

**WALLINGFORD BOARD OF EDUCATION
OPERATIONS COMMITTEE MEETING
BOARD OF EDUCATION CONFERENCE ROOM
100 SOUTH TURNPIKE ROAD
MONDAY, MAY 8, 2017**

MINUTES

MEETING CALLED TO ORDER

The Operations Committee Meeting was called to order by Mr. Brooder at 7:22 p.m.

BOARD MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

S. Menzo, C. Lavalette, C. LaTorre, Ed Arum, M. Deptula, K. Veilleux, R. Mancusi, M. Iles

OPERATIONS COMMITTEE MEETING MINUTES DATED APRIL 17, 2017

The minutes of the Operations Committee Meetings dated April 17, 2017 were reviewed and accepted as presented.

CAFETERIA FINANCIAL REPORT – APRIL 2017

Mr. Arum presented the Cafeteria Financial Report for April 2017. He reported that the cafeteria program had revenues of \$131,413.95 and expenses of \$121,485.91 for the month of April. Year to date expenses were \$1,318,911.13 and year to date income was \$1,363,494.96.

Mr. Arum reported that there is a \$5,859.83 surplus. Last year at this time there was a loss of \$94,000. There are 33 days left in the school year, the difference between income and expenses of \$39.87, would add an additional \$1300. giving the district a total projected profit for the year of \$7100.

Mr. Arum stated if you add the Board of Education assistance of \$38,000, and the funds the district has set aside of \$119,000. The district will have a total surplus of \$165,000.

Mr. Arum explained looking at next year, the projected income of \$9,012.05 per day at 180 days, the district would have a total projected income of \$1,622,000. and with expenses per day of \$8,972.18, the district would have projected expenses of \$1,655,000 or a loss of \$33,000. for the 2017 - 2018 school year.

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

BOARD OF EDUCATION FINANCIAL REPORT – APRIL 2017

Mr. Arum reviewed the Board of Education Financial Report for April 2017. The total surplus is \$530,285. for the year. The balance in Contingency is \$338,724, which continues to remain the same as last month. The Benefits account has a surplus of \$335,400. The Tuition account continues to have a deficit of \$1,063,979. Mr. Arum stated the district received the final excess cost reimbursement allotment figure of \$1,840,907 from the state. The district had budgeted \$1,945,565. The difference is due to the increase in the State threshold. The State threshold increased from \$69,479 to \$75,738 per student. Therefore the district does not get reimbursed for every student under the \$75,000 threshold, compared to last year when the reimbursement figure was \$69,000. The State agency placement threshold also increased from \$15,440 to \$16,831. Mr. Mancusi stated the budget had been prepared using a threshold number of \$69,000.

Mr. Arum continued stating in the Transportation Account there is a surplus of \$333,107 due to the significant additional savings that was found in PPS transportation. The Salary account is \$356,840. Unemployment is projected to have a balance of \$180,000. Medicare and Social Security are projected to have a balance of \$20,193. Plant / Maintenance / Utilities are projected to have a balance of \$30,000.

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

PRESENTATION OF CLIMATE SURVEY RESULTS

Melissa Iles and Rob Mancusi presented the Climate Survey Results. The survey is given every year to students, staff and parents of Wallingford Public Schools. The state requirement is to administer the survey every two years. Mr. Mancusi and Mrs. Iles reviewed the National School Climate Standards stating that Wallingford standards go hand in hand with the National Standards. Mrs. Glidden stated the climate survey is very important and is very informative on finding out how parents, students and staff are doing. Mrs. Glidden also shared that this survey drives the budget based on feedback from the survey. There are thirty questions on the survey that are generated from the State. The surveys are geared to the different levels. There was a lot of discussion on the results of the survey. Mrs. McKay questioned the participation rate at

the staff, student and parent levels and asked that the participation rate be broken out to each school and level. The district has been giving this survey for the last four years and also came out of Teacher Evaluation. The district uses the same questions every year. Mrs. Glidden stated this is a really good way to look at the areas of focus and to use the survey as a tool, to analyze newly implemented practices based on the recommendations of the survey, to see if they are actually working by reviewing the data on a yearly basis.

PRESENTATION OF MIDDLE SCHOOL SCHEDULE

The Middle School Administration came before the Board to present the Middle School Schedule, Todd Snyder, Christine Melita, Joe Piacentini, Dan Bologna and Julie Foss, who is currently serving Wallingford as a consultant. Mrs. Foss has done a lot of work on the middle school schedule. A committee was formed and looked at SWOT analysis which consists of Strengths, Weaknesses, Opportunities and Threats. The middle school schedule had consistently come up as a threat. Middle school classes currently run 45 - 47 minutes long. In general, this is not a lot of time to engage in deeper learning. The old schedule does not meet Mastery Based Learning needs as well. The old schedule also limits collaborative time among staff and time for counseling groups. A committee was established and conducted a lot of research in the state and internationally as well as attending conferences / workshops. The committee feels the proposed schedule will help students with the transition into high school and will help eliminate the need for a number of different schedules. They came up with a schedule in 2015 and did a pilot schedule as well, which helped show areas of concerns. They looked at SWOT analysis again and evolved to a schedule that would be the best for middle school students in the fall of 2016. Student learning was the most important component when considering changes. They had to adhere to the teachers contract and looked at instructional minutes at other districts in our DRG.

The new schedule allows for 68 - 69 minutes for each class period. There will still be a 7 period rotation, completing 5 periods a day. The remaining 2 periods will be held at the beginning of the following day. There will be a three day rotation - A, B and C days, rather than an A - G day schedule. The five core subjects and two on-core class subjects will still be offered. This schedule will model the high school schedule. The lunch schedule has been reduced and will be looked at next year. There was a lot of discussion on the changes to the middle school schedule. A suggestion was made to add questions about the middle school schedule to the the climate survey to gather feedback on the change in the schedule to review next year.

PRESENTATION OF PROPOSED REVISED REGULATION: 4118.11/4218.11 - NONDISCRIMINATION and PRESENTATION OF PROPOSED NEW POLICY: 5145.3A - NONDISCRIMINATION

Mrs. LaTorre stated the proposed policy and proposed regulation go along with the coordinating policies that were reviewed last week regarding 504 and sexual harassment. The policies and

regulations were 25 years old and with the new updates will now bring the proposed policy and regulation up to date. The updates are all cross referenced / coordinated with the student and staff policy and regulations. The purpose is to make the information readily available to anyone looking for the information; students, parents or staff.

UPDATE ON BUILDING TASK FORCE

Mr. Deptula stated the Building Use Task Force met on March 23, 2017. The goal of that meeting was to review changes in the documents. The first document was the application, the second document was the building use checklist, which was devised to be used to verify the condition of the facility after it has been used.

There was a lot of discussion on the upkeep of fields and the process of securing building use and fields at the schools. Dr. Menzo stated that all of the administrators will be doing a Kaisen / Lean study on June 20th. The high schools have chosen building / field use as the focus of their Kaisen / Lean event to help to streamline the building / field use process. Dr. Menzo stated they will report findings and next steps of the high school Kaisen / Lean event. There was further discussion on looking at ways to reduce charges to in town, non profit organizations, such as youth sports programs.

DISCUSSION AND POSSIBLE ACTION - 2017 -2018 BUDGET

Dr. Menzo stated there are additional items that needed to be cut from the budget. Dr. Menzo recommended additional reduction of clerical staff. He stated one position is from the business office, one position from the curriculum office, which totals \$124,388. A paraeducator has also been eliminated at the Kindergarten level, this is due to an enrollment decrease in the district. He also suggested eliminating the part time, Ag Science Secretary position at Lyman Hall High School.

Dr. Menzo stated the district added \$13,050 to cover magnet school expenses that will be added to Thomas Edison Middle School and Wintergreen Interdistrict Magnet School students for special education services for the upcoming school year.

Dr. Menzo explained the reductions would bring the budget to the \$100,516,328., which is what the Mayor has recommended for the 2017 - 2018 year. This is a 1.8% increase.

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

ADJOURNMENT

Mr. Brooder adjourned the Operations Committee Meeting at 10:04 p.m.