaneous	56,514	16,063	72,577		(0)
Sub-Total Non-Certified Salaries		2,430,508	16,047	2,344,188	51,192	51,175
TOTAL SALARIES		10,663,097	27,769	10,577,648	62,042	51,176
220	FICA	317,410	(28,418)	288,992		0
230	CMERS	430,145	(16,087)	414,058		(0)
270	Medical Insurance	2,808,091	(52,489)	2,755,603		-
280	Life Insurance	33,346		33,132		214
2902	Other Employee Benefits	17,050	12,565	25,615	4,000	0
TOTAL BENEFITS		3,606,042	(84,429)	3,517,399	4,000	214
320	Professional Development	45,220	(1,852)	18,985	24,383	(0)
330	Legal Fees	65,000	(9,146)	48,354	7,500	(0)
340	Software Support	29,750	(13,634)	16,116		0
350	Substitutes	143,000	(14,239)	128,761		0
390/01	Consultant Services	190,400	(1,350)	182,655	6,395	0
3902	Financial Audit	46,400	1,480	47,880		-
390	Other Prof/Tech. Services	14,398	5,807	20,205		0
TOTAL PROFESSIONAL SERVICES		534,168	(32,934)	462,955	38,278	1
410/01	Utilities - Electric and Water	190,500	(20,886)	169,614		(0)
420	Heating	114,000	(40,653)	73,347		0
430	Repairs and Maintenance	75,000	53,406	91,196	37,210	0
450	Leases and Rentals	110,123	1,978	111,399	702	(0)
4501	Building Improvements	10,500	4,763	4,017	11,246	-
490	Other Purchased Services	27,620	13,515	29,873	11,262	-
4901	Service Contracts	160,533	(45,226)	105,927	9,380	(0)
TOTAL PROPERTY SERVICES		688,276	(33,103)	585,373	69,800	(0)
510	Pupil Transportation-Regular	479,802	(197)	479,605		(0)
510	Pupil Transportation-Spec. Educ.	258,091	44,792	302,883		0

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED June 30, 2025**

Object Code	Descriptions	Adopted Budget	Proposed Transfers	Expended to Date	Encumbered to Date	Projected Year-End Balance
520	Insurance-General Liability	144,380	13,069	157,449		-
5201	Worker's Compensation	263,707	(17,476)	246,231		0
530	Telephone Services	18,531	6,103	24,200	434	(0)
535	Internet	27,000	(12,227)	14,773		0
537	Postage	6,840	(47)	4,137	2,656	(0)
540	Advertising	1,000	(1,000)	-		-
550	Interns	57,000	(25,000)	32,000		-
560	Tuition - Wintergreen	6,000	(6,000)	-		-
560	Tuition - Out of District	288,928	1,453	262,236	28,145	(0)
590	Other Purchased Services	13,950	4,937	17,017	1,870	0
TOTAL OTHER PURCH SERVICES		1,565,229	8,407	1,540,531	33,105	0
610	Instructional Supplies	127,345	45,060	113,863	58,541	0
620	Computer Software	88,928	(2,011)	85,057	1,860	0
625	Supplies Nurses	5,370	(40)	5,330		-
630	Supplies Custodial	56,050	34,580	75,717	14,913	(0)
635	Supplies Office	13,000	1,699	6,260	8,440	(0)
640	Books and Audio Visual	25,000	665	23,105	2,561	(0)
645	Subscriptions	27,500	(1,386)	18,201	7,914	-
650	Testing	24,650	(9,358)	13,994	1,298	0
690	Misc. Supplies - DW Security	3,700	3,102	1,293	5,509	(0)
TOTAL SUPPLIES & MATERIALS		371,543	72,312	342,819	101,035	0
732	Computer Hardware	114,500	7,911	115,639	6,772	(0)
735	Equipment - Teaching	11,000	(447)	3,627	6,926	0
740	Equipment - Building	5,000	22,189	4,189	23,000	(0)
745	Furniture	17,800	15,650	3,404	30,046	(0)
TOTAL PROPERTY		148,300	45,303	126,859	66,744	(1)
810	Dues and Fees	24,345	(3,088)	20,907	350	(0)
900	Other Fees	13,200	(237)	12,963		0
TOTAL DUES AND FEES		37,545	(3,325)	33,870	350	(0)
TOTAL ADOPTED BUDGET		17,614,200	0	17,187,455	375,355	51,390

**WOODBRIIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 6-30-2025**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	\$270,539	\$316,437	\$32,293	\$51,040	
Intergovernmental	\$85,601	\$0		\$0	
Donations	\$0	\$0		\$415	
Other income	\$0	\$0			
Additions	\$0	\$0		\$0	\$1,906
Total Revenues:	\$356,139	\$316,437	\$32,293	\$51,455	\$1,906
Expenditures:					
Wages, FICA, MERF	\$188,293	\$285,093	\$0	\$47,646	
Medical Insurance	\$0	\$0		\$0	
Cost of food sold	\$151,031	\$0		\$0	
Equipment		\$0		\$0	
Repairs	\$5,722	\$0		\$0	
Other Expenses	\$23,665	\$59,775	\$28,559	\$38,843	\$2,840
Total Expenditures:	\$368,711	\$344,868	\$28,559	\$86,489	\$2,840
Year to Date Net Income / (Loss):	(\$12,572)	(\$28,431)	\$3,734	(\$35,033)	(\$934)
BOE Year to Date Cost of Health Insurance	\$36,644				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	\$158,733	\$93,666	\$5,382	\$58,260	\$14,612
Prepaid Expenses	\$0	\$0	\$0	\$0	
Accounts Receivable	\$5,540	\$250	\$11	\$3,329	
Intergovernment Receivable	\$26,897	\$0	\$12	\$90,735	
Inventory	\$7,885	\$0	\$0	\$0	
Due From Other Funds		\$5,076			
Total Assets:	\$199,055	\$98,992	\$5,405	\$152,323	\$14,612
Liabilities:					
Amounts Held As Agent	\$0	\$0	\$0		
Accounts Payable	\$3,459		\$0	\$1,260	\$500
Deferred Revenue	\$16,116	\$0	\$0	\$90,735	
Wages Payable					
Due to Other Funds		\$90,747			
Total Liabilities:	\$19,575	\$90,747	\$0	\$91,995	\$500
Fund Balance:					
Prior Year Ending Fund Balance	\$192,052	\$36,677	\$1,672	\$95,362	\$15,046
Year to Date Income / (Loss)	(\$12,572)	(\$28,431)	\$3,734	(\$35,033)	(\$934)
Current Fund Balance	\$179,480	\$8,246	\$5,405	\$60,329	\$14,112
	\$0	(0.00)	-	-	0
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
# of Days Expenses in Fund Balance	247	7	N/A	N/A	N/A
Fund Balance Excess	\$114,115	(\$104,948)	N/A	N/A	N/A

Woodbridge School District - Staff Report

To: Woodbridge Board of Education / Finance Committee

From: Donna Coonan – Director of Business Services & Operations

Date: August 6, 2025

Subject: Micro-turbine Maintenance Contract

1. Purpose of Report

This report contains information to assist the Board in making a decision regarding the renewal options for the maintenance of Beecher Road School's micro-turbine.

2. Background / Context

The Capstone Micro-turbine was installed as part of the 2016 building upgrade. The equipment has a 30+ year useful life, and it is estimated to save us around \$64K annually in energy costs. In addition to saving energy, the system provides our emergency hallway lighting when the power goes out. The previous 9 Year Service Agreement expired on June 30, 2025.

3. Analysis / Key Information

RSP Systems has offered us two options for a service agreement. Option A is the Comprehensive Service Program where parts and labor are included in the annual fee. Option B only includes labor for service calls and repairs, and the district would have to pay extra for any necessary parts required.

- The price of the of Option A is almost double our prior contract's annual fee. However, staff still feels that Option A is the more cost effective option as we are due for a major overhaul in the next three years and the parts alone on that job are estimated at \$80,000. The difference in price between including parts or not including parts for the five-year contract is \$68,585.
- Option A is approximately \$15,000 more than we budgeted in the current fiscal year, but at least the total cost is known. The total budget implications of Option B are unknown.
- The Facilities staff has a good relationship with this vendor and they are reliable, they show up when they say they will and finish their work to completion.

- Staff attempted to obtain quotes from other suitable vendors (Advanced Turbine Services, LLC, Ethos Energy Accessories and Components and Turbine Maintenance Inc.) but no other vendor is able to provide the required service on this system. RSP Systems is the only Capstone authorized distributor in Connecticut.

4. Recommendation(s)

Staff recommends that we enter into a new five-year agreement with RSP Systems for the Comprehensive Service Program and that the Board waive the bid requirement and consider them a sole source vendor for this work.

5. Attachments / Appendices

RSP Systems Service Program Renewal Letter dated July 11, 2025



July 11, 2025

Woodbridge School District
11 Meetinghouse Lane
Woodbridge, CT 06525

RE: RSP Systems Capstone Turbine Service Program Renewal Options

Dear Vito Vesparo,

Thank you for being an RSP Systems service program client for the past 9 years. Your system has had many years of successful operation providing you with significant energy cost savings and a reduced carbon footprint. Your current program is at or approaching the end of the current term. The old contract included parts and labor for scheduled and unscheduled services and was provided previously at a flat annual rate for the past 9 years (07/01/16 – 06/30/25).

The Capstone turbine asset at your facility is expected to perform effectively for 30+ years with good preventative maintenance and scheduled service tasks performed at certain intervals based on run time hours. The parts and components inside your unit are of high quality and many are comprised of precious metals, circuit boards and materials that are unique and expensive. In the past 5 years, many of these items have doubled in cost (Not due to tariffs) and accordingly, the cost of new equipment and new parts inclusive services programs have increased as well.

The attached proposal for your next 5-year service program offers (2) choices for your consideration:

The “**Comprehensive Service Program**” is most similar to the previous all-inclusive contract (parts and labor) and would provide comfort to ownership with predictable OPEX for 5 years. All labor + material risks are on RSP Systems and Capstone.

COMPREHENSIVE SERVICE PROGRAM	
Year 1	\$31,656.00
Year 2	\$32,923.00
Year 3	\$34,239.00
Year 4	\$35,609.00
Year 5	\$37,033.00
TOTAL	\$171,461.00

The “**Silver Service Program**” provides all the same benefits of the comprehensive service program except NO parts, materials, any components or sundries are included. All parts and materials will be billed for at the prevailing prices, the risk of parts, materials

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components and sundries are on ownership/ Customer. All labor (regular time) for all service calls, repairs scheduled + unscheduled, engine work, engine replacement, etc. are included and covered at no charge.

SILVER SERVICE PROGRAM	
Year 1	\$18,994.00
Year 2	\$19,754.00
Year 3	\$20,544.00
Year 4	\$21,365.00
Year 5	\$22,220.00
TOTAL	\$102,876.00

New Term Dates: 07/01/25 – 06/30/30

Both contracts include remote monitoring and the full support of RSP Systems to meet and exceed your service expectations. Prices quoted do not include tax if applicable and there is a 4% escalator included after year 1. Please review the attached summary for the two options and contact Vince Zardus or Melissa Ovalles if you have any questions or to obtain the formal agreement for the service program that you would like to move forward with.

Sincerely,

Cory I. Glick,
President & CEO