

**WALLINGFORD BOARD OF EDUCATION
OPERATIONS COMMITTEE MEETING
BOARD OF EDUCATION CONFERENCE ROOM
100 SOUTH TURNPIKE ROAD
MONDAY, FEBRUARY 13, 2017**

MINUTES

MEETING CALLED TO ORDER

The Operations Committee Meeting was called to order by Mrs. Glidden at 6:15 p.m.

BOARD MEMBERS PRESENT

J. Cei, K. Castelli, S. Glidden, K. Hlavac, R. McKay, M. Votto

STAFF MEMBERS PRESENT

S. Menzo, C. Lavalette, C. LaTorre, A. Belchak, M. Deptula, R. Mancusi, K. Veilleux, T. Hale

OPERATIONS COMMITTEE MEETING MINUTES DATED JANUARY 9, 2017

The minutes of the Operations Committee Meetings dated January 9, 2017 were reviewed and accepted as presented.

CAFETERIA FINANCIAL REPORT – JANUARY 2017

Mr. Belcak presented the Cafeteria Financial Report for January 2017. He reported that the cafeteria program had revenues of \$163,676.62 and expenses of \$148,173.00 for the month of January. In comparison January 2016 was very similar to January 2017. Year to date expenses were \$886,938.50 and year to date income was \$856,224.00.

Dr. Menzo reported that the Board of Education subsidy was included in the 2015 - 2016 Cafeteria Financial Report. Mr. Belchak reported that the loss this year was \$50,000 less than last year at this time. He reported that income per day is \$8,827.06 and typically March and May are strong months for income. Expenses per day are \$9,143.69. There have been 97 days of service. Mr. Belchak will continue to try to increase sales at each school and continue to ensure that the program is running efficiently at each school. There was discussion about the

projected budget for 2017 - 2018 and the estimated loss for 2017 - 2018. Dr. Menzo suggested that he and Mr. Belchak complete a year over year analysis of line items and have it ready for the Board of Education Meeting to help Board members make the most informed decision about the food service program.

The consensus of the Operations Committee was to send the Cafeteria Financial Report for January 2017 to the full Board for approval.

DISCUSSION AND POSSIBLE CONSENT TO GO OUT TO BID FOR A FOOD SERVICE COMPANY

There was a lot of discussion on the topic of going out to bid for a food service company. Mrs. McKay stated she felt that the Board of Education has a responsibility to the students of Wallingford, the food service staff members and the community of Wallingford to make the best decision regarding going out to bid for a food service company to run the department or to continue to run the department internally. She felt that even if the district went out to bid, the purpose would be to find information and it doesn't mean that the district would have to accept any of the bids or award it. She stated the process is very time consuming.

Mr. Votto stated that he did not feel comfortable making a decision regarding going out to bid. He feels he needs further information.

Dr. Menzo reported that the RFP for the food service bid will be ready in a few weeks. Dr. Menzo explained the timeline. Once the RFP is announced, it would be open for a month. A small committee will be established consisting of representatives from the town, the business office and the Superintendent. A decision will be rendered by April. By the summer the district will have everything in place and hoping to start by July 1st.

Mrs. Castelli stated that in most districts, the food service departments are in the Board of Education budget and although we have never needed to add this to our budget in the past, we now do.

Mrs. Glidden stated that she would like to wait until February 28th for more information to make the most informed decision on the food service budget and going out to bid for a food service company.

Mrs. Castelli asked if there would be a need to raise the price of school lunches again this year. Mr. Belchak stated we do not have to raise the price of school lunch again for upcoming year. She questioned how much money could be raised if we increased the price by 5 cents a meal. Mr. Belchak stated the State would not allow the district to increase the cost of lunch next year because we were already ahead of the price equity average.

Mrs. Castelli also asked for information on the participation rate for free and reduced lunch and how does Wallingford compare to other district's participation rate. If we increased the participation rate of free and reduced lunch, what would that mean in increased revenue?

The consensus of the Operations Committee was to table agenda item 3 - Food Service - Discussion and Possible Consent to go out to Bid for a Food Service Company until February 27, 2017 at the Board of Education Meeting.

BOARD OF EDUCATION FINANCIAL REPORT – JANUARY 2016

Dr. Menzo reviewed the Board of Education Financial Report for January 2017. The balance in Contingency is \$338,724. The Benefits account has a surplus of \$251,782., this is due to the number of open positions and can change. Benefits include medical, life and long term disability. The Tuition account continues to have a deficit of \$849,321. This number does reflect that Wallingford will receive 77% of estimated cost from the state for excess cost. This number is constantly changing due to out of district placements for students with special needs. In transportation we are seeing a surplus of \$251,740. This reflects the Magnet School Transportation Grant of \$100,000. and the significant additional savings that was found in PPS transportation. The Salary account is \$188,583. Unemployment is projected to have a balance of \$150,000. Medicare and social security are projected to have a balance of \$11,661. Plant and Maintenance and Utilities are projected to have a balance of \$30,000.

Dr. Menzo stated that the projected balance is \$373,169.

The consensus of the Operations Committee was to send the Board of Education Financial Report for January 2017 to the full Board for approval.

DISCUSSION AND POSSIBLE CONSENT TO ADOPT 2017 - 2018 SCHOOL BUDGET

REVIEW THE LATEST SUSTAINED SERVICES

Dr. Menzo recommended that the new Sustained Services Budget is an increase of 2.47%. This is due to the elementary class sizes, two additional teachers had to be added at this level to keep class sizes under 23. The other addition is adding one section of each of the content areas to the 8th grades at both middle schools to assist in the 8th grade classes.

REVIEW MAINTENANCE REQUEST FOR UNENCUMBERED FUND USE

Dr. Menzo shared the list of Items that were pulled out of the Strategic Plan and earmarked for possible Funding through CRRA or the Unencumbered Balance as requested by Mrs. McKay at the last meeting. Dr. Menzo added one additional item, the Pot Washer that just occurred over

the last few months. Dr. Menzo also reviewed two sheets included in the packet. One sheet - Strategic Plan Initiatives - Including Maintenance Items had an increase of 4.13% and the second sheet - Strategic Plan Initiatives - Without Maintenance Items had an increase of 3.81%. The increase includes the Sustained and Strategic Plan budgets.

REVIEW CAPITAL PROJECTS TO BE SENT TO THE MAYOR

Dr. Menzo reviewed the Recommended Capital Projects document. The first column is Phase III and is new work that will commence on July 1, 2018. The second and third columns are Anticipated Request for Work in 2017 - 18, beginning in 2018 - 19 and Anticipated Requests for Work in 2018 - 19. Currently the district has a number of projects that have to be completed therefore, the district did not ask for a large number of new projects this year. Mr. Deptula explained some of the projects the district is currently working on. Discussion continued regarding Capital Projects that will be requested of Mayor Dickinson in the upcoming years.

Dr. Menzo asked if the Board of Education would like to go to the Mayor with the Maintenance Items left in the Strategic Plan or pulled out for funding through the CRRA. Dr. Menzo suggested setting up a meeting with the Mayor to review the budget. The timeline for the Mayor's budget was discussed.

The consensus of the Operations Committee was to propose to send the Maintenance Items to the Mayor as Funding through CRRA.

DISCUSSION AND POSSIBLE CONSENT TO ADOPT 2017 - 2018 SCHOOL BUDGET

There was discussion on what the bottom line figure should be when requesting a budget of Mayor Dickinson.

Mrs. Glidden stated that she felt the Board of Education should present a budget to the Mayor that consists of the Sustained Budget only. Mrs. McKay felt that we should request the Sustained Budget and the Strategic Plan Budget. She feels the Board of Education has an obligation to the students, staff members and the community to make a recommendation that takes into consideration all factors, such as needs of students and staff members and the current proposed budget of the State of Connecticut which directly impacts the Town's Budget with the goal of moving the district forward. Mrs. Castelli and Mr. Votto also agreed. Mr. Cei made the suggestion of starting a Board of Education Committee to meet with other Boards of Education to collaborate and share information. Mr. Cei also agreed with the recommendation of moving the district forward.

Priority List

There was a lot of discussion about the Priority List. Mrs. Glidden suggested putting a hold on all new hires. Ms. Hlavac asked about the Early Childhood Coordinator and if the NAEYC Accreditation was needed in order to keep the Smart Start Grant. Dr. Menzo stated yes. Mr. Votto stated his criteria on choosing what is crucial on the priority list is dependant on whether or not the item would have a direct impact on students. There was also a lot of discussion on Family Resource Centers. Mrs. Raccio came before the Board and shared her views on the importance of Family Resource Centers.

The priority items were reviewed:

1. **Early Childhood Coordinator** - *The consensus of the Operations Committee was to **approve** the Early Childhood Coordinator position - \$140,687.*
2. **Instructional Coaches** - *The consensus of the Operations Committee was **not to approve** Instructional Coaches.*
3. **Interventionists** - *The consensus of the Operations Committee was to **approve** Interventionists - \$150,750.*
4. **One Family Resource Center** - *The consensus of the Operations Committee was to **approve** one Family Resource Center - \$21,450.*
5. **Junior Bridge Academy** - *The consensus of the Operations Committee was to **approve** Junior Bridge Academy - \$16,200.*
6. **Responsive Classroom and Supplies** - *The consensus of the Operations Committee was to **approve** Responsive Classroom and Supplies - \$14,000.*
7. **One IT Support Staff and Purchase IT Hardware** - *The consensus of the Operations Committee was to **approve** one IT Support Staff and Purchase IT Hardware - \$67,650. and \$104,550.*

The consensus of the Operations Committee was to send a 2.99% budget increase to the Mayor.

ADJOURNMENT

Mrs. Glidden adjourned the Operations Committee Meeting at 9:33 p.m.