Woodbridge Board of Education
Woodbridge Board of Education Regular Meeting
Monday, June 15, 2026 7:00 PM

Town Hall Main Meeting Room

Agenda

I. ***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.

2025/26 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 through collaboration and communication.

II. **Preliminary Business / Motions**
- A. Call to Order
- B. Pledge of Allegiance
- C. Correspondence - *Correspondence may be submitted via email no later than 4:00 PM on the day of the meeting to mdegennaro@woodbridgeps.org*
- D. Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comment may be submitted electronically to mdegennaro@woodbridgeps.org*
- E. Consent Agenda
  1. Approval of Minutes from the May 19, 2026 Regular Meeting
  2. Budget Narrative Report
  3. Budget Summary Report
  4. Budget Detail Report
  5. Combining Financial Statements
  6. Accept Policies for 30-Day Review
     a. Policy 3000 - Concept and Roles in Business and Non-Instructional Operations
     b. Policy 3100 - Budget/Budgeting System
     c. Policy 3150 - Adoption of Budget
     d. Policy 3160 - Transfer of Funds Between Categories
     e. Policy 3170 - Extended School Day and Extended School Year Programs
     f. Policy 3250 - Materials/Services Fees, Charges

g. Policy 3260 - Disposal of Obsolete Books, Equipment and Supplies
h. Policy 3280 - Gifts, Grants Bequests and Memorials
i. Policy 3313 - Relations with Vendors
j. Policy 3320 - Purchasing Procedures
k. Policy 3321 - Requesting Goods and Services
l. Policy 3324.1 - Contracts
m. Policy 3326 - Paying for Goods and Services
n. Policy 3434 - Periodic Audit
o. Policy 3510 - Operation and Maintenance of Plant
p. Policy 3560 - Capital Outlay

F. PTO Update

III. **Reports**

A. Superintendent's Report
1. EDay Update
2. Tools for Schools / Wellness
3. BRS Update

B. BRS Building Committee
C. Curriculum Committee
D. Finance Committee
1. 2025/26 Budget Surplus
2. 2026/27 Budget Reconciliation

E. Policy Committee
F. CABE Liaison Report
G. Upcoming Meeting Presentation(s) - Board Retreat

IV. **New Business**

A. PreK Tuition Increase
B. Multi-Year Copier Lease
C. HVAC Bid

V. **Other**

A. Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time.*
B. Executive Session, in accordance with State Statute
1. Conduct Evaluation of the Superintendent
2. 2026/27 Director of Business Services / Operations Contract Review

VI. **Return to Public Session**

A. 2026/27 Superintendent Contract Extension and Salary
B. 2026/27 Director of Business Services / Operations Contract and Salary

VII. **Adjournment**

Beecher Road School

Marsha DeGennaro <mdegennaro@woodbridgeps.org>

Fwd: [External Email] Appreciation for Bus Driver Mardo

1 message

Christopher Montini <cmontini@woodbridgeps.org> Mon, Jun 1, 2026 at 4:10 PM
To: Marsha DeGennaro <mdegennaro@woodbridgeps.org>

Correspondence for June meeting

---------- Forwarded message ---------
From: **Steven Lawrence** <slawrence@woodbridgeps.org>
Date: Tue, May 26, 2026 at 4:38 PM
Subject: Re: [External Email] Appreciation for Bus Driver Mardo
To: ben_carmeli@icloud.com <ben_carmeli@icloud.com>
Cc: Christopher Montini <cmontini@woodbridgeps.org>

Hi Ben,

Thank you so much for taking the time to share your experience with Mardo and letting us know the care and foresight he demonstrated.

I have copied our Superintendent, Christopher Montini, so that he is also aware.

Best,

Steven

Steven Lawrence, Chair
Woodbridge Board of Education

On Mon, May 25, 2026 at 3:27 PM ben_carmeli@icloud.com <ben_carmeli@icloud.com> wrote:

> Dear Members of the Woodbridge School District Board of Education,
>
> My name is Ben Carmeli, I'm a 6th grader at Beecher currently, and my family has been part of the Woodbridge School District community for the last 16 years. I had hoped to speak during public comment at the meeting on May 19th but was unable to attend.
>
> I would like to take this opportunity to commend our bus driver, Mardo, for his quick thinking and attentiveness. Earlier this month, while traveling down Rimmon Road near the Naugatuck State Forest area—around where Rimmon and Clinton Road meet—Mardo suddenly stopped the bus. We soon realized a car was speeding dangerously, passing other vehicles in the opposite lane, and was on course to collide with our bus. Thanks to Mardo's vigilance and swift action, a serious accident was averted, ensuring the safety of many children during their daily commute.
>
> Unfortunately, I will not be able to attend the June 15th meeting, but I sincerely hope that Mardo's dedication and care are recognized and rewarded in some way.
>
> Thank you for your time and consideration.
>
> Sincerely,
> Ben Carmeli

MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING
Tuesday, May 19, 2026
Town Hall Main Meeting Room

CALL TO ORDER: Chair Lawrence, called the meeting to order (7:02 PM).

BOARD MEMBERS PRESENT: Steven Lawrence, Chair; Lynn Piascyk, Vice Chair; Jackie Cappiello; Megan Conaster; Dr. Michael Strambler; and Saurabh Vilekar.

STAFF: Christopher Montini, Superintendent; Analisa Sherman, Principal; Matthew Madruga, Assistant Principal; Carrie Borcherding, Special Services Director; Donna Coonan, Director of Business Services/Operations; and Marsha DeGennaro, Clerk of the Board.

CAPSS SUPERINTENDENT / STUDENT AWARDS – Superintendent Montini presented awards to 6th grade student leaders---Angelina Frabrizio, Ofek Koblentz, Elliot Melo, Charlotte Miller, Charlotte Numberg and Ivy Qin. These students are our vision to inspire future leaders to positively impact our world. This award is designed to honor students who excel in three categories: community service and/or service to others; academic prowess relative to their ability; and leadership to their school community.

MOTION #1 – RECESS A brief recess was convened at 7:20 PM *(Piascyk/Strambler **Unanimous**)*. Chair Lawrence called the meeting back to order (7:26 PM).

CORRESPONDENCE – several emails were received regarding the BRS and Amity Middle School promotion ceremonies.

PUBLIC COMMENT
Alison Valsamis spoke regarding the BRS and Amity Middle School promotion ceremonies being scheduled too close together and on the same day.

The Aponte Family (Nova, Claire, Daniella, Roberto) expressed their disappointment regarding the BRS and Amity Middle School promotion ceremonies being scheduled too close together and on the same day.

Student Council Update – Ms. Nakouzi, Kerry Hopkins, Forest London, Neve Martin-Tolev and Ivy Qin, Grade 5/6 students highlighted the various activities and fund-raising events conducted during the past year inclusive of bake sales, painting at the Senior Center, presents for children in need at Christmas, Cupcake Wars, Math Night guides and participation in the Ronald McDonald tree event to benefit the Children's Hospital.

MOTION #2 – CONSENT AGENDA Move that we approve the consent agenda as presented. (*Conaster*/*Piascyk* **Unanimous**)

Superintendent Report – Superintendent Montini noted enrollment remains steady at 875, with Kindergarten registration hovering around 84, which is lower than the 115 projection. Also stated was the celebration of teacher/staff appreciation by the PTO and the collaboration and recognition of student / staff partnerships. The Town approved the 2026/27 budget at the annual Town meeting with a final BRS budget of $19,060,938. Also highlighted was the additional supplemental funding to the Town's general fund from the State in support of education for both Amity and BRS in the amount of $26,948 and $13,949 for municipal aid for a total of $40,897. The 2025/26 favorable surplus will be reviewed at the June 15 meeting along with reconciliation of the 2026/27 budget. Board members were asked to complete the Board Self-Evaluation document and return it to either the WBOE Chair, Superintendent Montini or the Board Clerk.

Superintendent Montini noted that in collaboration with Amity, our 6th grade promotion ceremony was rescheduled to 11:30 AM to ensure parents had ample time to attend both the Amity Middle School ceremony at 8:45 AM and BRS. In addition, parking spots will also be available for those parents as well. Generally, each ceremony is an hour in duration. As the last day is a contractual minimum day, 11:30 is the latest to ensure there is adequate dismissal time for other students.

Summer Programming – Superintendent Montini outlined the schedules for ESY, which will run Monday thru Thursday – from June 29 – July 30 with 2 co-directors Melissa Caporossi and Jenn Winslow, one social worker, one psychologist, 10

teachers and one speech/language pathologist. SEP will increase to five days from June 29 – July 31 and currently has 445 registrations with 80 different course options.

BRS Update – Ms. Sherman noted the Amity senior interns will be in district through June 3. Also noted was the Town collaboration with the Historical Society, Grade 6 students and Library Media Specialist Larissa Crocco on the Whitney Stone project at the Darling House, Artsweek and School Lunch Hero Day. Board members were invited to attend the dedication at the Darling House on June 13 at 2:00.

BRS Building Committee – Ms. Piascyk noted this committee held its inaugural meeting on May 4 with voting members inclusive of Marty Halprine, Gene Chiapetta, Steven Lawrence, Lanna Moore, Justin Rehm, and herself. Marty was elected Chair and Lynn Vice Chair. Non-voting members are Superintendent Montini, Vito Esparo, Donna Coonan, Teresa Ramia (WEA), Analisa Sherman, Tony Genovese, Tom Handler (BOF) and Maria Madonick (BOS). An additional meeting was held on May 12 with a walk-through of BRS and discussion of possible reimbursement options. The newsletter and survey explaining the reasons for building a new school have been mailed to Woodbridge households. All residents are urged to complete the survey to help guide the work of the committee and to share their perspectives on priorities.

Superintendent Montini presented the additional funding request from Antinozzi and Associates regarding the inclusion of additional PK programming into the schematics and Education Specifications. The inclusion of PK allows for additional reimbursement potential.

MOTION #3 – ADDITIONAL FUNDING – ANTINOZZI
Move that we approve the additional funding request for Antinozzi & Associates in the amount of $12,000 for completion of Tasks 1 and 2 as part of the BRS Conceptual Design and Estimating Services Contract. *(Piascyk/Strambler **Unanimous**)*

MOTION #4 – REVISED EDUCATION SPECIFICATIONS
Move that we approve the May 14, 2026 revised Education Specifications as presented by Antinozzi Associates and Construction Solutions Group for submission to the BRS Building Committee and the CSDE. *(Piascyk/Vilekar **Unanimous**)*

Facilities Committee – Chair Lawrence reviewed the May 7 Facilities Committee meeting. The facilities team does a remarkable job keeping our 60+ year old building running.

Finance Committee - Chair Lawrence noted the current surplus of $95,000. It is anticipated at the June 15 meeting, the Board will discuss possible uses for the surplus.

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

MOTION #5 – POLICY 1313 Move that we adopt Policy 1313 – Gifts to School Personnel as submitted. *(Piascyk/ Cappiello **Unanimous**)*

MOTION #6 – POLICY 1316 Move that we adopt Policy 1316 – Conduct on School Property as revised. *(Piascyk/ Strambler **Unanimous**)*

MOTION #7 – POLICY 1321 Move that we adopt Policy 1321 – Public Performance by Students as submitted. *(Piascyk/ Cappiello **Unanimous**)*

MOTION #8 – POLICY 1323 Move that we adopt Policy 1323 – Research Projects as revised. *(Piascyk/ Conaster **Unanimous**)*

MOTION #9 – POLICY 1324 Move that we adopt Policy 1324 – Soliciting Funds From and By Students as submitted. *(Piascyk/Vilekar **Unanimous**)*

MOTION #10 – POLICY 1325 Move that we adopt Policy 1325 – Distribution of Communications as revised. *(Piascyk/ Cappiello **Unanimous**)*

MOTION #11 – POLICY 1340 Move that we adopt Policy 1340 – Access to School Procedures and Materials as submitted. *(Piascyk/Conaster **Unanimous**)*

MOTION #12 – POLICY 1411 Move that we adopt Policy 1411 – Law Enforcement Agencies as revised. *(Piascyk/ Strambler **Unanimous**)*

MOTION #13 – POLICY 1416 Move that we adopt Policy 1416 – Fiscal Authority as submitted. *(Piascyk/Conaster **Unanimous**)*

MOTION #14 – POLICY 1500 Move that we adopt Policy 1500 – Relations between Area, State, Regional and National Associations and the School District as revised. *(Piascyk/Cappiello **Unanimous**)*

MOTION #15 – POLICY 5111 Move that we adopt Policy 5111 – Admission as revised. *(Piascyk/Strambler **Unanimous**)*

CABE Liaison Report – None

Upcoming Meeting Presentations – EDay, Tools for Schools/Wellness; Policy June 1 at 4:30 PM, Curriculum June 3 at 4:00 PM; Finance June 8 at 4:30 PM and the regular WBOE Meeting on June 15 at 7:00 PM at Town Hall including the evaluation of the Superintendent.

NEW BUSINESS – None

PUBLIC COMMENT – None

MOTION TO ADJOURN: 8:53 PM (*Conaster/Strambler* **Unanimous**)

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge Public School's 2025-2026 Budget Narrative

May 31, 2026

The attached financial reports represent 11 months (92%) of the fiscal year.

100 Series Salaries - Salaries represent 61% of the budget. Our certified salaries surplus increased by $4K due to relieving future encumbrances for staff out on leave. The non-certified surplus grew by $5K this month due to reduced encumbrances staff out on unpaid leaves.

200 Series Benefits – Benefits are 21% of our budget and are based on the elections of last year's staff. The estimated surplus in this category changed materially from the prior month. The savings in payroll taxes and CMERS continues to inch up each month that staff remain out on leave. Our estimates of health insurance improved by $49K as multiple reimbursements were posted from former staff utilizing COBRA and staff members estimated to come onto insurance not materializing.

300 Series Purchased Professional Services- This category represents 3% of our budget and includes legal, audit and other expenses that are generated on a month-by-month basis. The overall deficit in this category decreased by $4K. Our estimated expenses for contracted Paras has not materialized.

400 Series Purchased Property Services - Utility budgets are 4% of the total budget. This category is overall deficit in this category decreased by $6K. Electricity expense came in higher but that increase was offset slightly by special services consultant expenses coming in lesser than previously estimated.

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 estimated deficit increased to $149K this month. The district agreed to incur additional architectural and cost estimating services as well as a communication consultant and we increased our future estimated fuel expenses. Due to our overall surplus positon, we are planning to secure some shredding services over the summer.

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. In light of the overall surplus position, we are estimating placing a large order of stripper and waxer for the summer and possibly purchasing an additional Raptor module to facilitate utilizing volunteers in the school.

700 Series Furniture and Equipment - This category represents 6/10 of one percent of the budget and we decreased our surplus estimate by $4K from the prior month. We now plan to use some of the special services equipment budget to purchase a classroom sound amplification system.

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.

WOODBRIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 5-31-2026

OBJECT	DESCRIPTION	ADOPTED BUDGET	EXPENDED TO DATE	ENCUMBERED TO DATE	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	11,288,309	8,878,591	2,011,933	397,785	59,046	338,739
200	TOTAL BENEFITS	3,707,798	3,282,696	-	425,102	397,264	29,521
300	TOTAL PROFESS. SERVICES	533,224	355,199	76,474	101,551	124,077	(22,526)
400	TOTAL PROPERTY SERVICES	671,312	642,236	32,917	(3,841)	78,177	(82,018)
500	OTHER SERVICES	1,797,314	1,737,076	177,047	(116,809)	32,054	(148,863)
600	SUPPLIES & MATERIALS	386,993	294,521	16,404	76,068	92,507	(16,439)
700	TOTAL PROPERTY SERVICES	108,800	83,501	6,536	18,762	14,662	4,100
800	TOTAL DUES, FEES, MISC.	32,105	35,790	-	(3,685)	-	(3,685)
	TOTAL ADOPTED BUDGET	**18,525,855**	**15,309,610**	**2,321,311**	**894,934**	**797,788**	**98,829**

OBJECT	DESCRIPTION	ADOPTED BUDGET	EXPENDED TO DATE	ENCUMBERED TO DATE	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	SPED SERVICES/CONSULTING	216,380	112,726	64,721	38,933	24,550	14,383
510	TRANSPORTATION	329,662	313,474	62,855	(46,667)	-	(46,667)
560	TUITION SPECIAL ED	373,480	433,670	49,164	(109,353)	-	(109,353)
	SPECIAL EDUCATION CARVEOUT	**919,522**	**859,869**	**176,740**	**(117,088)**	**24,550**	**(141,638)**

SUMMARY	
Special Ed Surplus / (Deficit)	(141,638)
Under / (Over) Spending in OTHER programs	240,467
Total Surplus / (Deficit) Projected	98,829

WOODBRIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED May 31, 2026

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	1,029,488	949,102	78,870	1,515		1,515
120	Teachers - Regular	6,117,471	4,613,343	1,245,508	258,620	64,046	194,574
120	Teachers - Special Education	1,181,574	932,338	243,243	5,993		5,993
1201	Psychologist	212,415	135,245	40,573	36,597		36,597
1203	Counselor	127,308	131,787	42,008	(46,487)		(46,487)
	Sub-Total Certified Salaries	**8,668,256**	**6,761,815**	**1,650,203**	**256,238**	**64,046**	**192,192**
1303	Custodians	480,915	442,730	52,726	(14,541)	(12,000)	(2,541)
140	Nurses	191,188	163,732	24,879	2,578	1,500	1,078
150	Secretaries, Clerical	450,466	375,303	41,946	33,217	2,500	30,717
160	Paraprofessionals	364,785	189,488	33,333	141,963		141,963
1601	Special Education Paraprofess.	857,412	688,645	158,324	10,444		10,444
170/10	Salaries OT / PT	93,940	111,416	40,850	(58,325)		(58,325)
190	IT Manager and Asst.	83,596	77,913	9,324	(3,641)		(3,641)
190	Salaries, Miscellaneous	97,751	67,551	348	29,852	3,000	26,852
	Sub-Total Non-Certified Salaries	**2,620,053**	**2,116,777**	**361,730**	**141,547**	**(5,000)**	**146,547**
	TOTAL SALARIES	**11,288,309**	**8,878,591**	**2,011,933**	**397,785**	**59,046**	**338,739**
220	FICA	337,719	245,809		91,910	62,104	31,488
230	CMERS	457,843	283,614		174,229	147,491	26,738
270	Medical Insurance	2,866,923	2,724,080		142,843	183,641	(40,798)
280	Life Insurance	34,463	28,434		6,029	2,628	3,401
2902	Other Employee Benefits	10,850	758		10,092	1,400	8,692
	TOTAL BENEFITS	**3,707,798**	**3,282,696**	**0**	**425,102**	**397,264**	**29,521**
320	Professional Development	37,325	12,215	2,850	22,260	22,260	-
330	Legal Fees	55,000	53,797	7,311	(6,108)	24,000	(30,108)
340	Software Support	30,250	20,123		10,127	10,127	-
350	Substitutes	149,435	126,090		23,345	18,000	5,345
390/01	Consultant Services	216,380	112,726	64,721	38,933	24,550	14,383
3902	Financial Audit	29,400	25,560		3,840	3,840	-
390	Other Prof/Tech. Services	15,434	4,688	1,592	9,155	21,300	(12,145)
	TOTAL PROFESSIONAL SERVICES	**533,224**	**355,199**	**76,474**	**101,551**	**124,077**	**(22,526)**
410/01	Utilities - Electric and Water	165,500	163,261		2,239	35,200	(32,961)
420	Heating	105,000	149,834		(44,834)	3,500	(48,334)
430	Repairs and Maintenance	84,000	48,846	16,740	18,414	18,414	-
450	Leases and Rentals	110,123	95,560		14,563	14,563	-
4501	Building Improvements	10,500		6,000	4,500	4,500	-
490	Other Purchased Services	27,620	20,302	1,660	5,658		5,658
4901	Service Contracts	168,569	164,434	8,517	(4,382)	2,000	(6,382)
	TOTAL PROPERTY SERVICES	**671,312**	**642,236**	**32,917**	**(3,841)**	**78,177**	**(82,018)**
510	Pupil Transportation-Regular	524,118	444,567	49,568	29,982	15,000	14,982
510	Pupil Transportation-Spec. Educ.	329,662	313,474	62,855	(46,667)		(46,667)
520	Insurance-General Liability	155,209	170,956		(15,747)		(15,747)
5201	Worker's Compensation	284,804	272,897		11,907		11,907
530	Telephone Services	18,531	24,773		(6,242)	4,000	(10,242)
535	Internet	25,120	22,604		2,516	1,854	662
537	Postage	6,840	1,873		4,967	2,000	2,967

WOODBRIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED May 31, 2026

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
540	Advertising	1,000			1,000	1,000	-
550	Interns	57,000	33,000		24,000		24,000
560	Tuition - Wintergreen	6,000			6,000		6,000
560	Tuition - Out of District	373,480	433,670	49,164	(109,353)		(109,353)
590	Other Purchased Services	15,550	19,263	15,460	(19,173)	8,200	(27,373)
	TOTAL OTHER PURCH SERVICES	**1,797,314**	**1,737,076**	**177,047**	**(116,809)**	**32,054**	**(148,863)**
610	Instructional Supplies	151,925	97,735	7,499	46,691	46,691	-
620	Computer Software	85,288	89,021		(3,733)	8,000	(11,733)
625	Supplies Nurses	5,370	4,816	178	376	376	-
630	Supplies Custodial	56,050	49,804	4,796	1,450	12,000	(10,550)
635	Supplies Office	13,000	6,166	834	6,000	6,000	-
640	Books and Audio Visual	18,000	15,811	2,121	68		68
645	Subscriptions	30,960	12,403		18,557	18,557	-
650	Testing	22,700	16,924		5,776		5,776
690	Misc. Supplies - DW Security	3,700	1,842	975	883	883	-
	TOTAL SUPPLIES & MATERIALS	**386,993**	**294,521**	**16,404**	**76,068**	**92,507**	**(16,439)**
732	Computer Hardware	89,800	81,951	1,998	5,851	5,851	-
735	Equipment - Teaching	8,000			8,000	3,900	4,100
740	Equipment - Building	5,000	1,415	4,538	(953)	(953)	-
745	Furniture	6,000	136		5,864	5,864	-
	TOTAL PROPERTY	**108,800**	**83,501**	**6,536**	**18,762**	**14,662**	**4,100**
810	Dues and Fees	22,605	25,195		(2,590)		(2,590)
900	Other Fees	9,500	10,595		(1,095)		(1,095)
	TOTAL DUES AND FEES	**32,105**	**35,790**	**0**	**(3,685)**	**0**	**(3,685)**
	TOTAL ADOPTED BUDGET	**18,525,855**	**15,309,610**	**2,321,311**	**894,934**	**797,788**	**98,829**

WOODBRIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 5-31-2026

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	$254,366	$325,994	$33,625	$100,190	
Intergovernmental	$75,982				
Donations				$17,690	$708
Other income				$375	
Additions					
Total Revenues:	**$330,348**	**$325,994**	**$33,625**	**$118,255**	**$708**
Expenditures:					
Wages, FICA, MERF	$205,687	$256,652		$75,620	
Medical Insurance					
Cost of food sold	$163,606				
Equipment					
Repairs	$6,901				
Other Expenses	$5,797	$40,162	$28,226	$5,653	$1,939
Total Expenditures:	**$381,991**	**$296,814**	**$28,226**	**$81,273**	**$1,939**
Year to Date Net Income / (Loss):	**($51,643)**	**$29,180**	**$5,399**	**$36,981**	**($1,231)**
BOE Year to Date Cost of Health Insurance	$33,590				

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	$132,550	$122,564	$5,374	$91,877	$12,668
Prepaid Expenses					
Accounts Receivable	$5,895	$250	$67	$3,329	
Intergovernment Receivable	$31,076				
Inventory	$7,885				
Due From Other Funds		$5,076	$5,364	$63,893	
Total Assets:	**$177,406**	**$127,890**	**$10,805**	**$159,100**	**$12,668**
Liabilities:					
Amounts Held As Agent					
Accounts Payable	$3,459				$500
Deferred Revenue	$22,613	$6,537		$61,790	
Wages Payable	$23,480				
Due to Other Funds		$81,267			
Total Liabilities:	**$49,551**	**$87,804**	**$0**	**$61,790**	**$500**
Fund Balance:					
Prior Year Ending Fund Balance	179,498	10,905	5,405	60,329	13,399
Year to Date Income / (Loss)	($51,643)	$29,180	$5,399	$36,981	($1,231)
Current Fund Balance	**$127,855**	**$40,086**	**$10,805**	**$97,310**	**$12,168**
	-	-	-	-	-

Existing policy, number 3000 adopted 2/24/14, appropriate as written.

3000

Business/Non-Instructional Operations

Concept and Roles in Business and Non-Instructional Operations

The Board of Education recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.

2. Explore all practical sources of dollar income.

3. Guide the expenditure of funds so as to extract the greatest educational returns.

4. Establish top-quality accounting and reporting procedures.

5. Maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.

Non-Instructional Operations

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources and to support environmentally the efforts of the staff to provide a good education.

Policy adopted: ~~**February 24, 2014**~~

Existing policy, number 3100 adopted 2/24/14, appropriate as written.

3100

Business/Non-Instructional Operations

Budget/Budgeting System

Annual Operating Budget

General

The Board of Education shall prepare an annual operating budget for the school district, consistent with provisions of State statutes and Board of Finance requirements that govern preparation, timelines and available appeal procedures of reductions to the educational budget.

Establishing Budget Priorities

Before developing and adopting a proposed budget, the Board of Education shall study school programs in relation to present and future students and community needs and establish budget priorities for the fiscal year.

Supplemental Appropriations

State law provides procedures through which, subsequent to approval of the annual budget, additional appropriations may, if required, be requested by the Board of Education from the Board of Finance. Prior to requesting supplemental funds, the Board shall make every reasonable effort to live within the original appropriation and maintain essential educational programs.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system.

Policy adopted: ~~February 24, 2014~~

Existing policy, number 3150 adopted 2/24/14, appropriate as written.

3150

Business/Non-Instructional Operations

Adoption of Budget

The Board of Education will present an itemized estimated cost for the operation of the public schools to the Board of Finance on or before the requested date for review prior to the annual town meeting at which appropriations are to be made. The estimated cost for operation of the public schools for the ensuing year shall be the final budget for the schools, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the town for the operation of the schools.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget.

Policy adopted: ~~February 24, 2014~~

Existing policy, number 3160 adopted 6/17/19, appropriate as written.

3160

Business and Non-Instructional Operations

Transfer of Funds Between Categories

The Board of Education may transfer any unexpended or uncontracted ~~for~~ portion of any appropriation ~~for school purposes~~ to any other item ~~of such itemized estimate, but~~ as long as all expenditures shall not exceed the total budget ~~appropriation made by the fiscal authority~~ combined with such money as may be received from other sources for school purposes. The approval of such transfers shall be based upon need, emergencies, and/or circumstances that were unforeseen at the time of the adoption of the budget, or a reordering of priorities during the fiscal year.

The Board authorizes the Superintendent and/or Director of Business Services and Operations to make limited transfers under emergency circumstances if the urgent need for a transfer prevents the Board from meeting in a timely fashion to consider such transfer.

The Board establishes the following criteria for authorization of above transfers:

- June 1 Principals and the ~~Director of Special Education~~ Special Services Director have the authority to transfer funds within object codes (i.e. supplies, furniture, equipment, etc. from one department to another) within their budgets for amounts not to exceed $1,000.

The Superintendent has the authority to:

- Transfer funds between line items not to exceed $5,000.

All other transfers shall require authorization from the Board of Education. In all cases transfers will be reported at the subsequent Board of Education meeting and a written explanation of such emergency transfer shall be provided to the ~~legislative body of the municipality or, in a municipality where the legislative body is a town meeting,~~ to the Board of Selectmen.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget as amended by PA 13-60

Policy adopted: ~~**June 17, 2019**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3170 adopted 11/21/22, appropriate as written.

P3170

Business/Non-Instructional Operations

Extended School Day and Extended School Year Programs

The Board of Education may offer Extended School Day and Extended School Year Programs, a Summer Enrichment Program, a Summer Reading Program and other similar programs. All such programs shall be in conformity with existing State Department of Education specifications and requirements ~~for extended school day and extended school year programs~~. A goal is to provide an enrichment program while meeting the needs of as many families as possible.

1. Reports and Record-keeping

The Superintendent will ~~insure~~ ensure that all legally required and other appropriate and necessary records are maintained on file by the Woodbridge School District, including financial accounts, business records, personnel and program enrollment information and other information appropriate to program operation. The Superintendent will provide periodic income/expense reports to the Board of Education for its review.

2. Program Fees

Program fees shall be set by the Program Director, with approval of the Superintendent, at such a rate to fully support the program, including the cost of personnel, insurance, materials, bookkeeping and record-keeping, overhead costs and other costs associated with the program. Any surplus or deficit in the program shall be reviewed by the Board of Education. Any surplus monies spent outside of the goals of the program will be determined by the Board of Education.

3. Employment and Contracts

Teachers and other staff members, including the Director, are employees of the Board of Education. All federal and state employment statutes, and district policies, related to employment shall pertain to employees of extended school day and extended school year programs.

4. On-Site Medical Coverage

It will be the responsibility of the Director to insure that the program has on site coverage by a registered nurse. In addition, the Director and Assistant Director shall maintain CPR/First Aid Certification and annual Epipen Training.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. (as amended by PA 98-141)

Policy adopted: ~~**November 21, 2022**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing regulation, number 3170 adopted 11/21/22, appropriate as written.

R3170

Business/Non-Instructional Operations

Extended School Day and Extended School Year Programs

The Extended Day Program will be in operation during the school year on student school days from dismissal time until 6:00 PM. The program will not be offered on parent conference early release days or other early release days. The Extended School Year (ESY) and Summer Enrichment Program occur over four weeks during the summer break, typically in July, although the dates will be determined by the Director of Special Services.

Extended Day Program Hiring Protocols

1. Director of Extended Day Position

a. The Superintendent shall post the position for the Director of Extended Day yearly in June for the following school year.

b. 10 ½ month position (Mid-August through last day of the school year in June).

c. The Director of Extended Day must be a certified teacher currently employed by the Woodbridge School district and a member of the Woodbridge Educator Association (WEA) bargaining unit. A teacher with an 092 certification is preferred, however, not required. Only in the case of there being no qualified member of the WEA interested in applying for the Director position will the Superintendent seek outside candidates.

d. The Superintendent will interview applicants with a committee to be determined by the Superintendent. The Superintendent will make the final selection.

e. This is a one-year position and must be applied for each year.

f. All work for the position is to be completed outside the scope of the employee's teaching position at Beecher Road School.

2. Assistant Director of Extended Day Position

g. The Superintendent shall post the position for the Assistant Director of Extended Day yearly in June for the following school year.

h. 10 ½ month position (Mid-August through last day of the school year in June)

i. The Assistant Director of Extended Day must be a certified teacher currently employed by the Woodbridge School district and a member of the Woodbridge Educator Association (WEA) bargaining unit. A teacher with an 092 certification is preferred, however, not required. Only in the case of there being no qualified member of the WEA interested in applying for the Assistant Director position will the Superintendent seek outside candidates.

j. The Superintendent will interview applicants with a committee to be determined by the Superintendent. The Superintendent will make the final selection.

k. This is a one-year position and must be applied for each year.

l. All work for the position is to be completed outside the scope of the employee's teaching position at Beecher Road School.

3. The Director and Assistant Director of Extended Day will hire for all positions to operate the Extended Day Program and will give preference to current Beecher Road School employees. All district hiring protocols will be followed. The Director and Assistant Director report directly to the Superintendent and will provide monthly updated reports on extended day schedules and financials.

Extended School Year (ESY) hiring will be completed through the office of the Director of Special Services.

Summer Enrichment Program Hiring Protocols

a. The Superintendent shall post the position for the Director of Summer Enrichment yearly in March for the summer program.

b. Four-week program that overlaps with the Extended School Year program dates. Dates to be set by the Director of Special Services.

c. The Director of Summer Enrichment must be a certified teacher currently employed by the Woodbridge School district and a member of the Woodbridge Educator Association (WEA) bargaining unit. A teacher with an 092 certification is preferred, however, not required. Only in the case of there being no qualified member of the WEA interested in applying for the Director position will the Superintendent seek outside candidates.

d. The Superintendent will interview applicants with a committee to be determined by the Superintendent. The Superintendent will make the final selection.

e. This is a one-time position and must be applied for each year.

f. All work for the position is to be completed outside the scope of the employee's teaching position at Beecher Road School.

g. The Director of Summer Enrichment will hire for all positions to operate the Summer Enrichment Program and will give preference to current Beecher Road School employees. All district hiring protocols will be followed. The Director reports directly to the Superintendent and will provide an updated report on the summer enrichment schedules and financials.

Regulation approved: ~~**November 21, 2022**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3250 adopted 4/19/22, appropriate as written.

Business/Non-Instructional Operations

Materials/Services Fees, Charges

In line with the responsibility of the state to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

Copies of Records

Any person who applies in writing will receive a plain, facsimile, electronic or certified copy of any public record pursuant to State statute. A fee not to exceed fifty cents per page will be established.

(cf. 9330 Board/School District Records)

Legal Reference: Connecticut General Statutes

1-212 Copies and scanning of public records. Fees.
10-221 Boards of education to prescribe rules.
10-228 Free textbooks, supplies, material and equipment.
10-228a Free textbook loans to pupils attending non-public schools.
10-229 Change of textbooks.

Policy adopted: ~~**April 19, 2022**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3260 adopted 4/19/22, appropriate as written.

Business/Non-Instructional Operations

Disposal of Obsolete Books, Equipment and Supplies

The Superintendent shall be authorized to dispose of obsolete books, equipment or supplies individually valued at less than $2,000~~, and shall report such disposal to the Board of Education~~. The disposal of books, equipment, or supplies individually valued at $2,000 or more requires approval of the Board of Education. Items with useful life or monetary value may be sold at public sale. If items are otherwise disposed, disposal shall be conducted whenever possible following guidelines supporting best recycling and reuse practices. If property acquired under grant funds is disposed of, such disposal shall follow grant procedures and applicable State and federal guidelines.

Legal Reference: Connecticut General Statute
10-241 Powers of School Districts

Policy adopted: ~~**April 19, 2022**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3280 adopted 12/19/22, appropriate as written.

P3280

Business/Non-Instructional Operations

Gifts, Grants Bequests and Memorials

The Superintendent of Schools shall be authorized to accept or decline, on behalf of the Board of Education, any gift of money and/or property, grants, bequests and memorials to the school system valued at $1,000 or less and shall inform the Board of such gifts, grants, bequests and memorials. Contributions of gifts, equipment or services in excess of $1,000 in value or that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds, or special requests by donors shall be presented to the Board of Education for approval. Gifts, grants, bequests and memorials from the PTO, however, shall be brought to the Board at the discretion of the Superintendent.

Review and approval of gift, grants, bequests and memorials shall adhere to Board Policies 1313, 1324 and 7551 and the following guidelines:

1. Gifts, grants, bequests and memorials deemed eligible for acceptance may include money, services, programs, equipment, furniture, works of art, library materials and/or other items of value.

2. Anticipated gifts, grants, bequests and memorials shall not supplant Board of Education responsibility for educational funding, nor shall outside funding produce major educational inequities.

3. School staff and the educational program shall be safe-guarded against any inappropriate influence or constraints from individual or corporate donors because of their contributions to the school district.

4. Public recognition for received gifts, grants, bequests and memorials shall be appropriate and balanced.

5. Gifts and equipment contributed to the schools shall become the property of the Board of Education and subject to the same controls and regulations that govern the use of other district-owned property. All gifts and equipment become the sole property of the Board of Education and shall be used and expended at the Board of Education's discretion. The Board shall consider the special requests of donors before the acceptance of any gift and evaluate the donor's requests in light of the laws of this state, the policies and procedures of the school district, and the short and long-term interests of the district. The Board retains the prerogative of deciding how the donation shall be used and/or refusing any donation that requires major alterations to a physical plant, causes any future indebtedness, increases the Board's liability or any other considerations. At no time will the Board be responsible for maintenance and/or replacement of any accepted item.

Legal Reference: Connecticut General Statues
7-194 Powers.
10-9 Bequests for Education Purposes

~~**Policy adopted: February 24, 2014**~~
~~**Policy revised: November 21, 2017**~~
Policy revised: ~~**December 19, 2022**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Business/Non-Instructional Operations

Gifts, Grants Bequests and Memorials

Protocols for Gifts, Grants, Bequests, Memorials, Donations

1. The organization (i.e. PTO) or individuals making the request will review proposed gift/purchase/ donation with building administration.
2. The initial request will be reviewed by the building administration looking for alignment with positive student learning outcomes and curricular connections aligned with BRS.
3. Building administration will review technology related donations (i.e. printers, computers, software, cameras) with the Information Technology Manager. The Information Technology Manager will check for compatibility with existing hardware and the network. The Information Technology Manager will also determine if there are additional costs related to installation, licenses, supplies, maintenance, etc. The Information Technology Manager will communicate findings back to building administration.
4. Building administration will review equipment related donations (i.e. furniture, shelving, structural items, playground equipment, items requiring installation, items requiring electricity) with the Facilities Manager. The Facilities Manager will check for compatibility with existing systems and building layout. The Facilities Manager will also determine if there are additional costs related to installation, licenses, supplies, technicians, re-wiring, upkeep/maintenance, etc. The Facilities Manager will communicate findings back to building administration. The Facilities Manager via consultation with the Superintendent shall bring matters that involve substantive alteration to buildings or grounds to the BOE Facilities Committee for review and approval by the Board of Education.
5. At all times the Superintendent has full discretion in granting or denying gifts, grants, donations. Any request that requires additional costs that impact the LEA budget will need to be reviewed by the Superintendent and the Director of Business and Operations who in turn will consult with the BOE.

Regulation approved: ~~**December 19, 2022**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3313 adopted 2/24/14, appropriate as written.

3313

Business/Non-Instructional Operations

Relations with Vendors

The Board of Education desires good working relationships with vendors who supply materials, supplies and services to the school system. Constructive efforts by the administration, and other district employees, to seek the advice and counsel of vendors about how to continue and to improve such relationships are encouraged.

Cooperative Purchasing
The Board of Education authorizes the ~~Business Manager~~ Director of Business Services / Operations to participate in cooperative purchasing of materials, equipment, supplies, and services with other school districts or municipal sub-divisions where the participation will serve the best interests of the school system.

Requisitions
A requisition, duly signed, must be completed prior to issuance of a purchase order. Exceptions may be made in emergency situations.

Purchase Orders
A purchase order is required for all purchases and must be approved by the ~~Business Manager~~ Director of Business Services / Operations or Superintendent.

Routine purchases (such as fuel, some equipment repair, and some maintenance services, and other items of a repetitive nature) do not require a purchase order.

Estimates
Where no firm price is obtainable, an estimate shall be made prior to placing a purchase order.

Soliciting Prices
Whenever possible and/or practical, competitive pricing will be secured on all materials, equipment, supplies, and services needed by the school system. Competitive pricing may consist of formal bidding, negotiations or informal pricing such as by letter or telephone, and by price quotations.

Expenditures up to $1,000
Quotations, verbal or written, should be obtained prior to placing an order, except in emergencies or when specialized equipment or products are involved.

Expenditures from $1,000 - $10,000
Quotations based on general specifications FOR A SINGLE ITEM must be obtained from at least two (2) suppliers before placing an order.

Expenditures in Excess of $10,000
Formal written bids, based on specific written specifications, shall be invited by advertising in area newspapers or by mailing to a bid list, if one exists, and shall be received sealed at a specified date, time, and place and publicly opened.

Award of Orders
In general, the lowest responsible bidder will be awarded the order. Consideration shall be given to quality, delivery, terms, and other conditions required by the order.

State Bids
When Connecticut state bids are available for services and materials, such services and materials may be purchased without additional quotes or bids from suppliers who have been awarded the state bids.

Exceptions
Professional and consulting services, specialty items, repetitive services and supplies, equipment service contracts, and other non-competitive categories may be exempted from above procedures if it can be demonstrated that such an exception is favorable to the Town of Woodbridge and the Woodbridge School District.

Legal Reference: Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities

4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation

46a-58 through 46a-81 re discriminatory practices

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Policy adopted: ~~**February 24, 2014**~~

Existing policy, number 3320 adopted 2/24/14, appropriate as written.

3320

Business/Non-Instructional Operations

Purchasing Procedures

The duties of purchasing for the Board of Education shall be directed by the Superintendent through the ~~School Business Manager~~ Director of Business Services / Operations, who shall conduct all purchase transactions for the district in accordance with the annual budget spending plan.

The procurement function is one of the major business responsibilities of the Board of Education. The duties of purchasing for Board of Education approval should be centralized under the ~~Business Manager~~ Director of Business Services / Operations. The ~~Business Manager~~ Director of Business Services / Operations shall conduct all purchase transactions for the district.

The ~~Business Manager~~ Director of Business Services / Operations shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Board of Education policies. Four fundamental functions of the ~~Business Manager~~ Director of Business Services / Operations are as follows:

1. Buy the proper product for the purpose required.

2. Have the product available when needed.

3. Buy the proper amount of the product.

4. Pay the proper price.

Every transaction between a buyer and seller involving the transfer of property shall be by purchase order or formal contract.

Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.

Specifications governing materials are a joint responsibility of the educational and business department. In the procurement of the required materials, the ~~Business Manager~~ Director of Business Services / Operations shall ensure that all materials procured will meet the needs of the educational program.

Policy adopted: ~~**February 24, 2014**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3321 adopted 2/24/14, appropriate as written.

Business/Non-Instructional Operations

Requesting Goods and Services

Requisitions for budgeted items shall originate from the key personnel directly responsible for their use. The Superintendent ~~of Schools~~ shall arrange appropriate administrative reviewing channels whereby all requisitions will be examined and approved, or disapproved, for purchasing.

The ~~Business Manager~~ Director of Business Services / Operations shall receive the process requisitions in a manner most beneficial to the overall purposes of the school.

Policy adopted: ~~**February 24, 2014**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3324.1 approved 6/17/19, appropriate as written, except for update to legal reference.

Business and Non-Instructional Operations

Contracts

All contracts between the district and outside agencies shall conform to prescribed standards as required by law.

All contracts between the district and outside agencies shall be prepared under the supervision of the Director of Business Services and Operations, and where appropriate, subject to approval of the legal advisor of the district.

All contracts or obligations which commit funds to a subsequent budget year shall be approved by the Board of Education.

Affirmative Action
The Woodbridge School District shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity or expression, or physical handicap or disability, (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), either in employment practices or in the provision of benefits or services to students or employees.

Ordering Goods and Services
The Board of Education authorizes the Superintendent and/or the Director for Business Services and Operations to purchase and to supervise the purchase of all materials, equipment, supplies, services, and contracts for the school division in accordance with accepted purchasing practices and procedures.

Legal References: Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities

4a-60a Contracts of the state and political subdivision

10-248 Payment of school expense

Title VII, Civil Rights Act, 42 U.S.C. 2000e et. seq. as amended by Title IX, Equal Employment Opportunity Act.

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n, et seq (Higher Education Act)

Policy adopted: ~~**June 17, 2019**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3326 adopted 2/24/14, appropriate as written.

3326

Business/Non-Instructional Operations

Paying for Goods and Services

The Superintendent is authorized by the Board of Education to pay for goods and services under the following conditions:

1. When contracted for within budgetary limits.

2. When purchased according to relevant purchasing policies and regulations.

3. As certified by the ~~Business Manager~~ Director of Business Services / Operations as having been received in acceptable condition.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses

Policy adopted: ~~February 24, 2014~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3434 adopted 2/24/14, appropriate as written.

Business/Non-Instructional Operations

Periodic Audit

An audit of all accounts of the Woodbridge School District shall be made annually by a certified public accountant selected by the town.

The audit shall include all funds of the district including appropriated budget funds, all student activity funds, cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education, or pursuant to a joint powers agreement. The audit shall identify all expenditures by source of funds, and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the state of Connecticut and (2) a summary of audit exceptions and management recommendations. Auditors also shall follow procedures outlined in CGS 10-260a Auditing of State Grants for Public Education. Review of Procedures Manual.

Any communications from the auditor which result from the annual financial audit will be placed on the agenda of the Board of Education at a regularly scheduled public meeting and shall be reviewed by the Board of Education. The Certified Public Accountant shall be asked to attend the meeting, when appropriate.

Legal Reference: Connecticut General Statutes

7-392 Making of Audits.

7-393 Working papers of accountant; preservation for inspection.

10-260a Auditing of state grants for public education.

Policy adopted: ~~**February 24, 2014**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3510 adopted 4/19/22, appropriate as written.

3510

Business/Non-Instructional Operations

Operation and Maintenance of Plant

An effective educational program requires clean, healthful, safe, businesslike and attractive physical facilities. The maintenance and custodial staff is charged with the responsibility of caring for and protecting these facilities. In order to carry out an efficient maintenance program, the custodians must receive the cooperation of the students, the teachers and administrators.

Each custodian must have a daily work schedule in order to accomplish ~~his/her~~ their part of the overall task. ~~He/she~~ They must be given directions on how to perform the various duties assigned to ~~him/her~~ them. The Facilities ~~Supervisor~~ Manager will supervise all members of the maintenance and custodial staff. The Facilities ~~Supervisor~~ Manager shall keep the Superintendent, the Director of Business Services / Operations, and the Principal(s) informed of all of the ongoing maintenance issues and interact on a daily basis with the Principal(s) in matters of daily operation of the school building.

Legal Reference: Connecticut General Statutes

10-203 Sanitation

Policy adopted: ~~**April 19, 2022**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3560 adopted 2/24/14, appropriate as written.

Business/Non-Instructional Operations

Capital Outlay

Except for emergencies or reasons of economy, the purchase of major routine pieces of equipment ~~such as school buses~~ shall be scheduled so that annual budgetary appropriations for capital outlay will be of similar size or will show a continuous trend.

A long-range and short-range plan for capital outlay shall be developed by the Superintendent to provide an orderly process for acquisition of needed equipment and facilities within budgetary constraints.

Development of the capital outlay will be carried out in coordination with the Town's Capital Improvement Projects (CIP).

Policy adopted: ~~**February 24, 2014**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Beecher Road School
Extended Day
End of the Year Report to the Woodbridge Board of Education

Anthony Taddei, EDay Director
June 15, 2026

The Year in Review: Extended Day Program Highlights

- Consistent enrollment - Average 85 to 100 students daily
- Anthony - Ice cream for snack 2 times per month
- Popular Classes:
  - New Cooking Class-extremely popular
  - Minecraft
  - 3D-Printing
- EDay Team
- Rates-maintain rates/pass on 4%credit card fee
- High Quality Supervision



Enrollment and Staffing

Personnel	2024-25	2025-26	2026-27
Teacher	27	22	23
Assistant to Teacher	9	12	9
Nurse	2	2	2
Cafe Assistant	1	1	1
Sign-In Coordinator	2	2	3
Security Desk	2	3	2
Total	43	42	40
Average Monthly Student Participation	85-100	85-100	85-100

Woodbridge School District 2025-26 EDay Financial Tracking

2025-2026	July/Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Avg. Participants 85-100												
Revenue												
Deposits	$ 3,740	$ 37,961	$ 36,009	$ 39,291	$ 33,490	$ 37,332	$ 35,914	$ 33,130	$ 33,095	$ 36,032		
Other Revenue	$ -											
Total Revenue	**$ 3,740**	**$ 37,961**	**$ 36,009**	**$ 39,291**	**$ 33,490**	**$ 37,332**	**$ 35,914**	**$ 33,130**	**$ 33,095**	**$ 36,032**	**$ -**	**$ 325,994**
Expenses												
Labor Admin	$ -	$ 5,012	$ 7,845	$ 5,230	$ 5,230	$ 5,230	$ 5,230	$ 5,230	$ 7,845	$ 5,230		$ 52,082
Labor Staff Payroll 1		$ 1,961	$ 13,195	$ 11,023	$ 8,778	$ 3,152	$ 12,054	$ 6,680	$ 12,949	$ 13,199		$ 82,991
Labor Staff Payroll 2		$ 13,762	$ 13,056	$ 12,535	$ 13,007	$ 11,679	$ 14,036	$ 12,376	$ 9,611	$ 13,315		$ 113,377
Labor Staff Payroll 3			$ 7,805						$ 6,849			$ 14,653
Supplies	$ -	$ 2,757		$ 506.45	$ 410	$ 134			$ 307	$ 217		$ 4,332
BOE Expenses	$ -											$ -
Pro Class Fee									$ 2,746			$ 2,746
Snacks		$ 2,040		$ 2,828	$ 2,195	$ 940		$ 3,026		$ 185		$ 11,214
Bank Charges	$ 1,363	$ 1,324	$ 1,920	$ 1,638	$ 1,873	$ 2,043	$ 1,691	$ (394)	$ 3,878			$ 15,338
Refunds	$ -						$ 80					$ 80
Total Expense	**$ 1,363**	**$ 26,856**	**$ 43,822**	**$ 33,761**	**$ 31,493**	**$ 23,178**	**$ 33,092**	**$ 26,918**	**$ 44,185**	**$ 32,146**	**$ -**	**$ 296,814**
Profit (Loss)	**$ 2,377**	**$ 11,105**	**$ (7,813)**	**$ 5,530**	**$ 1,997**	**$ 14,154**	**$ 2,822**	**$ 6,211**	**$ (11,090)**	**$ 3,886**	**$ -**	**29,180**
Work Days	3	20	20	16	17	19	18	21	16	20	9	176

Woodbridge School District: Wellness & Tools for Schools Committee Reports

2025-2026

By: Jessica Hill & Vito Esparo

2025-2026
Wellness Committee







Tri Annual Assessment Results

1) Wellness Policy-Beecher has very strong Policies on Nutrition Education, promoting healthy eating, and providing adequate time for physical breaks.
2) Opportunities for Growth- Beecher will continue to monitor the local and federal requirements and try to stay ahead of the curve when reviewing the wellness policy.
3) Conclusion- Overall Beecher has a wonderful Wellness plan that is put in place in the cafeteria, classroom and beyond. Students are encouraged and taught to make healthy choices at school. The hope is the choices can be reinforced in the community as the students grow.

Farm to School

June -Farm to School Team attended CT Farm to School Institute

CT Grown for CT Kids Week October

- All School Corn Shucking event- followed by tasting
- Hydroponic lettuce tasting (on salad bar daily)
- Massaro Farm Salsa Tasting (now on menu when salsa is served)

All School Events

- Pasta tasting-local 2 ingredient fresh pasta made with CT grown grain fresh milled- (on menu when pasta is served)
- Sunflower Planting
- Milk Blind taste test. Current 1% vs farm fresh 1%

Won CSDE Spring Great Plates competition

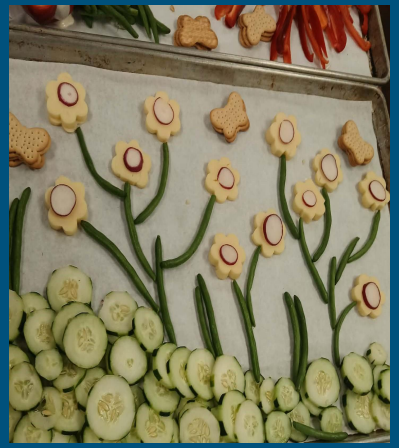
Cafeteria

- Extended Day Cooking club with Miss Jen
- Staff trained to encourage taking of fruit and vegetables
- More scratch cooking when possible
- More diverse menu with culturally relevant menu items
- Smart Snacks- only snacks approved by USDA and CSDE are sold

Cafeteria

- In August the staff had hands on training with regional farm to school coordinator for Local Food Prep
- Selected for CT Grown for CT Kids Grant for a meet the farmer event in Fall 26
- Selected for New England Dairy Council Bulk Milk Grant
- Harvested Lettuce and served on the salad bar grown in the green house
- Partnered with PTO for Arts Night Fruit and Vegetable edible display






Beecher Road School
BLIND MILK TASTE TEST
Can you taste the difference with Local Milk?
I ♥ MILK
Mountain Dairy for the Win!


CT FRESH ED
Winner: Great Plates K-12 Sprouted
Woodbridge Public Schools
Jessica Hill, Food Service Mgr.
Local Pasta with Meat Sauce
Pasta from Passionately Pasta, Wallingford (Grain from Thrall Farm in Windsor)
Lettuce from H2O Farm in Guilford
CT FRESH ED
CAFETERIA


CT GROWN FOR CT KIDS WEEK
CT FRESH ED
UCONN





2025-2026
Tools for Schools Report



What is Tools for Schools?



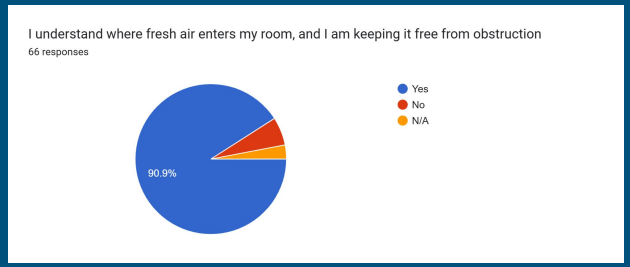
Tools for Schools is an Indoor Air Quality (IAQ) and healthy school environment program developed by the EPA to assess and improve indoor air quality and maintain the health of students and staff

Areas of Review

- IAQ questions and concerns
- Review School cleanliness and seek ares for improvement
- Alert/remind staff of policies, procedures, and recommendations to create and maintain a healthy school environment.

How did we work to achieve our goals in 2025-2026?





2025-2026 Timeline of Events

- TFS introduction at faculty meeting (September)
- Staff survey release (Late September)
- Compile survey results & investigate/address/rectify as many concerns as possible (September/October)
- Meeting #1 - Review results & look for new trends and/or changes from previous data (November)
- Walkthrough #1 - North School (December)
- Submit “classic” TFS surveys to DAS and post to BRS website. (December)
- Walkthrough #2 - South School (February)
- Review written report from IAQ consultant (April)
- Wrap-up meeting to suggest areas of improvement and set goals for next school year. (May)

Notable Items Addressed in 2025/2026

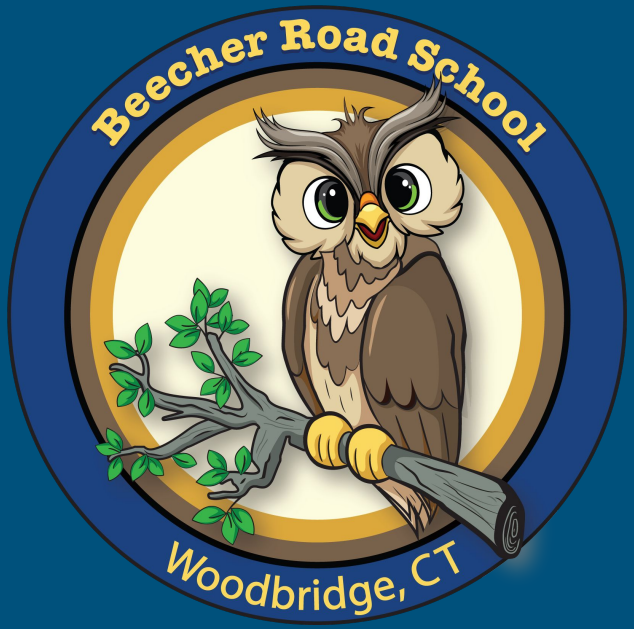
Accomplishments

- Introduction and implementation of the Annihilare cleaning system.
- A renewed focus on our classroom area rug replacement cycle.
- 100% staff respondent awareness of the FIXIT work order system & classroom HVAC intake/exhaust locations.
- Identified areas of improvement for the custodial staff.
- Increased reporting and location monitoring of pest activity and strategies to eliminate pests.

Goals for next year

1. Improve staff participation (66 responses this year)
2. Heighten focus on identifying issues that could be addressed/eliminated in a new building. (e.g. better building-wide dehumidification)
3. Raise awareness of more CONN-OSHA standards that affect classrooms teachers.

Thank you for your support!



https://www.woodbridge.k12.ct.us/district-information/indoor-air-quality

2025-26 Potential Uses Of Surplus

Description	Amount	Notes
Bulk supplies to help defer family contribution	$15,000	classroom supplies
Snow Blowers	$8,000	estimating 2 blowers at $4K each
Lock Down Style Radios	$8,000	advanced tech radios with lockdown button
Cover Reduced Lunch Fees	$2,800	
Kids Are Rolling Bikes	$9,000	24 strider to balance bikes and training
Total	$42,800	
	Capital Equip.	
	Educational	
	Facilities	

FY2027 BUDGET RECONCILIATION SUMMARY OF ADJUSTMENTS

Details of Requsted Decrease

2026-27 Budget Approved by BOE			$19,496,610	
Org	**Obj**	**Description**	**Amount**	**Notes**
various		Teacher Turnover	($80,000)	2 retirements with health
1432	62700	Health Savings	($287,056)	net of 0% increase less additional employees
1419	63200	Professional Development	($4,000)	District wide
1418	64450	Technology Lease	($24,616)	not replacing teacher devices for one more year
1303	65100	Special Services Transportation	($18,000)	better pricing on one out of district run
1403	65102	Bus Fuel	($20,000)	fuel bid savings
1434	66100	Instructional Supplies	($2,000)	STEAM supplies
		Total	($435,672)	
2026-27 Budget Approved at Town Meeting			**$19,060,938**	

MINUTES OF THE WBOE POLICY COMMITTEE
Superintendent's Conference Room
June 1, 2026

CALL TO ORDER: Ms. Williamson called the meeting to order at 4:32 PM.

IN ATTENDANCE: Erin Williamson, Chair (in person); Lynn Piascyk (in person), Megan Conaster (in person), Steven Lawrence (remote), Board of Education Members; and Christopher Montini, Superintendent.

PUBLIC COMMENT: None

The Committee reviewed the following policies:

- Policy 3000 no changes, submit for 30-day review.
- Policy 3100 no changes, submit for 30-day review.
- Policy 3150 no changes, submit for 30-day review.
- Policy 3160, minor language adjustments were made in the 1st sentence of the 1st paragraph for ease of reading/understanding. In the first bullet "June 1" was added before "Principals" and "Special Education Director" was changed to "Special Services Director". In the last paragraph delete "legislative body … meeting". Submit for 30-day review.
- Policy 3170 "P" was added before the Policy number and R" was added before the Regulation number. In the 2nd sentence, 1st paragraph delete "for extended…." and sentence after "requirements". Under #1, in the 1st sentence change "insure" to "ensure". On the first page of the regulation, 1st paragraph 2nd sentence add "or other early release days" following "days". Under 1a and 2g delete "in" and replace with "prior to". Submit for 30-day review.
- Policy 3250 no changes, submit for 30-day review.
- Policy 3260 first paragraph 1st sentence delete "and shall…" ending sentence after $2,000.
- Policy 3280 add "P" before policy number and "R" before regulation number, submit for 30 day review.
- Policy 3313 change "Business Manager" to "Director of Business Services / Operations", add space before "soliciting" and under "Award of Orders" add a comma after "In general". Submit for 30-day review.
- Policy 3320 change "Superintendent of Schools" to "Superintendent" and "Business Manager" to "Director of Business Services / Operations", submit for 30 day-review.
- Policy 3321 change "Superintendent of Schools" to "Superintendent" and "Business Manager" to "Director of Business Services / Operations", submit for 30 day-review.
- Policy 3324.1 no changes, submit for 30-day review.
- Policy 3326 change "Business Manager" to "Director of Business Services / Operations", submit for 30-day review.
- Policy 3434 no changes, submit for 30-day review.
- Policy 3510 in 2nd paragraph, change "his/her" to "they", "He/she" to "they" and "him/her" to "them"; change "Facilities Supervisor" to "Facilities Manager".
- Policy 3516 in 1st paragraph, last sentence change "insure" to "ensure", delete "by the Board of Education", on 2nd page #3, delete "at all times. It was agreed this policy would be held for further review at the next meeting and crosschecked with statute for the 1-17 list as well as the Shipman Goodwin policy.
- Policy 3517 change "Business Manager" to "Director of Business Services / Operations". It was agreed this policy would be reviewed further at the next meeting.
- Policy 3560 in the 1st paragraph, 1st sentence delete "such as school buses", submit for 30-day review.

PUBLIC COMMENT: None

Meeting Adjourned: 5:12 PM

PRISM OFFICE SOLUTIONS
OFFICE LINK, INC.
PH 203-654-3300
FAX 203-654-3301

PRISM ORDER AGREEMENT

☐ Equipment Purchase
☐ Installment Purchase
☑ Lease
☐ Rental

Y☑ N ☐ Maintenance Agreement
☐ Upgrade Current Equipment
☐ Maintenance Only
☐ Lease Upgrade

P.O. # for this order: _____

☑ Tax Exempt
☑ New Customer

Bill to: Customer Name				Installed At	
Woodbridge School District					
Billing address 40 Beecher Road-South				Street Address	
PO Box#				Contact Donna Coonan	
City Woodbridge, CT	Zip 06525	Phone 203-389-2195		City	Zip

Qty	Product Description	Product #	Less Deductions: Price	Trade-In	Other	Net Price	Totals
2	B&W Toshiba Copiers w/3HP & Staple	9029A					A) Total Net LEASE
2	B&W Toshiba Copier w/ Inner Stapler	4528A					Supplies
1	Toshiba Color Machine w/ 3HP & Staple	7527ACT					State Tax
2	Toshiba Color Machine w/ 3HP & Staple	6525AC					Interim Total
1	Toshiba Color Machine w/ 3HP & Staple	5525AC					Cash Down Payment
1	Toshiba Color Machine w/ Inner Stapler	3025AC					
1	Formax Envelope Inserter						
1	Brother B&W Printer						
9	PaperCut License, Card Readers, M&S						Unpaid Balance Of Cash Price
	A) Total Net Price (Exclusive of Tax, Maintenance & Supplies)						LEASE

Special Instructions:

Prism will remove old equipment and return ship to the leasing company at no additional charge.

Trade in model: Xerox Copy Count: _____ *Trade in owned by:* Customer ☐ Lease Co ☑ Other _____

Equipment Warranty: (Does not cover consumables such as drum, rollers, lamps)

A)Labor _____ Days From Date of Install B)Parts _____ Days From Date of Install

Lease With Purchase Option

Initial Term: (check one) ☐24 ☐36 ☐39 ☐48 ☑60 Other _____

Monthly Rental Payment: $ 1,248 *Security Deposit:* $ 0
(Exclusive of Sales/Use Tax)

Equipment Service:

Maintenance Agreement Type *Billing Frequency:* Annual ☐ Monthly ☑ Other: _____

☑ MA3 All Inclusive Service: Consumable parts, labor & supplies (except paper & staples)
Rate: $ _____ per _____ copies
Overage: _____ per copy on the excess within a billing period

☑ Cost Per Copy CPC Rate: B:$0.0034/C:$0.034

This Prism Order Agreement covers transaction(s) listed above and incorporates Terms & Conditions on the reverse side.

Sales Rep-Order Acknowledgment	Purchaser Name
Michael LaFemina	Woodbridge School District
Date 04-20-2026	Signature ⊘
Prism-Office Link Inc. Signature	Title ⊘ Date ⊘

PRISM OFFICE SOLUTIONS

Maintenance Agreement

75 School Ground Road
Branford, CT 06405

Effective date: 04-20-2026

Customer

Woodbridge School District
40 Beecher Road-South
Woodbridge, CT 06525

Prism - Office Link, Inc. (Prism) agrees to provide and the customer agrees to accept maintenance service for the machines listed below according to the terms and conditions of this agreement, unless Prism provides the customer with notice to the contrary within one month of the signing of this agreement by Prism.

Manufacturer/Model Number	Serial Number	Machine Location	Special Provisions	Rate
2X-Toshiba 9029A 2X- Toshiba 4528A 1X- Toshiba 7527ACT 2X- Toshiba 6525AC 1X- Toshiba 5525AC 1X- Toshiba 3025AC			Cost Per B&W Page: Cost Per Color Page:	$0.0034 $0.034
Brother B&W Printer MA Type: MA3 Includes: Parts, Labor, Toner & Supplies (Everything Except Paper) Billing Frequency: Monthly		Library	$34 flat rate per month	

Comments:

If supplies are included under this agreement Prism will supply black toner to customer based on normal yields. If customer usage of the supplies exceeds the normal yields for the equipment being serviced, prism will invoice and customer agrees to pay for the excess supplies at Prism's current retail prices then in effect. $34 minimum monthly billing for cost per page contracts.

Customer Woodbridge School District

Accepted by _____

Name _____ Date _____

Please sign this service agreement and return this copy to our office along with your payment. **This agreement must be paid in full by the start date of your contract.** If agreement is not renewed, a new one will be written only after the equipment is inspected at our regular hourly rate.

The additional terms & conditions on the reverse side are part of this agreement. The customer acknowledges that they have read this agreement, understands it, and agrees to be bound by its terms & conditions. The customer agrees that this agreement is the complete and exclusive agreement between the parties, superseding all proposals or prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this agreement.

LEASE AGREEMENT

1720A Crete Street, Moberly, MO 65270
Phone: 800-662-3759, Fax: 800-426-2626

LESSEE LEGAL NAME:	Telephone No:
Woodbridge School District	2033876631

Billing Address:	Equipment Location (if other than Billing Address):
40 Beecher Road-South, Woodbridge, CT 06525	40 Beecher Road-South, Woodbridge, CT 06525

EQUIPMENT DESCRIPTION: (indicate quantity, new or used and include make, model, serial # and all attachments – see below and/or attached Schedule A)

Unit Quantity	Description of Equipment Leased	Make and Type	Model Number	Serial Number
	* PLEASE REFER TO SCHEDULE A			

BASE TERM IN MONTHS	TOTAL NUMBER OF LEASE PAYMENTS	END OF LEASE PURCHASE OPTION
60	60 @ $1,248.00 (plus taxes)	_X_ Fair market value, plus taxes ____ 10% of Equipment cost, plus taxes ____ $1.00, plus taxes (FMV unless another option is selected. You may not exercise a purchase option if you are in default. If you exercise a purchase option we will convey all of our right, title and interest in such Equipment to you on an AS-IS WHERE IS without warranty.)

(a) Advance Payment:	$0.00
(b) Security Deposit:	$0.00
(c) Documentation Fee:	$95.00
Total due a + b + c =:	$95.00

**If more than one lease payment is required as an Advance Payment, the balance will be applied to lease payments in inverse order, starting with the last lease payment.
Your obligation to pay all amounts and perform all other obligations is non-cancellable, absolute, unconditional and not subject to abatement, set-off or defense.

In this agreement ("Lease"), "we," "our," and "us" refers to **LEAF Capital Funding, LLC** as Lessor and "you" and "your" refer to the Lessee. You agree to lease the Equipment upon the following terms and conditions:

1. LEASE PAYMENTS AND TERM: The Lease is enforceable on you upon your execution. The term of the Lease shall commence on the date the Equipment is delivered to you ("Lease Commencement Date"). The first Lease Payment shall be due on the date we specify in the month following the Lease Commencement Date as set forth in our invoice, and the remaining Lease Payments will be due on the same day of each subsequent month (each, a "Payment Date") until paid in full. The Base Term shall commence on the date one month prior to the first Payment Date. We may charge you a portion of one Lease Payment for the period from the Lease Commencement Date until the first day of the Base Term ("Interim Rent"). The Interim Rent shall be due as invoiced. We may adjust the Lease Payments up to 15% if the actual costs are different than the estimate used to calculate the Lease Payments. **On an annual basis, the Monthly Payment may be increased by a maximum of 15% of the amount previously then in effect.**

2. DELIVERY, ACCEPTANCE, USE AND REPAIR: You are responsible for Equipment delivery and installation. You unconditionally accept the Equipment upon the earlier of (a) your oral or written acceptance of the Equipment, or (b) 10 days after delivery of the Equipment. You authorize us to fill in the Lease Commencement Date, serial numbers and other information. **You will not move the Equipment from the above location without our written consent and are responsible for maintaining the Equipment in good repair.** We are not responsible for Equipment or vendor failures.

3. INDEMNIFICATION: You agree to indemnify, defend and hold us harmless from and against any losses, damages, penalties, claims and suits, including attorneys' fees and expenses related to the ordering, manufacture, installation, ownership, condition, use, lease, possession, delivery or return of Equipment.

4. LEASE EXPIRATION, RENEWAL: Unless you notify us at least 90 days prior to the expiration of the Lease of your election to return or purchase the Equipment, this Lease will renew on a month-to-month basis at the same monthly Lease Payment until you either exercise the purchase option or provide us with at least 90 days notice and return the Equipment. If you return the Equipment, (i) it must be to the location we designate and you are responsible for all return costs and we may charge a Restocking Fee equal to one Lease Payment, and (ii) you must securely remove all data from any and all disk drives or magnetic media prior to returning the Equipment (and you are solely responsible for selecting an appropriate removal standard that meets your business needs and complies with applicable laws). You will pay us for any loss in value resulting from failure to maintain the Equipment in accordance with this Lease or for damages incurred in shipping and handling. If you exercise a purchase option we will convey all of our interest in such Equipment to you on an AS-IS WHERE IS basis without representation or warranty.

5. LATE FEES AND CHARGES: If any amount is not paid within three (3) days of when due, you agree to pay us a late charge equal to the lesser of 10% of the amount past due or the maximum legal amount. Amounts which are not paid within 30 days of when due shall accrue interest at 1.5% per month (or if less, the maximum legal rate) until paid. You agree to pay $25 for each pay by phone and $35 for each returned payment.

6. NO WARRANTY: We do not manufacture the Equipment and you have selected the Equipment and the supplier. **WE MAKE NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING THOSE OF MERCHANTABILITY OR FITNESS FOR A PURPOSE AND ARE NOT RESPONSIBLE FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES.**

7. INSURANCE, RISK OF LOSS: You bear all risk of loss or damage to the Equipment from its order until it is returned in the required condition or purchased by you ("Risk Period"). During the Risk Period you will maintain property and liability insurance on the Equipment acceptable to us, naming us loss payee and additional insured. If you do not provide us with proof of such insurance, we may secure insurance on the Equipment to cover our interests (and only our interests). If we obtain such insurance, you will pay us an additional amount for the cost of it and an administrative fee, the cost of which may be more than the cost to obtain your own insurance and on which we may make a profit.

8. OWNERSHIP AND TAXES: We own the Equipment (excluding licensed software). If you are deemed to own it, you grant us a security interest in the Equipment. You authorize us to file UCC financing statements to confirm our interest. You will pay, when due, all taxes, fines and penalties relating to the purchase, use, leasing and/or ownership of the Equipment. If we pay any taxes, (including property tax), fees or penalties on your behalf, you will pay us the amount we paid plus an administrative fee. You agree to pay us the documentation fee specified above or if not so specified, the greater of either $125 or 0.5% of the Equipment cost. If we require an Equipment site inspection, or you request administrative services, you agree to reimburse our costs.

9. DEFAULT: If you or any guarantor do not pay us any amount within ten (10) days of its due date, or breach any terms of this Lease, any guaranty or any license relating to the Equipment, you will be in default. If you default, we may require you to do any combination of the following: (a) immediately pay all amounts then due, plus the present value of the remaining Lease Payments, Interim Rent and residual value of the Equipment, as determined by us, discounted at an annual rate of 3%; (b) return all of the Equipment; (c) allow us to repossess the Equipment; or (d) use any and all remedies available to us under applicable law. If you default, you agree to pay the cost of repossession and our attorney's fees and costs. In addition to all other charges and as reimbursement for expenses incurred and not as a penalty, we may require you to reimburse us for the phone calls, letters, and any additional expense incurred in the collection or servicing of this Lease for you. If we take possession of the Equipment, we may sell or otherwise dispose of it with or without notice, at a public or private sale, and apply the net proceeds (after we have deducted all costs related to the sale or disposition of the Equipment) to the amounts that you owe us. You agree that if notice of sale is required by law, **10** days' notice shall constitute reasonable notice. You remain responsible for any amounts that are due after we have applied such net proceeds. We may apply any security deposits to your obligations and if you do not default, the balance will be refunded without interest.

10. ASSIGNMENT: You have no right to sell or assign the Equipment or Lease. We may sell or assign our rights in the Lease and/or Equipment and the new owner will have all our rights but will not be subject to any claim or defense you have against us.

11. ARTICLE 2A: You agree this Lease is a "finance lease" as defined in Article 2A of the Uniform Commercial Code. **You waive all rights and remedies conferred upon a lessee by Article 2A (508-522) of the UCC.** You have received a copy of the Supply Contract or been informed of the identity of the Supplier and you may have rights under the Supply Contract and may contact the Supplier for a description of those rights.

12. CREDIT INFORMATION: You authorize us or any of our affiliates to obtain credit bureau reports, and make other credit inquiries that we deem necessary.

13. CHOICE OF LAW: THIS LEASE WILL BE GOVERNED BY PENNSYLVANIA LAW. YOU CONSENT TO JURISDICTION IN THE STATE OR FEDERAL COURTS IN PENNSYLVANIA AND WAIVE ANY RIGHT TO A TRIAL BY JURY.

14. MISCELLANEOUS: This Lease is the parties' entire agreement and can be amended only in writing signed by both parties. This Lease may be executed in counterparts (manually or by electronic means) and, when transmitted to us shall be binding upon you for all purposes. This Lease is not binding on us until we sign it. You agree not to raise as a defense to the enforcement of this Lease that it was executed or transmitted to us by electronic means. You will use the Equipment only for business purposes and not for personal, family or household use. The USA PATRIOT Act requires us to obtain, verify, and record information that identifies you thus we ask for your name, address and other information or documents that substantiate your identity.

ACCEPTED BY LESSEE: Woodbridge School District

X _____
Lessee Authorized Signature

Print Name: _____ Title: _____

E-Mail Address: _____ Date: _____

Tax ID Number: _____

PERSONAL GUARANTY: Undersigned guarantees that Lessee will make all payments and perform all other obligations under the Lease when due. Undersigned agrees that this is a guaranty of payment and not of collection, and that we can proceed directly against undersigned without first proceeding against Lessee or the Equipment. Undersigned also waives all suretyship defenses and notification if the Lessee is in default and consents to any extensions or modifications granted to Lessee. Undersigned will pay us all expenses (including attorneys' fees) we incur in enforcing our rights against undersigned or Lessee. If more than one person signs this guaranty, each agrees that his/her liability is joint and several. Undersigned authorizes us and our affiliates to obtain credit bureau reports and make inquiries regarding undersigned's personal credit. **You consent to jurisdiction in the State or Federal courts in Pennsylvania and expressly waive any right to a trial by jury.**

SIGNED X _____ Print Name: _____ E-Mail Address: _____

Accepted by:
LEAF Capital Funding, LLC By: **Title:** **Date:**

LEAF

SCHEDULE A TO LEASE AGREEMENT
(EQUIPMENT DESCRIPTION)

Lease Application No.: **1080234**

QNT	Equipment Description	New/Used	Make	Model	Serial Number
Location: 40 Beecher Road-South, Woodbridge, CT 06525					
2	Toshiba 9029A	New		9029A	
1	Toshiba 7527ACT	New		7527ACT	
1	Toshiba 5525AC	New		5525AC	
1	Toshiba 3025AC	New		3025AC	
2	Toshiba 6525AC	New		6525AC	
2	Toshiba 4528A	New		4528A	

LESSEE: Woodbridge School District

BY: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

LEAF CAPITAL FUNDING, LLC

BY: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

LEAF

State and Local Government Addendum

Reference: **Application No. 1080234**

This State and Local Government Addendum (this "Addendum") is made part of the Agreement related to the above referenced application number ("Agreement") between **LEAF Capital Funding, LLC** ("we" "us" and "ours") and Woodbridge School District ("you" and "your"). Capitalized terms used but not defined will have the meaning given to them in the Agreement. If there is any conflict between the terms of this Addendum and the terms of the Agreement, the terms of this Addendum will control and prevail. The parties hereby agree as follows:

1. Funding Intent. You reasonably believe that funds can be obtained sufficient to make all Payments set forth in the Agreement and any other amounts owed during the term of the Agreement. You agree that your chief executive or administrative officer (or your administrative office that has the responsibility of preparing the budget submitted to your governing body, as applicable) will provide for funding for such payments in your annual budget request submitted to your governing body. You covenant that you will do all things lawfully within your power to obtain, maintain and properly request and pursue funds from which the Payments may be made, including making provisions for such payments to the extent necessary in each budget submitted for the purpose of obtaining funding, using your best efforts to have such portion of the budget approved and exhausting all available administrative reviews and appeals in the event such portion of the budget is not approved. If your governing body chooses not to appropriate funds for such payments, you agree that your governing body will evidence such nonappropriation by omitting funds for such payments due during the applicable fiscal period from the budget that it adopts. You and we agree that your obligation to make payments under the Agreement will be your current expense and will not be interpreted to be a debt in violation of applicable law or constitutional limitations or requirements. Nothing contained in the Agreement will be interpreted as a pledge of your general tax revenues, funds or moneys.

2. Nonappropriation of Funds. If (a) sufficient funds are not appropriated and budgeted by your governing body in any fiscal period for Payments set forth in the Agreement or any other amounts owed to us and (b) you have exhausted all funds legally available for such payments due under the Agreement (together, a "Non-Appropriation Event"), then you will give us not less than ninety (90) days written notice (a "Termination Notice") and the Agreement will terminate as of the last day of your fiscal period for which funds for such payments are available ("Termination Date"). Such termination is without any expense or penalty, except for the portions of such payments and those expenses associated with your return of the Equipment in accordance with the Agreement for which funds have been budgeted or appropriated or are otherwise legally available. You agree that, to the extent permitted by law, you will not terminate the Agreement if any funds are appropriated by you or to you for the acquisition or use of equipment or services performing functions similar to the Equipment during your fiscal period in which such termination would occur. You shall (i) on or before the Termination Date, return the Equipment in accordance with the return requirements set forth in the Agreement, (ii) provide in the Termination Notice a certification of a responsible official that a Non-Appropriation Event has occurred, (iii) deliver to us, upon our request, an opinion of your counsel (addressed to us) verifying that the Non-Appropriation Event as set forth in the Termination Notice has occurred, and (iv) pay us all sums payable to us under the Agreement up to and including the Termination Date. You acknowledge and agree that, in the event of the termination of the Agreement and the return of the Equipment as provided for herein, you shall have no interest whatsoever in the Equipment or proceeds thereof and we shall be entitled to retain for our own account the proceeds resulting from any disposition or re-leasing of the Equipment along with any advance rentals, security deposits or other sums previously paid by you pursuant to the terms of the Agreement.

3. Authority and Authorization. You represent and agree that: (a) you are a state or a political subdivision or agency of a state; (b) the entering into and performance of the Agreement is authorized under your state laws and Constitution and does not violate or contradict any judgment, law, order, or regulation, or cause any default under any agreement to which you are party; (c) you have complied with all bidding requirements and, where necessary, have properly presented the Agreement for approval and adoption as a valid obligation on your part; and (d) you have sufficient appropriated funds or other moneys available to pay all amounts due under the Agreement for your current fiscal period. Upon our request, you agree to provide us with an opinion of counsel as to clauses (a) through (d) above, an incumbency certificate, and other documents that we request, with all such documents being in a form satisfactory to us.

4. Government Use. You agree that (a) you will comply with all information reporting requirements of the Internal Revenue Code of 1986, as amended, including but not limited to the execution and delivery to us of information statements requested by us, and (b) the use of the Equipment is essential for your proper, efficient and economic operation, you will be the only entity to use the Equipment during the term of the Agreement and you will use the Equipment only for your governmental purposes. Upon our request you will provide us with an essential use letter in a form satisfactory to us as to clause (b) above.

5. Insurance. You agree to provide and maintain at your own expense (a) property insurance against the loss, theft, destruction of, or damage to, the Equipment for its full replacement value, naming us as loss payee, and (b) public liability and third party property insurance, naming us as an additional insured. You will give us certificates or other evidence of such insurance on the Equipment at such times as we request. All insurance obtained from a third party insurer will be in a form, amount and with companies acceptable to us, and will provide that we will be given 30 days' advance notice of any cancellation or material change of such insurance. If you do not provide us with proof of such insurance, we may secure insurance on the Equipment to cover our interests (and only our interests). If we obtain such insurance, you will pay us an additional amount for the cost of such insurance and an administrative fee, the cost of which may be more than the cost to obtain your own insurance and on which we may make a profit.

6. Indemnification. With respect to any claims, actions, or suits that are made against us as a result of your actions, omissions, negligence or willful misconduct ("Claims"), to the extent permitted by law, you agree to reimburse us for, and if we request, defend us against, any such Claims.

7. Choice of Law. Regardless of any conflicting provision in the Agreement, **THE AGREEMENT WILL BE GOVERNED BY THE LAWS OF THE STATE IN WHICH YOU ARE LOCATED.**

8. This Addendum supplements and amends the Agreement only to the extent and in the manner set forth, and in all other respects, the Agreement will remain in full force and effect.

IN WITNESS WHEREOF the parties hereto, by their authorized signatories, have executed this Addendum at the date set forth below their respective signatures.

CUSTOMER: **Woodbridge School District**	**LEAF CAPITAL FUNDING, LLC**
By: _____ Print Name: _____ Title: _____ Date: _____	By: _____ Print Name: _____ Title: _____ Date: _____

WOODBRIDGE BOARD OF EDUCATION
EMPLOYMENT AGREEMENT

This contract is an agreement, made this ~~16th~~ day of June ~~2025~~ between the Board of Education of the Town of Woodbridge, (hereafter referred to as the "Board") and Donna Coonan.

The Board has assigned Donna Coonan to the position of Director of Business Services & Operations of the Woodbridge School District. This employment agreement is for the period beginning ~~July 1, 2025~~ through ~~June 30, 2028~~.

As an employee of the Board, Ms. Coonan will diligently perform her assigned duties to the best of her ability in accordance with the policies, procedures, practices of, and under directives and supervision of, the Board and its Superintendent of Schools and consistent with applicable state and federal laws and regulations. In addition to the foregoing, Ms. Coonan, while employed in the position of Director of Business Services/Operations, will faithfully discharge the duties and responsibilities of the job description for that position as approved by the Board, a copy of which is attached.

As compensation for her service, Ms. Coonan shall receive an annual salary of $~~137,917~~ for the ~~2025-26~~ school year, paid in biweekly installments. Her employment shall be full-time and her work shall be deemed to be twelve (12) months from July 1st to June 30th based on a 260-day work year. Her salary for 2027-28 and 2028-29 shall be as determined by the Board but shall not be less than the previous year.

In addition, each year of the contract the Board shall make a contribution on Ms. Coonan's behalf to a tax-sheltered annuity in an amount of $5,000.

Ms. Coonan shall receive eighteen (18) sick days for the ~~2025-26~~ school year, to be taken when she is physically unable to perform her work assignments. If a successor agreement to this agreement is executed, then any unused sick days at the end of June 2026 may be carried over to the next year, which sick days cumulative to maximum of two hundred (200) days. Ms. Coonan shall also receive three (3) personal days for the ~~2025-26~~ school year.

For the ~~2025-26~~ school year, twenty-five (25) vacation days will be granted. The vacation days will be credited on July 1, 2025. If a successor agreement to this agreement is executed, then any unused vacation days at the end of June 2026, up to a limit of fifteen (15) days, may be carried over to the next year; any additional accumulated days beyond fifteen (15) will be lost at the end of the fiscal year. If Ms. Coonan resigns or is terminated prior to the end of the employment year, Ms. Coonan is eligible to be paid for accrued vacation days only and the District is to be reimbursed at the per diem rate for any credited days taken that were not accrued at the time of departure.

Ms. Coonan shall be granted life insurance in the amount of two times her salary. She is entitled to the same medical insurance benefits and co-pay/premium share as members of the Woodbridge Association of School Administrators.

As an administrator, and as a condition of employment, Ms. Coonan shall, at all times, possess a valid School Business Manager Certificate (#085) issued by the Connecticut State Department of Education.

Ms. Coonan shall be evaluated at least annually by the Superintendent of Schools or his/her designee.

This contract shall be in effect from July 1, ~~2025~~ through and including June 30, ~~2028~~. It may be terminated at any time by mutual agreement of the parties or through Ms. Coonan's resignation or death, provided that in case of resignation, Ms. Coonan shall give at least sixty (60) days written notice of resignation, unless the Board in its discretion accepts a shorter notice period. Since Ms. Coonan is employed by the Board

pursuant to the provisions of Section 10-145(d) of the Connecticut General Statutes, she may be terminated at any time for cause after notice and an opportunity for hearing before the Superintendent, in which case this contract will be terminated and of no further force and effect as of the date of her termination.

This entire agreement between the parties supersedes any and all other agreements previously reached, whether verbal or written. This agreement shall become final upon its approval and execution by Ms. Coonan and upon its subsequent execution by the Superintendent of the Woodbridge School District.

_____ _____

Director of Business Services & Operations Date

_____ _____

Superintendent Date

Woodbridge School District

Position Description
Director of Business Services & Operations

Reports to: Superintendent

SUMMARY

The Director of Business Services & Operations is responsible for the design, implementation, and operation of all business services and operations for the Woodbridge School District, a PreK-6 school district of approximately 165 permanent active employees and approximately 850 students.

MAJOR RESPONSIBILITIES:

- Establishes, supervises, and maintains all budget, payroll, purchasing, and financial systems, including proper disbursement of funds, and maintenance of complete records thereof consistent with local, State, and federal requirements and policies
- Ensures the maintenance of a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and federal accounting reports
- Advises the Superintendent on policies, procedures, regulations, and guidelines related to sound school business services and operations
- Supervises the management of all financial affairs of the Woodbridge School District and Beecher Road School
- Assists in the development, administration, and monitoring of grant requests and grant funds for the Woodbridge School District
- Prepares and presents ongoing reports and correspondence relevant to the business services and operations of the District, including monthly reports as required by local policy
- Maintains a continuous internal auditing program for the financial affairs of the Woodbridge School District and Beecher Road School, and supports the annual work of external auditors
- Collaborates with Town of Woodbridge staff and leaders in relation to the financial affairs of the Woodbridge School District, including supporting the development of bid specifications
- Supervises and evaluates the supervisors of the custodial/maintenance and food services departments, as well as Business Office staff
- Supports the Superintendent in developing, administering, and monitoring long-term capital projects
- Advises the Superintendent in labor negotiations and vendor contract approvals
- Participates in ongoing professional learning related to school business operations
- Carries out other duties as assigned by the Superintendent of Schools