

**WALLINGFORD BOARD OF EDUCATION  
OPERATIONS COMMITTEE MEETING  
VO-AG COMMUNITY ROOM – LYMAN HALL HIGH SCHOOL  
MONDAY, JANUARY 14, 2013**

**MINUTES**

**MEETING CALLED TO ORDER**

The Operations Committee Meeting was called to order by Mr. Miller at 6:42 P.M.

**BOARD MEMBERS PRESENT**

K. Castelli, J. Cei, C. Mansfield, J. Marrone, R. McKay, C. Miller, P. Reynolds,  
M. Votto

**STAFF MEMBERS PRESENT**

S. Menzo, E. Cohn, J. Guarino, L. Winters, R. Backus, S. Wong, M. Deptula,  
R. Mancusi, P. DeFilio, C. Burke

**OPERATIONS COMMITTEE MEETING MINUTES DATED DECEMBER 10, 2012**

The minutes of the Operations Committee Meetings dated December 10, 2012 were reviewed and accepted as presented.

**CAFETERIA FINANCIAL REPORT – DECEMBER 2012**

Mrs. Wong reported that for the month of December the Cafeteria Program had a loss of \$5,579. There were 15 days of sales. Last year there were 17 days. The year to date for December was a deficit of \$32,261.

Mr. Votto asked if the revenue from High Roads School is included on the Cafeteria Financial Report. Mrs. Wong stated it is in Miscellaneous Sales.

The consensus of the Operations Committee was to send the Cafeteria Financial Report for December 2012 to the full Board for approval.

**BOARD OF EDUCATION FINANCIAL REPORT – DECEMBER 2012**

Ms. Winters presented the Board of Education Financial Report for December 2012. There are four accounts in deficit. The deficit in transportation will be partially offset by revenues from the Magnet School Transportation Grant. Tuitions deficit will be offset by revenues from the Excess Cost and State Agency Placement Grants. The deficit in Building

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Improvements is for work that was necessary at Dag Hammarskjold in the media center. The deficit in Instructional Equipment is from purchases from the unencumbered fund balance which was approved by the Board of Education for Barracuda data backup appliance and email archiving appliance.

The forecast for contingency is \$360,936. Salaries are forecasted to have a balance of \$679,277 because of savings from unpaid leaves of absence and unfilled positions. Benefits are forecasted to have a deficit \$172,968. Included in the benefits forecast is the employer portion of FICA/Medicare and Workers' Compensation. Tuitions are forecasted to have a balance of \$186,159. Ms. Winters explained that this includes \$231,221 from the State Department of Education. Transportation is forecasted to have a deficit of \$117,782. Wallingford received half of the revenues from the Magnet School Transportation Grant. Unemployment is forecasted to have a balance of \$138,147. Heat is projected to have a balance of \$26,000. Electricity is projected to have a deficit of \$108,571. Postage is forecasted to have a balance of \$36,023. Plant and Maintenance is forecasted to have a deficit of \$6,215. Purchases from the unencumbered fund balance total \$711,400. The projected balance at year end is \$309,605.

The consensus of the Operations Committee was to send the Board of Education Financial Report for December 2012 to the full Board for approval.

### **TRANSFER OF APPROPRIATIONS**

There was one transfer for \$38,250 for cell phone repeaters, Knox Box, buzzers and key pads. The funds will be transferred from Contingency.

The consensus of the Operations Committee was to send the transfer to the full Board for approval.

### **NEGOTIATIONS UPDATE**

Jan Guarino provided an update on negotiations. A meeting is scheduled with the custodians on January 22, 2013. Food Service employees are in mediation. A meeting is scheduled for February 13<sup>th</sup>.

### **2013/2014 BUDGET OVERVIEW**

Dr. Menzo presented an overview of the 2013/2014 Proposed Budget. He explained that last year the Board of Education requested a 3.91% increase. The mayor approved a 3.2% increase or \$2,810,183.

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Dr. Menzo explained the Budget Development Process. He conducted student, parent and teacher forums. A Sustained Services Budget was developed. Areas identified for increases were salaries, benefits, water and sewer, contracted services, postage and any mandated service expenses. As a result of reallocation of resources, the following items are included in the 2013/2014 Sustained Serviced Budget: K-5 Humanities Curriculum Resource Teacher, Human Resource Specialist, World Language Teachers for Grades 3–5, Part-Time Career Center Professionals for Both High Schools, 2 Part-Time Career Center Secretaries, Additional .5 FTE for clerks for each school, VoAg Aqua Culture Teacher, VoAg Food Science Teacher, Department Chairs for Health/Physical Education and Fine Arts at each high school, Subject Area Coordinators for each Middle School, Part-Time Custodian at Lyman Hall VoAg Center, and After School Programming for both Middle Schools. The Sustained Services Budget Request is \$91,847,356 which is a 2.54% increase.

He reviewed the Strategic Plan Budget. There are five core areas of focus in the Strategic Plan. They are Curriculum and Instruction, Community Outreach and Partnerships, District Climate, Facilities and Maintenance, and Technology. The total of all mandated items in the Strategic Plan is \$1,931,102 and the total of all safety related items is \$1,183,881. In the Strategic Plan Budget, budget, there are Food Service items. Included is \$58,000 for Technology and \$203,500 for Facilities and Maintenance. The Sustained Services Budget and Strategic Plan Budget Request for 2013/2014 is \$97,603,899 which is an 8.94% increase.

### **ADJOURNMENT**

Mr. Miller adjourned the Operations Committee Meeting at 8:00 P.M.

Respectfully submitted:

Patricia DeFilio