

**WALLINGFORD BOARD OF EDUCATION  
OPERATIONS COMMITTEE MEETING  
BOARD OF EDUCATION CONFERENCE ROOM  
100 SOUTH TURNPIKE ROAD  
MONDAY, APRIL 17, 2017**

**MINUTES**

**MEETING CALLED TO ORDER**

The Operations Committee Meeting was called to order by Mrs. Glidden at 7:01 p.m.

**BOARD MEMBERS PRESENT**

K. Castelli, A. Doerr, S. Glidden, K. Hlavac, R. McKay, Reynolds

**STAFF MEMBERS PRESENT**

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

*Mrs. Glidden changed the order of the agenda*

**DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL TO ADMINISTER HIGH SCHOOL STUDENT HEALTH SURVEY IN THE FALL OF 2017**

Mr. Craig Turner, Director of the Youth and Social Services Department came before the Board to discuss administering the High School Student Health Survey in the fall of 2017. This would be the third time the survey was administered. The survey is done every two years. The first time the survey was administered the information collected gave a good baseline of information on student life, student behavior and community behavior. The purpose of the survey is to gather information to improve the health, safety and well being of students. Mr. Turner reported that they tried to impress upon the community that this is a community survey about children, not a student survey about students. It's a snapshot of time as to what the community is dealing with regarding its adolescent population. The second time the survey was administered they compared the data collected from the first survey and found areas of need and then were able to try to address those needs. The survey is ninety nine questions in total. Survey questions can be updated or changed depending on the needs of the community at that time. Mr. Turner stated that this is a voluntary survey and 89 - 90% of students had participated in the past.

*The consensus of the Operations Committee was to send to the full Board of Education for approval to administer the High School Student Health Survey in the Fall of 2017*

**OPERATIONS COMMITTEE MEETING MINUTES DATED MARCH 13, 2017**

The minutes of the Operations Committee Meetings dated March 13, 2017 were reviewed and accepted as presented.

**CAFETERIA FINANCIAL REPORT – MARCH 2017**

Mr. Arum presented the Cafeteria Financial Report for March 2017. He reported that the cafeteria program had revenues of \$182,679.55 and expenses of \$151,582.45 for the month of March. Year to date expenses were \$1,197,425.22 and year to date income was \$1,193,357.01. Mr. Arum reported that the loss at the end of March was \$4,068.21 without the Board of Education assistance. There are 47 days left in the school year and a loss of \$30.59 per day giving a projected loss of \$1,437.73 for the remainder of the school year, leaving a total projected loss of \$5,505. for the entire year. The balance for the end of this year is anticipated to be \$153,041.

The district is projecting a proposed loss of \$46,000, and is projecting a balance of \$107,000 at the end of 2017 - 2018. In the 2015-16 school year, income per day was \$8,476.14. In 2016-17 income per day went up to \$8,972.61. The expenses per day dropped from \$9,028.56 in the 2015-16 school year to \$9,003.2 for the 2016-17 school year. Mr. Arum thanked Mr. Belchak and the Food Service Employees who participated in the Health Fair.

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

**BOARD OF EDUCATION FINANCIAL REPORT – MARCH 2017**

Mr. Arum stated that the Athletic Equipment is in and being used at Lyman Hall High School and the bids have gone out for two Scoreboards at Lyman Hall High School and are due on May 8th.

Mr. Arum reviewed the Board of Education Financial Report. The balance in Contingency is \$338,724, which remains the same since October. The Benefits account has increased slightly \$321,411. The Tuition account continues to have a deficit of \$1,038,936. The magnet school tuition and special education cost for magnet schools are included in this figure which is a total of \$517,000. Mr. Mancusi stated that this year was an exception, since July there have been a number of new students that moved to district, that had not been anticipated for. This increased the cost of tuition by \$525,000. In 2015 - 2016 the district had Tuition costs of \$3,500,000 and this year the district is projected to spend \$4,500,000. Mr. Mancusi stated that another factor involved with the increase in tuition, was the threshold increase in per pupil cost from \$69,000 to \$75,000 which occurred in October. Dr. Menzo stated of the new students who recently enrolled in the Wallingford Public Schools 75 - 80% required special services. The cost has increased tremendously and the reimbursement from the state has gone down. Ms. Hlavac questioned how many students were State Agency Placements which could also increase costs as well.

In the Transportation Account there is a surplus of \$317,048 due to the significant additional savings that was found in PPS transportation. The Salary account is \$115,153. Unemployment is projected to have a balance of \$180,000. Medicare and Social Security are projected to have a balance of \$17,151. Plant / Maintenance / Utilities are projected to have a balance of \$30,000. Mr. Arum stated that the projected balance is \$281,211, plus with potential savings in Plant / Maintenance / Utilities of \$30,000, \$150,000 due to the purchase order cut off date and \$90,000 in the Salaries account due to waiver savings, the district could end up with a possible surplus of \$500,000.

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

### **DISCUSSION AND POSSIBLE ACTION ON THE PROPOSED NAME OF THE LHHS COUNSELING SUITE - ANTHONY F. RUOTOLO STUDENT SERVICES CENTER**

David Bryant came before the Board to ask the Board of Education consideration to name the Lyman Hall Counseling Suite the *Anthony F. Ruotolo Student Services Center*. The proposal was signed by sixty five staff members at the school. Mr. Bryant shared that Mr. Ruotolo was an exceptional teacher, principal, mentor and friend. Mr. Ruotolo worked at Lyman Hall from 1961 - 1996 as a teacher, assistant principal and principal. Mr. Ruotolo inspired a number of teachers in this district. Mr. Bryant stated Mr. Ruotolo had a tremendous impact on him. Karen Ripa came before the Board to share a few kind words about Mr. Ruotolo.

*The consensus of the Operations Committee was to send the Proposed Name of the LHHS Counseling Suite – Anthony F. Ruotolo Student Services Center to the full Board for approval.*

### **DISCUSSION AND POSSIBLE ACTION ON THE 2017 - 2018 HEALTHY FOOD CERTIFICATION (HFC) STATEMENT - ADDENDUM TO AGREEMENT FOR CHILD NUTRITION PROGRAM (ED-099)**

Mr. Belchak reported the State Department requires Board of Education approval. Mr. Belchak is requesting that the district approve the 2017 - 2018 Healthy Food Certification Statement and approve Consideration 1 and Consideration 2. Mr. Belchak stated Consideration 1 certifies the director and department will comply with the rules and regulations of healthy food and beverage laws. Consideration 2 states the district will exempt any event where you are allowed to sell items that do not comply. The district will receive 10 cents for every meal from the State Department for complying, which is approximately \$37,000. Mr. Belchak stated 75% of all districts participate.

*The consensus of the Operations Committee was to send the 2017 - 2018 Healthy Food Certification (HFC) Statement to the full Board for approval.*

## **DISCUSSION AND POSSIBLE ACTION ON TIMELINE FOR CALCULATING CLASS RANK AT HIGH SCHOOLS**

Ms. Duthie and Mr. Corso came before the Board of Education. The district is requesting changing the process of determining academic standing of students within a class. Beginning with the class of 2019 class rank will be determined by the cumulative GPA of 6 semesters rather than 8 semesters for the purpose of college scholarships and college applications. For Varsity Scholars, GPA will be determined at the end of 8 semesters. The district is looking for consistency at both schools. The high school principals will work with Dr. Menzo on sharing the change with both students and parents via email blast, principal newsletters and student handbooks.

*The consensus of the Operations Committee was to send the Timeline for Calculating Class Rank at High Schools to the full Board for approval.*

## **2017 - 2018 BUDGET UPDATE**

Dr. Menzo stated that Central Office staff has been working hard to come up with a plan to get the district closer to the Mayor's budget recommendation. Dr. Menzo handed out a budget document with recommendations to bring to the Town Council regarding budget reductions.

The district will not move forward with any Strategic Plan items and will take the Cafeteria Subsidy of \$80,000 out of the budget. There could potentially be four teacher positions taken out of the budget due to the declining population. This will not impact class size. The district is not cutting any services to students because of the decrease in enrollment. Dr. Menzo and the Central Office staff have suggested cutting the \$10,000 donation to the mentor program at the Boys & Girls Club, charging students to participate in the World Language Summer Program. This program has been free of charge in the past. The maintenance budget will be reduced by \$60,000. Other reductions from the budget include Clerical Adjustment for Summer Hours and Paraeducator Adjustment in PreK Support.

There was a lot of discussion about looking at the high schools for inefficiencies, and possibly combining certain programs as a means of reducing costs. Dr. Menzo spoke about implementing the Lean Program at the school levels to look for further inefficiencies and possible reduction in costs for the district.

*The consensus of the Operations Committee was to present the Recommended Reductions document to Town Council and Post on the Website for Public Viewing.*

## **ADJOURNMENT**

Mrs. Glidden adjourned the Operations Committee Meeting at 8:17 p.m.