

**WALLINGFORD BOARD OF EDUCATION
OPERATIONS COMMITTEE MEETING
BOE CONFERENCE ROOM – 43 HALL AVENUE
TUESDAY, FEBRUARY 18, 2014**

MINUTES

MEETING CALLED TO ORDER

The Operations Committee Meeting was called to order by Mrs. McKay at 6:11 P.M.

BOARD MEMBERS PRESENT

M. Brooder, K. Hlavac, J. Marrone, R. McKay, C. Shortell
C. Miller entered the meeting at 6:50 P.M.

STAFF MEMBERS PRESENT

S. Menzo, C. McNamara, L. Winters, R. Backus, S. Wong, M. Deptula,
R. Mancusi, P. DeFilio

**OPERATIONS COMMITTEE MEETING MINUTES DATED JANUARY 13, 2014,
JANUARY 25, 2014 AND JANUARY 28, 2014**

The minutes of the Operations Committee Meetings dated January 13, 2014,
January 25, 2014 and January 28, 2014 were reviewed and accepted as presented.

CAFETERIA FINANCIAL REPORT – JANUARY 2014

Mrs. Wong reported that for the month of January the Cafeteria Program had a
profit of \$21,766. The year to date was a deficit of \$42,708.

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

BOARD OF EDUCATION FINANCIAL REPORT – JANUARY 2014

Ms. Winters presented the Board of Education Financial Report for January 2014.
There are two 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 estimated surplus in Contingency is \$74,239. Ms. Winters reported that the
Town Comptroller recommended a yearend balance of \$100,000 for unanticipated

expenses. Salaries are estimated to have a balance of \$57,287. Benefits including medical insurance and worker's compensation are estimated to have a surplus of \$33,970. This is primarily due to changes in plan participation and positions not filled. Tuitions are estimated to have a balance of \$271,388 based on a cap of 82%. The second installment of revenues are paid in May. Transportation is estimated to be in deficit \$25,163. Unemployment is estimated to be in deficit \$4,854. Communications is estimated to have a balance of \$20,681. Water is estimated to have a balance of \$5,000. Electric is estimated to have a balance of \$94,532. Heat is estimated to have a balance of \$58,500. Plant and maintenance is estimated to have a balance of 11,479. For all other accounts, Ms. Winters estimated a balance of \$199,771.

In total, the projected balance at year end is \$796,830.

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

TRANSFERS OF APPROPRIATIONS

Ms. Winters stated that there were seven transfers. One transfer of \$2,618 from Mark T. Sheehan High School was pulled because it requires approval from the Technology Committee. The first transfer was for \$85,000 to purchase a walk-in freezer for the Food Service Department at Sheehan. The funds will be transferred from Contingency. The next transfer was for \$1,444 for freezer repairs at Moses Y. Beach. The funds will be transferred from Contingency. The next transfer was for \$1,084 requested by the Personnel Department for additional expense for the automated sub service for teachers and paras. The next transfer was for \$2,200 requested by Lyman Hall Athletic Department. Funds are available because of discounted rates for early morning hockey practice and early payment discounts. The money will be transferred to the Athletic Department's Supply Account. The next transfer was for \$4,014 requested by Lyman Hall Athletic Department. The funds will be used for transportation for athletics. The last transfer was for \$3,213 requested by the Alternative Education Program for the purchase and installation of a Smartboard.

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

DISCUSSION OF TECHNOLOGY MANAGER POSITION

Dr. Menzo presented a revised job description for the Technology Manager Position. He stated that the major change to the job description was the requirement of a Master's Degree or higher in Education and a minimum of two courses in the area of information technologies/computers. He added that an Intermediate Administrator Certification (092) is preferred but not required.

Dr. Menzo stated that the Technology Manager Position will remain in the Management Union.

2014/2015 BUDGET REVIEW

Dr. Menzo provided information on the 2014/2015 Budget. There were three scenarios. The Sustained Services Budget with a list of prioritized items from the Strategic Plan which is \$97,196,809 or 6.51% increase. The Sustained Services Budget with a list of prioritized items from the Strategic Plan using 2013/2014 unencumbered funds, which is \$96,878,279 or 6.16% increase. The Sustained Services Budget with a list of prioritized items from the Strategic Plan removing capital project items and using 2013/2014 unencumbered funds, which is \$95,818,579 or 5.00% increase.

There was a lengthy discussion regarding Preschool and Full Day Kindergarten. Dr. Menzo suggested a Phase In Plan for the Preschool and Full Day Kindergarten component of Early Childhood Education.

Phase 1 – For the 2014/2015 school year, PreK would be increased from 64 slots to 174 slots which includes integrated day PreK. Extend full day kindergarten to the most needy students up to 4 students per session.

Phase 2 – For the 2015/2016 school year, add full day kindergarten for 174 students, 9 full day sections and 11.5 ½ day sections. This would be for the most needy students.

Phase 3 – For the 2016/2017 school year, add full day kindergarten for all students.

The consensus of the Operations Committee was to cut one Career Center Coordinator at the high schools - \$65,788, Implementation of PBIS (2 schools) - \$4,000, 2 Part Time Guidance Clerks - \$17,000 and Administrator Training for Teacher Evaluation - \$7,500. The cuts resulted in a 6.06% increase or \$96,793,991.

A Special Operations Committee Meeting will be held on Monday February 24, 2014 at the Town Hall at 6:00 P.M. to discuss the 2014/2015 Budget.

ADJOURNMENT

Mr. Brooder adjourned the Operations Committee Meeting at 8:50 P.M.

Respectfully submitted:

Patricia DeFilio