

**WALLINGFORD BOARD OF EDUCATION  
OPERATIONS COMMITTEE MEETING  
LYMAN HALL AG-SCIENCE COMMUNITY ROOM  
LYMAN HALL HIGH SCHOOL  
MONDAY, JUNE 13, 2016**

**MINUTES**

**MEETING CALLED TO ORDER**

The Operations Committee Meeting was called to order by Mr. Brooder at 6:05 P.M.

**BOARD MEMBERS PRESENT**

M. Brooder, K. Castelli, J. Cei, A. Doerr, S. Glidden, K. Hlavac, R. McKay,  
P. Reynolds, M. Votto

**STAFF MEMBERS PRESENT**

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

**OPERATIONS COMMITTEE MEETING MINUTES DATED APRIL 27, 2016 AND  
MAY 16, 2016**

The minutes of the Operations Committee Meetings dated April 27, 2016 and May 16, 2016 were reviewed and accepted as presented.

**DISCUSSION OF BOYS SWIMMING CO-OP RECOMMENDATION**

Mr. Corso, principal of Lyman Hall High School, made a recommendation to the Board of Education to allow the boys' swim team at Lyman Hall High School to co-op with Coginchaug. Lyman Hall is anticipating twelve swimmers. Coginchaug has three swimmers. This will give them a team of fifteen swimmers and allow Lyman Hall the opportunity to compete in more events. Mr. Corso explained that they cannot co-op with Sheehan because Sheehan has too many swimmers.

The consensus of the Operations Committee was to send the request to allow the boys' swim team at Lyman Hall High School to co-op with Coginchaug to the full Board for approval.

**CAFETERIA FINANCIAL REPORT – MAY 2016**

Ms. Winters presented the Cafeteria Financial Report for May 2016. The cafeteria program had revenues of \$186,903 and expenses of \$170,509 which resulted in a profit of \$16,395. The year to date income was a deficit of \$78,182. With the Board of Education contribution of \$127,247, the net income was \$49,065.

The consensus of the Operations Committee was to send the Cafeteria Financial Report for May 2016 to the full Board for approval.

Dr. Menzo distributed a handout on recommended cafeteria reductions for 2016/2017. The recommendations are to eliminate one middle school part-time food service worker and eliminate the food service bookkeeper for a total of \$77,969. The projected deficit for 2016/2017 was \$380,320 minus the reductions of 77,969 – reduction of positions and 64,003 – reduction of severance which will be paid in 2015/2016. The revised projected deficit is \$238,348.

The food service department end of year fund balance is \$247,029. \$47,501 will be used to pay severance. The remaining balance is \$199,624. The funds will be used to offset the deficit projected in 2016/2017. The projected subsidy needed for 2016/2017 is \$38,724.

**BOARD OF EDUCATION FINANCIAL REPORT – MAY 2016**

Ms. Winters reviewed the Board of Education Financial Report for May 2016. Contingency is projected to have a balance of \$236,580. Salaries are forecasted to have a surplus of \$283,049. Benefits which include medical, life, LTD insurance and workers' compensation are estimated to have a surplus of \$571,311. The surplus in salaries and benefits are due primarily to a number of unfilled positions, savings from leaves of absence, and staff electing to stay on their parents' insurance.

Tuitions are estimated to have a deficit of \$138,347. Transportation is estimated to have a surplus of \$109,819. Plant and Maintenance is estimated to have a zero balance. Unemployment is estimated to have a surplus of \$24,113. Electric is estimated to have a surplus of \$34,767. Heat is estimated to have a surplus of \$374,099 because of the mild winter. The estimated unencumbered balance for all other accounts is \$94,725. The total estimated forecast at year end is \$1,590,116. Purchases approved by the Board of Education from the unencumbered funds result in a surplus of \$751,716.

The consensus of the Operations Committee was to send the Board of Education Financial Report for May 2016 to the full Board for approval.

**TRANSFERS OF APPROPRIATIONS**

Ms. Winters reported there were two transfers. The first transfer was for \$83,809 requested by Mr. Parkhurst to purchase social study textbooks for the middle schools and high schools. The purchase was previously approved by the Board of Education. The funds will be transferred from Contingency.

The next transfer was for the 2016/2017 school year. \$23,000 is needed for Athletic Trainer Services for both high schools. Funds were budgeted prior to the bid award. The bid was \$23,000 more because the athletic directors at the high schools requested additional hours for the service. The funds will be transferred from Contingency.

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

**TRANSFER AUTHORITY**

Dr. Menzo requested authority to make transfers that will be required to complete the final financial report on the Board of Education’s budget for 2015/2016.

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

**DISCUSSION AND POSSIBLE CONSENSUS ON CHANGES TO THE 2016/2017 BUDGET**

Dr. Menzo distributed a list of recommended additions to the 2016/2017 Budget.

The additions were:

Extended Day Literacy and Numeracy Program	\$ 84,786
Psychologist at EEP	\$ 68,471
Additional Middle School ARTS Teacher	Funded
Health and Wellness Curriculum Resource Teacher	\$ <u>90,497</u>
(Eliminate Health/PE Department Heads and Consultant Stipend)	
<b>Total of Recommended Additions</b>	<b>\$243,754</b>

The consensus of the Operations Committee was to send the Changes to the 2016/2017 Board of Education Budget as presented to the full Board for approval.

Dr. Menzo explained that there was funding of \$192,100 available to reallocate - \$124,770 moved to Contingency and \$67,321 reduction in cafeteria subsidy. The recommended additions were \$243,754. The available funds are \$192,100 which leaves a difference of \$51,654.

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The consensus of the Operations Committee was to use funds from the insurance account to offset the difference.

Dr. Menzo distributed a list of potential items for the Board of Education’s consideration from the unencumbered fund balance 1% account for 2015/2016.

Curriculum	\$ 36,000
Technology	\$135,000
Furniture	\$ 82,000
PPS	<u>\$ 20,000</u>
TOTAL	\$273,000

The consensus of the Operations Committee was to send a request to use \$273,000 of the 2015/2016 unencumbered fund balance to the full Board for approval.

The consensus of the Operations Committee was to send a request to use \$321,000 of the 2015/2016 unencumbered fund balance 1% account for maintenance items to the full Board for approval.

**DISCUSSION AND CONSENSUS ON PROPOSED TOWN CHARTER REVISIONS**

Dr. Menzo explained that a list of revisions recommended by the Board of Education was given to the Town Council Charter Revision Committee.

Dr. Menzo wanted to make Board of Education members aware of the recommendations. He stated he will reach out to the Charter Revision Committee to see if there will be any follow up meetings.

The consensus of the Operations Committee was to send the recommended Town Charter Revisions from the Board of Education to the full Board for approval.

**ADJOURNMENT**

Mr. Brooder adjourned the Operations Committee Meeting at 8:59 P.M.

Respectfully submitted:

Patricia DeFilio