

**WALLINGFORD BOARD OF EDUCATION
OPERATIONS COMMITTEE MEETING
BOARD CONFERENCE ROOM – 43 HALL AVENUE
MONDAY, NOVEMBER 18, 2013**

MINUTES

MEETING CALLED TO ORDER

The Operations Committee Meeting was called to order by Mr. Miller at 7:10 P.M.

BOARD MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

S. Menzo, S. Parkhurst, R. Backus, M. Deptula, S. Wong, R. Mancusi, P. DeFilio
C. McNamara entered the meeting at 7:30 p.m.

**OPERATIONS COMMITTEE MEETING MINUTES DATED OCTOBER 15, 2013
AND OCTOBER 17, 2013**

The minutes of the Operations Committee Meetings dated October 15, 2013 and October 17, 2013 were reviewed and accepted as presented.

CAFETERIA FINANCIAL REPORT – OCTOBER 2013

Mrs. Wong presented the Cafeteria Financial Report for October 2013. The cafeteria program had a deficit of \$43,452 for the month. This brought the Year To Date deficit to \$36,040.

Mr. Wong reported that there were 875 students eligible for free meals and 229 students eligible for reduced meals. An update on the number of students eligible for free or reduced meals will be given at the December Operations Committee Meeting.

The Cafeteria Program began a reimbursable breakfast program at both high schools on November 1st. Wallingford received a grant for \$4,200 per school for the program. No additional personnel are needed because breakfast is already offered at the high schools.

The consensus of the Operations Committee was to send the Cafeteria Financial Report for October 2013 to the full Board for approval.

SNACK UPDATE

Mrs. Wong reported that during the months of September and October, snacks were sold only one day a week in the elementary schools. This resulted in a drop in income for the cafeteria program. The cafeteria office has received phone calls from parents who expressed their displeasure with snacks being sold only one day a week. Mrs. Wong recommended that the Board of Education consider offering snacks three times a week as a compromise for students, parents and school principals. Mr. Parkhurst stated that the elementary school principals would like to continue offering snacks one day a week. Mr. Votto stated he would like to see snacks sold every day because it is inconsistent for schools to emphasize teaching students to make good choices and take personal responsibility for their decisions in other aspects, but not in their own diets.

Dr. Menzo requested that the Board of Education send a message to parents of elementary students informing them of the decision for the sale of snacks.

The consensus of the Operations Committee was to send the request to offer snacks at the elementary schools five days a week to the full Board for approval.

BOARD OF EDUCATION FINANCIAL REPORT – OCTOBER 2013

Dr. Menzo presented the Board of Education Financial Report for October 2013. Contingency is estimated to have a balance of \$168,000 which is 40% of the budgeted amount. Salaries are estimated to have a deficit of \$191,103. Certified salaries have an estimated surplus of \$11,931 and noncertified salaries have an estimated deficit of \$203,034 primarily due to hiring 13 additional paraprofessionals this year.

Benefits are estimated to have a deficit of \$58,918. There are 9 additional paraprofessionals that elected to have medical insurance. The deficit is slightly lower than the prior month because of increased cost sharing from the approved custodial contract. Tuitions for students with special needs are forecasted to have a surplus of \$194,520. Expenses are estimated to be higher than the amount budgeted by \$5,637. Revenues from the Excess Cost and State Agency Placement Grant are estimated at 70%. The State Department of Education now has written into the Connecticut General Statutes that the MOE (Maintenance of Effort) funding of \$231,221 will be provided directly to the Wallingford School System this year.

Transportation is estimated to have a deficit of \$106,948. This could change based on the needs of students as the school year progresses. The shortfall is because there are 4 students that we are required to provide transportation for under the McKinney Vento Act because they are without a home. The forecast includes the estimated revenues of \$113,100 for the magnet school transportation grant. Unemployment is forecasted to have an estimated surplus of \$14,340.

The estimated balance at year end is \$19,891.

The consensus of the Operations Committee was to send the Board of Education Financial Report for October 2013 to the full Board for approval.

TRANSFER OF APPROPRIATIONS

Dr. Menzo reported there is one transfer requested by Pond Hill School in the amount of \$1,890 to purchase mini I-Pads with WiFi. The Technology Team at the school recommended the purchase for the I-Pads.

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

REVIEW OF ATHLETIC PARTICIPATION FEE PAYMENT METHOD

Dr. Menzo stated parents have requested that personal checks be allowed as payment for Pay to Participate in the sports programs at the high schools. When Pay to Participate began, only bank checks would be accepted. He spoke with the Principals and the Athletic Directors at both high schools who have no concerns about accepting personal checks.

The consensus of the Operations Committee was to send a request to allow personal checks as payment for Pay to Participate in the sports program to the full Board for approval.

INFORMATION TECHNOLOGY SYSTEMS AUDIT

Dr. Menzo stated that they are requesting approval from the Board of Education to have an audit of IT staff to analyze current staffing levels in IT including roles, responsibilities, tasks and workloads. Three quotes were provided and EASTCONN was the lowest quote which is under the bid limit set by the Town. The audit will take approximately 8 days. A report on findings and recommendations will be presented to the Board of Education

The consensus of the Operations Committee was to send a request to have an audit of Information Technology staff to the full Board for approval.

WORRELL GRANT

In order to request funding from the Worrell Grant, the Board of Education must decide what would be included in the Athletic Complex project at Lyman Hall. Mr. Deptula suggested the discussion be held in Executive Session since it includes dollar values for each phase of the

project. Dr. Menzo suggested the Board of Education hold a special meeting prior to the Regular Board of Education Meeting on Monday, November 25, 2013. Board members can meet in Executive Session to discuss costs associated with the Athletic Complex.

Luke McCoy from the BSC Group Architectural Services presented a brief overview of two different plans for the athletic complex. Both plans consist of two phases needed to complete the project. The biggest difference between the two plans is the size of the new track. One plan consists of an eight lane track and the other plan consists of a six lane track with an eight lane straightaway.

ADJOURNMENT

Mr. Miller adjourned the Operations Committee Meeting at 9:04 P.M.

Respectfully submitted:

Patricia DeFilio