

**WALLINGFORD BOARD OF EDUCATION  
OPERATIONS COMMITTEE MEETING  
BOARD CONFERENCE ROOM – SHEEHAN HIGH SCHOOL  
MONDAY, DECEMBER 10, 2012**

**MINUTES**

**MEETING CALLED TO ORDER**

The Operations Committee Meeting was called to order by Mr. Brooder at 7:02 P.M.

**BOARD MEMBERS PRESENT**

M. Brooder, K. Castelli, C. Mansfield, J. Marrone, C. Miller, P. Reynolds  
R. McKay entered the meeting at 7:15 P.M.

**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 NOVEMBER 13, 2012**

The minutes of the Operations Committee Meetings dated November 13, 2012 were reviewed and accepted as presented.

**CAFETERIA FINANCIAL REPORTS – OCTOBER 2012 AND NOVEMBER 2012**

Mrs. Wong reported that for the month of October the Cafeteria Program had a profit of \$21,895. More free and reduced lunches were served during the month. The year to date for October was a deficit of \$13,588.

For the month of November, the Cafeteria Program had a deficit of \$13,094. There were less paid lunches served. The year to date for November was a deficit of \$26,682.

Mr. Miller asked Mrs. Wong for the number of students eligible for free and reduced lunch. She stated there are 786 students eligible for free lunch and 196 students eligible for reduced lunch.

Mr. Brooder asked if the revenue and expenses for High Road School are kept separately. Mrs. Wong stated that they are. She added that it is profitable. She charges \$3.25 for lunch. Our high school students pay \$2.25 for lunch. Mr. Brooder requested a report with the expenses for High Road School.

The consensus of the Operations Committee was to send the Cafeteria Financial Reports for October 2012 and November 2012 to the full Board for approval.

### **LUNCH PRICE DISCUSSION**

Mrs. Wong reported that there were less students buying the premium lunches and suggested lowering the price to \$2.35 at the high school and \$2.25 at the middle school. Premium lunches cost \$3.75. Mrs. Wong stated that the Board of Education approved increasing the prices of more popular lunches this year to help offset the deficit in the Cafeteria Program. Mrs. Wong stated that due to new federal healthy food guidelines, portion sizes have been reduced so students are paying more for less food and paid lunch purchases dropped.

The consensus of the Operations Committee was to send a request to reduce the price of the premium lunches to \$2.35 at the high school and \$2.25 at the middle school to the full Board for approval.

### **BOARD OF EDUCATION FINANCIAL REPORT – NOVEMBER 2012**

Ms. Winters presented the Board of Education Financial Report for November 2012. The forecast for contingency is \$140,000. Salaries are forecasted to have a balance of \$679,903. There are more employees on unpaid leaves of absence and unfilled positions. Benefits are forecasted to have a deficit \$58,522 because of changes in plan participation. Tuitions are forecasted to have a balance of \$207,969. Ms. Winters explained that this includes \$231,221 from the State Department of Education. Transportation is forecasted to have a deficit of \$43,804. The forecast for transportation includes revenues of \$114,400 from the Magnet School Transportation Grant. Unemployment is forecasted to have a balance of \$138,147. There are fewer staff filing for unemployment. Heat is projected to have a balance of \$23,200. Electricity is projected to have a deficit of \$117,374. This is based on kilowatt hours used and projected usage through the end of the school year. Postage is forecasted to have a balance of \$36,023 because there are less mailings and a 3<sup>rd</sup> party vendor processes the mail at a reduced cost. Plant and Maintenance is forecasted to have a balance of \$4,885. In total, the projected balance at year end is \$1,010,427.

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

### **TRANSFER OF APPROPRIATIONS**

There were two transfers. The first one was requested by Mr. Flinter for \$8,791 for the Adult Education Program to meet technology demands required for the new National External

Diploma Program (NEDP) which is computer based. The funds will be transferred from Contingency.

The next transfer was requested by Mr. Mancusi for \$1,800 to upgrade and add additional phones for the PPS Office staff. The funds will be transferred from the Non-Instructional Supply Account.

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

### **DISCUSSION OF LIFE GUARDS AT SHEEHAN POOL**

Dr. Menzo recommended that the Board of Education hire certified life guards when swim classes are held. The total cost is \$3,000. He added as part of the swim classes, students can be certified as life guards. This would cut the cost of hiring the life guards. Dr. Menzo explained that the teachers are certified life guard and CPR certified. Hiring life guards would add to the safety of the students.

The consensus of the Operations Committee was to send a request to hire life guards for swim classes to the full Board for approval.

### **TECHNOLOGY AND MAINTENANCE PURCHASE RECOMMENDATIONS**

Mr. Backus reviewed the Information Technology items requested in the amount of \$353,400.

Fileway - software which will allow teachers and staff remote access to their network files from any location and using any device.

Barracuda backup appliance and email archiving appliance - provide data backup and restoration services and archive all in-coming and out-going email.

Move of IDF (Intermediate Distribution Frame) – The IDF at both Dag and Moran are located in a custodial closet. This is a security risk as well as risk of potential damage to the networking equipment and wiring. These should be moved to a more suitable and secure location.

Wireless upgrades – provide coverage in current dead zones, provide more bandwidth, and the ability to support a larger number of devices.

Mr. Deptula reviewed the Maintenance items requested in the amount of \$157,000.

Air Conditioning for Moran 8<sup>th</sup> grade classroom – This is necessary for a special needs student who will be entering 8<sup>th</sup> grade in September.

Vehicle for electrician – current vehicle is very old and unsafe.

Pick-up truck with a plow – current vehicle is unsafe.

Dr. Menzo stated that these items can be purchased from the unencumbered fund balance.

The consensus of the Operations Committee was to send the purchase recommendations for technology - \$353,400 and maintenance items - \$157,000 to the full Board for approval.

### **CLOSEOUT OF FOUR ASBESTOS PROJECTS**

Dr. Menzo explained that there were four asbestos school construction projects that the Board of Education needs to approve as complete. The four schools are Pond Hill, Rock Hill, Cook Hill and Highland.

The consensus of the Operations Committee was to send the request to the full Board to approve as complete four school construction projects.

### **DISCUSSION OF APPROPRIATED STATE FUNDS FOR WALLINGFORD ATHLETIC FIELDS**

Dr. Menzo explained that in order for the Board of Education to request the \$525,000 previously appropriated funds from the State, it is necessary for the Board of Education to request a wording change to the bill that was passed in 2005. Dr. Menzo stated that the wording should state the \$525,000 previously appropriated funds be used to renovate Wallingford Public School athletic fields.

The consensus of the Operations Committee was to send a request to reword the bill that was passed in 2005 to the full Board for approval.

### **NEGOTIATIONS UPDATE**

Jan Guarino provided an update on negotiations. The custodians are in a second round of negotiations. Food Service employees are in mediation.

The contracts that will be coming up for negotiations this year are: Information Technology, Managers, Paraprofessionals and Secretaries.

### **ADJOURNMENT**

Mr. Brooder adjourned the Operations Committee Meeting at 8:53 P.M.

Respectfully submitted:  
Patricia DeFilio