

**WALLINGFORD BOARD OF EDUCATION
OPERATIONS COMMITTEE MEETING
VO-AG COMMUNITY ROOM – LYMAN HALL HIGH SCHOOL
MONDAY, DECEMBER 8, 2014**

MINUTES

MEETING CALLED TO ORDER

The Operations Committee Meeting was called to order by Mr. Miller at 6:04 P.M.

BOARD MEMBERS PRESENT

M. Brooder, K. Castelli, J. Cei, K. Hlavac, C. Miller, M. Votto
R. McKay entered the meeting at 6:20 p.m. C. Shortell entered the meeting at 6:16 p.m.

STAFF MEMBERS PRESENT

S. Menzo, S. Parkhurst, C. Lavalette, L. Winters, R. Mancusi, K. Veilleux, S. Wong,
R. Duthie, P DeFilio. M. Deptula entered the meeting at 6:20 p.m.

OPERATIONS COMMITTEE MEETING MINUTES DATED NOVEMBER 10, 2014

The minutes of the Operations Committee Meeting dated November 10, 2014 were reviewed and accepted as presented.

CAFETERIA FINANCIAL REPORTS – OCTOBER 2014 AND NOVEMBER 2014

Mrs. Wong reported that the Cafeteria Program did well during the month of October. There was a loss of \$800 for the month. The year to date was a loss of \$37,261.

For the month of November, Mrs. Wong reported that the Cafeteria Program had a profit of \$2,480. The year to date was a loss of \$34,782.

The consensus of the Operations Committee Meeting was to send the Cafeteria Financial Reports for October 2014 and November 2014 to the full Board for approval.

BOARD OF EDUCATION FINANCIAL REPORT – NOVEMBER 2014

Ms. Winters presented the Board of Education Financial Report. There was one account in deficit – Tuitions Account. The deficit will be partially offset by revenues from the Excess Cost and State Agency Placement Grant. Contingency is forecasted to have a balance of \$131,816 which is 40% of

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the Contingency budget. Ms. Winters explained that 60% of the Contingency balance is reserved for unanticipated expenses. Salaries are estimated to have a shortfall of \$160,000. Benefits are estimated to have a surplus of \$126,209. Tuitions are estimated to be in deficit \$430,236. Transportation is estimated to have a balance of \$295,713. It is still early in the school year and both tuitions and transportation forecasts will be updated based on the needs of our students.

Unemployment is estimated to have a surplus of \$18,000. Heat is estimated to have a deficit of \$60,000. Plant and maintenance is estimated to have a surplus of \$17,241.

In total, the forecast at year end is a deficit of \$61,257.

The consensus of the Operations Committee was to send the Board of Education Financial Report for November 2014 to the full Board for approval.

TRANSFERS OF APPROPRIATIONS

Ms. Winters reported that there were two transfers. The first transfer was requested by Mr. Parkhurst for \$5,000 for the English Language Learner Audit. The funds will be transferred from the Contingency Account.

The next transfer was for \$6,358 and was requested by Mrs. Duthie, principal of Mark T. Sheehan High School. Mrs. Duthie explained that money was budgeted for a service maintenance agreement for the projector in the planetarium. A new projector was purchased this year so there was no need for the maintenance agreement. She would like to use the funds to purchase full dome planetarium shows which will be used for all levels of students K – 12.

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

DISCUSSION OF REALLOCATION OF OVERTIME/SEASONAL FUNDING FOR IT

Mrs. Veilleux reported that the IT Department traditionally hires college students to work during school breaks and the summer. She would like to hire a Level 1 full time technician in place of the seasonal and part time help. To date, they have spent \$30,814 on overtime and seasonal help. There is \$35,192 available in the budget. The salary prorated from January 1 through June 30 would be \$20,799 plus benefits.

Dr. Menzo added that this would be a better use of the money. Training part time people is time consuming and eventually they leave for a full time position elsewhere. Mr. Votto requested a job description of the position. Mr. Brooder questioned if this position would eliminate seasonal help. This would lessen the need for seasonal help but seasonal help is needed during the summer.

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Dr. Menzo suggested the Board members send questions to him and Mrs. Veilleux regarding this position. Mrs. McKay asked if this position will be in the budget request for next year. Dr. Menzo stated yes.

**DISCUSSION OF ACCEPTANCE OF BUILDING PROJECT – LYMAN HALL
VOCATIONAL AGRICULTURE #148-0147 VA/VE AS COMPLETE**

Ms. Winters reported that the State requires the Board of Education to accept the Lyman Hall Vocational Agriculture Project #148-0147 as complete. The approved project was \$27,808,000. The actual cost to date is \$27,680,428. The Town will ask Blum Shapiro to audit the project. There may be costs that are ineligible. The cost of the audit will come from the remaining balance in the project.

The consensus of the Operations Committee was to send the Acceptance of Building Project – Lyman Hall Vocational Agriculture #148-0147 VA/VE as Complete to the full Board for approval.

ADJOURNMENT

Mr. Miller adjourned the Operations Committee Meeting at 6:50 P.M.

Respectfully submitted:

Patricia DeFilio