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**WALLINGFORD BOARD OF EDUCATION
OPERATIONS COMMITTEE MEETING
BOARD OF EDUCATION CONFERENCE ROOM
100 SOUTH TURNPIKE ROAD
MONDAY, JANUARY 9, 2017**

MINUTES

MEETING CALLED TO ORDER

The Operations Committee Meeting was called to order by Mr. Brooder at 6:00 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, E. Arum, K. Veilleux, R. Mancusi, M. Deptula, A. Belchak,
P. DeFilio, T. Hale

OPERATIONS COMMITTEE MEETING MINUTES DATED DECEMBER 5, 2016

The minutes of the Operations Committee Meeting dated December 5, 2016 were reviewed and accepted as presented.

CAFETERIA FINANCIAL REPORT – DECEMBER 2016

Mr. Belchak presented the Cafeteria Financial Report for December 2016. This year, there have been 78 days of service. Year to date expenses were \$738,766 and year to date income was \$731,272. This resulted in a loss of \$46,217. The \$38,724 subsidy from the Board of Education was not included.

Mr. Belchak reported that for the 78 days of service, the income per day in 2016/2017 was \$8,879 compared to \$8,569 in 2015/2016. The expenses per day in 2016/2017 were \$9,471 compared to \$9,905 in 2015/2016.

Mr. Belchak stated he continues to visit the schools to be sure the cafeteria program is running efficiently at each school.

Dr. Menzo stated that projections for the Food Service Program will be presented at the next Operations Committee Meeting. The Board of Education will need to decide after that meeting whether they will bid for a Food Service Management Company.

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

DISCUSSION AND POSSIBLE CONSENSUS TO REVISE THE AUTHORIZED SIGNATURES ON THE ED-099 AGREEMENT FOR CHILD NUTRITION PROGRAM

Dr. Menzo explained that the signatures on the ED-099 for the Child Nutrition Program needed to be revised to add Mr. Arum, Business Manager as a signer on the form.

The consensus of the Operations Committee was to send the Authorized Signature Change form for the Child Nutrition Program to the full Board for approval.

BOARD OF EDUCATION FINANCIAL REPORT – DECEMBER 2016

Mr. Arum reviewed the Board of Education Financial Report for December 2016. The balance in Contingency is \$338,724. Benefits are projected to have a balance of \$251,782. Mr. Arum stated that there are open positions so this can change. Tuitions are projected to have a deficit of \$668,280. This projection is constantly changing due to out of district placements. Mr. Mancusi stated that they are always looking at ways to bring students with special needs back to the district. Transportation is projected to have a balance of \$8,843. Unemployment is projected to have a balance of \$125,000. Salaries are projected to have a balance of \$189,497. This is for certified and non-certified salaries. 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.

Mr. Arum stated that the projected balance is \$287,227.

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

2017/2018 BUDGET OVERVIEW

Dr. Menzo presented an overview of the 2017/2018 Proposed Budget. The presentation began with the District Focus Areas which include intervention, models of excellence, proactive student supports with a future focus and engaging and empowering learning experiences.

Last year the Board of Education requested \$100,828,229 which was a 4.48% increase or \$4,326,042. The Town Council approved a budget of \$98,739,026 which was a 2.32% increase.

Dr. Menzo explained the budget development process for 2017/2018 which included a review of budget drivers, enrollment projections, 2016 SWOT Analysis and identified efficiencies that do not directly impact students. A Sustained Services Budget for 2017/2018 was developed. The Sustained Services Budget consists of all expenses for services and purchases from this year to next year. The Sustained Services Budget Request for 2017/2018 is a 3.15% increase or \$3,106,128.

A Strategic Plan Budget was developed. Dr. Menzo explained that there are five (5) core areas. The core areas of focus in the Strategic Plan are Community Outreach and Partnerships, Curriculum and Instruction, District Climate, Facilities and Maintenance, and Technology. The Strategic Plan Budget Request for 2017/2018 is \$4,063,950 which is an increase of 4.11%.

The Sustained Services Budget and the Strategic Plan Budget Request for 2017/2018 is \$105,909,104 which is a 7.26% increase.

Dr. Menzo stated that the 2017/2018 will be discussed at several Budget Workshops. The next Budget Workshop will be on Wednesday, January 18, 2017.

ADJOURNMENT

Mr. Brooder adjourned the Operations Committee Meeting at 7:32 P.M.

Respectfully submitted:

Patricia DeFilio

