

**WALLINGFORD BOARD OF EDUCATION
OPERATIONS COMMITTEE MEETING
HUBCAP WALLINGFORD – 128 CENTER STREET
MONDAY, MARCH 10, 2014**

MINUTES

MEETING CALLED TO ORDER

The Operations Committee Meeting was called to order by Mr. Miller at 7:11 P.M.

BOARD MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

C. McNamara, S. Parkhurst, L. Winters, S. Wong, M. Deptula, R. Mancusi, R. Mancusi, P. DeFilio. Dr. Menzo entered the meeting at 8:40 P.M.

**OPERATIONS COMMITTEE MEETING MINUTES DATED FEBRUARY 18, 2014,
AND FEBRUARY 24, 2014**

The minutes of the Operations Committee Meetings dated February 18, 2014, and February 24, 2014 were reviewed and accepted as presented.

CAFETERIA FINANCIAL REPORT – FEBRUARY 2014

Mrs. Wong reported that for the month of February the Cafeteria Program had a profit of \$653. The year to date was a deficit of \$42,055.

Participation in the breakfast program at the high schools increased slightly. Mr. Votto asked what the reimbursement was. Mrs. Wong stated it is \$1.58 for free breakfast and \$1.28 for reduced.

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

BOARD OF EDUCATION FINANCIAL REPORT – FEBRUARY 2014

Ms. Winters presented the Board of Education Financial Report for February 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. Salaries are estimated to have a balance of \$138,200. Benefits including medical insurance and worker's compensation are estimated to have a deficit of \$180. This is primarily due to four employees out on Workers' Compensation. Tuitions are estimated to have a balance of \$246,050, based on an estimated 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 \$6,017. This is based on the number of employees collecting unemployment. Communications is estimated to have a balance of \$13,483. Water is estimated to have a balance of \$10,800. Electric is estimated to have a balance of \$86,313. Heat is estimated to have a deficit of \$20,458 due to more degree days. Plant and maintenance is estimated to have a balance of \$468. For all other accounts, Ms. Winters estimated a balance of \$199,771.

Mr. Votto asked why there was a change in the balance in Contingency. Ms. Winters stated that funds were transferred from Contingency to purchase a walk-in freezer for the Food Service Department at Sheehan for \$85,000 and freezer repairs at Moses Y. Beach for \$1,444. A list of purchases from Contingency is included on the Financial Forecast.

Ms. Winters reported that the Town Comptroller recommended a yearend balance of \$100,000 for unanticipated expenses.

In total, the projected balance at year end is \$742,408.

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

AUDIT REVIEW DISCUSSION

Ms. Winters explained that the school system is audited on an annual basis. The school year grant data is reported on the following State Department of Education forms and data systems: ED001, ED001 SEDAC-G Data Adjustment Form, ED006S and PSIS Racial Survey and Detail of Enrollment for the entire district. Blum Shapiro is the firm who provides the audit on these reports.

CALENDAR COMMITTEE UPDATE

Mr. McNamara stated that the Education Council Committee met to discuss the 2014/2015 school calendar. The focus of the meeting was to brainstorm and come up with suggestions on ways to fit in as many school days as possible before the winter months. The goal is to have the scheduled last day of school be as early as possible. Suggestions were: have the next school year start on August 27; use April Vacation first if there are snow days rather than extending the school year;

have school on certain holidays such as Columbus Day, Veterans Day, or Martin Luther King Jr. Day; and eliminate a vacation day the Friday before President's Day. Mr. Votto had an issue with students going to school on holidays because it would be disrespectful to the individuals being honored. Mr. McNamara stated that the Education Council Committee will have additional meetings to finalize a 2014/2015 School Calendar for the Board of Education to vote on at the April Board of Education Meeting.

DISCUSSION ON THE POSSIBLE ESTABLISHMENT OF A NONLAPSING ACCOUNT CGS 10-238a

Ms. Winters stated that a law was passed in 2010 allowing school districts to establish a nonlapsing account for unexpended funds up to 1% of the total budgeted appropriation for education. The Board attorney drafted a resolution which was in the Operations Committee Meeting packet. The resolution stated that funds may be expended by the Board of Education for any operation expenses, capital projects or for any expenses of maintaining public schools in the Town. Dr. Menzo stated he would not recommend using the funds for operating expenses. Mr. Miller agreed that the funds should be used for Capital Projects and safety and mandated items.

Dr. Menzo stated that the language will be revised and the resolution will be presented at the April Operations Committee Meeting.

ADJOURNMENT

Mr. Miller adjourned the Operations Committee Meeting at 9:00 P.M.

Respectfully submitted:

Patricia DeFilio