

**WALLINGFORD BOARD OF EDUCATION  
OPERATIONS COMMITTEE MEETING  
VOAG COMMUNITY ROOM – LYMAN HALL HIGH SCHOOL  
MONDAY, NOVEMBER 9, 2015**

**MINUTES**

**MEETING CALLED TO ORDER**

The Operations Committee Meeting was called to order by Mr. Brooder at 6:03 P.M.

**BOARD MEMBERS PRESENT**

M. Brooder, K. Castelli, J. Cei, K. Hlavac, J. Marrone, R. McKay, C. Shortell, M. Votto

**STAFF MEMBERS PRESENT**

S. Menzo, S. Parkhurst, C. Lavalette, L. Winters, K. Veilleux, R. Mancusi,  
M. Deptula, P. DeFilio

**OPERATIONS COMMITTEE MEETING MINUTES DATED OCTOBER 19, 2015**

The minutes of the Operations Committee Meetings dated October 19, 2015 were reviewed and accepted as presented.

**CAFETERIA FINANCIAL REPORT – OCTOBER 2015**

Dr. Menzo presented the Cafeteria Financial Report for October 2015. The cafeteria program had revenues of \$170,094 and expenses of \$158,736. The year to date was a deficit of \$72,453.

Mr. Cei questioned what the amount of the Board of Education subsidy was. Ms. Winters stated she would check.

Dr. Menzo stated that the Food Service Strategic Plan Committee will be added as an item on the Board of Education Meeting agenda.

The consensus of the Operations Committee was to send the Cafeteria Financial Report for October 2015 to the full Board for approval.

**TRANSFER OF APPROPRIATIONS**

Ms. Winters reported that there was one transfer for \$3,600 requested by Mrs. LaTorre, principal of Rock Hill School to purchase Chromebooks. Mrs. LaTorre stated that every year funds are

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budgeted to purchase books for the Rock Hill Book Closet. The books are used for small group instruction. After an inventory of the titles and genres of the books, they do not need to purchase any additional books for this year.

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

### **BOARD OF EDUCATION FINANCIAL REPORT – OCTOBER 2015**

Ms. Winters presented the Board of Education Financial Report for October 2015. There are two accounts with a negative balance. The Transportation Account is in deficit because Wallingford has not received revenue from the Magnet School Transportation Grant. The Tuitions Account is in deficit because Wallingford has not received revenues from the Excess Cost and State Agency Placement Grant.

Contingency is forecasted to have a balance of \$165,753. Ms. Winters explained that 40% is forecasted as a yearend balance. The other 60% may be used for unanticipated expenses. Salaries are forecasted to have a deficit of \$189,818. Certified salaries have an estimated \$268,359 shortfall primarily because an additional 4.5 FTE teachers were hired. Non-certified salaries have a forecasted surplus of \$78,541 because of unfilled positions and changes with new hires at a lower rate.

Benefits which include medical, life, LTD insurance and workers' compensation is forecasted to have a balance of \$424,904. Tuitions for regular and special needs students are estimated to have a balance of \$217,466. Revenues from the Excess Cost and State Agency Placement grant are estimated at 80%. Transportation is estimated to have a surplus of \$55,636.

Ms. Winters stated that it is still early in the fiscal year. Tuitions and transportation forecasts will be updated based on the needs of our students. Unemployment is estimated to have a deficit of \$4,688 based on the number of unemployment claims.

In total, the forecast at year end is an estimated preliminary balance of \$668,864.

The consensus of the Operations Committee was to send the Board of Education Financial Report for October 2015 to the full Board for approval.

### **DISCUSSION AND POSSIBLE CONSENT ON EXPANDED USE OF HORIZON SOFTWARE**

Ms. Winters explained that Horizon Software is used by the Food Service Department for parents to pay for lunches and snacks. The software can also be used to pay fees for many school activities such as for field trips, pay to play athletics, lost book fees, graduation fees. There will be one aggregate account set up by the Town. The money will be transferred once a week into the appropriate student activity account. This will minimize the number of checks and

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cash handled by the schools. Mrs. Castelli asked what the cost is. Ms. Winters stated that we already have the software. There is an \$895 cost for training.

The consensus of the Operations Committee was to send the request to expand the use of the Horizon Software to the full Board for approval.

**DISCUSSION AND POSSIBLE CONSENT ON THE DELAY OF LYMAN HALL TRACK SURFACING**

Mr. Deptula reported that the contractor that has been retained by Mountain View to apply the rubber surface to the track will not be able to complete the process this fall. This is primarily due to anticipated weather conditions and our field use plans. The Lyman Hall Administration and the Athletic Director have requested that this process be put off until next summer to avoid conflict with field use in May. This will allow the track team to practice and the lacrosse team to practice and play.

The consensus of the Operations Committee was to send the request to delay the Lyman Hall track surfacing until the summer to the full Board for approval.

**ADJOURNMENT**

Mr. Brooder adjourned the Operations Committee Meeting at 7:10 P.M.

Respectfully submitted:

Patricia DeFilio