

**WALLINGFORD BOARD OF EDUCATION  
SPECIAL BOARD OF EDUCATION MEETING  
100 SOUTH TURNPIKE ROAD  
WALLINGFORD, CT 06492  
WEDNESDAY, MAY 25, 2016  
6:00 P.M.**

**Mission**

To inspire, educate and support all students as they discover and pursue their personal best.

**Vision**

Wallingford Public Schools, with families and community, will distinguish itself with innovative teaching and learning experiences in a safe and supportive environment. Our goal is to ignite passion for learning and excellence in every student so that each becomes a life-long contributor to the local and global communities.

**MINUTES**

**CALL TO ORDER**

Mrs. McKay called the meeting to order at 6:06 p.m.

**BOARD MEMBERS PRESENT**

CASTELLI, CEI, GLIDDEN, HLAVAC, MCKAY, REYNOLDS, VOTTO

**STAFF MEMBERS PRESENT**

MENZO, PARKHURST, LAVALETTE, WINTERS

**MOTION TO GO INTO EXECUTIVE SESSION FOR DISCUSSION OF LEGAL OPINION REGARDING FOOD SERVICE RFP (Pursuant to CGS §1-225(f), §1-210(b)(10) and §1-200(6)(E)) AT 6:06 P.M.**

**MOTION:** HLAVAC, SECOND BY REYNOLDS

**VOTE:** UNANIMOUS APPROVAL TO GO INTO EXECUTIVE SESSION FOR DISCUSSION OF LEGAL OPINION REGARDING FOOD SERVICE RFP (Pursuant to CGS §1-225(f), §1-210(b)(10) and §1-200(6)(E)) AT 6:06 P.M.

**BOARD MEMBERS PRESENT IN EXECUTIVE SESSION**

CASTELLI, CEI, GLIDDEN, HLAVAC, MCKAY, REYNOLDS, VOTTO

**STAFF MEMBERS PRESENT IN EXECUTIVE SESSION**

MENZO, PARKHURST, LAVALETTE, WINTERS

**OTHERS PRESENT IN EXECUTIVE SESSION**

SAL AMADEO

**MOTION TO COME OUT OF EXECUTIVE SESSION AT 7:31 P.M.**

**MOTION: HLAVAC, SECOND BY GLIDDEN**

**VOTE: UNANIMOUS APPROVAL TO COME OUT OF EXECUTIVE SESSION AT 7:31 P.M.**

**DISCUSSION AND POSSIBLE ACTION REGARDING HOW TO PROCEED WITH THE FOOD SERVICE PROGRAM**

Dr. Menzo explained that as Ms. Winters reviewed the bid with the State it was determined that the definition for calculating the price was flawed resulting in an incorrect price for the companies. The Town Attorney believes that there is a discussion the Board has to have to re-bid and review the process again.

Mrs. Hlavac asked that a review of the timeline for the process be made to re-bid.

Ms. Winters provided information regarding a timeline. She stated that a draft of the revised RFP was sent to the State today for their review. The State said they could approve it by May 27<sup>th</sup>. The next step would be to send a bid notice to the newspaper. The newspaper would publish the bid notice on May 27<sup>th</sup> and a request for proposals would be issued. June 29 would be the proposal deadline. On June 30 the review and evaluation process of proposals would be made. From July 1 to July 13 the Town of Wallingford Legal Department would review the proposals and negotiations would take place with FSMC. On July 13 the contract would be drafted to the Connecticut State Department of Education. On July 15 the executed contract would be due to the CSDE.

Dr. Menzo asked where does the timeline show when the Board takes action.

Ms. Winters responded that it is not listed. Ms. Winters stated it would be in July prior to the execution of the contract.

Dr. Menzo asked about the following timeline; on July 13<sup>th</sup> there is a draft contract going to the State and two days later they would execute it? He asked Ms. Winters if it would really only take two days.

Ms. Winters said we set the timeline and the State confirmed the timeline.

Mrs. McKay asked Ms. Winters if she received that in writing.

Ms. Winters said she has a letter from the State confirming the timeline.

Mrs. McKay asked Ms. Winters if the Board would give a contingent approval before it goes to the State. Mrs. McKay said she wouldn't want to approve a contingent contract if the legal department hadn't seen it yet.

Dr. Menzo said July 1<sup>st</sup> – 13<sup>th</sup> the Town Attorney needs to look at it and we would have that time to review it also.

Ms. Winters said she would have to check with purchasing to verify with the legal department for the overview of changes.

Dr. Menzo asked Ms. Winters - once the town approves it, the Board would then vote on the approved contract in just one day? We haven't even built in a review committee. When would the committee review it?

Ms. Winters responded that could take place after the review of the original proposals. She explained that this is just a draft timeline subject to revisions.

Mr. Cei asked, in the original process, what was the time between the proposal deadline date and the executed contract.

Ms. Winters said the proposal deadline was April 4<sup>th</sup> and Board approval was April 25<sup>th</sup>.

Mrs. McKay responded that the process would take 21 days or three weeks.

Mr. Cei asked what the last step would be.

Ms. Winters said the draft goes to the State, once the State approves it then we have an executed contract.

Dr. Menzo said he understands the last step to be once we get the approval from the State then the Board would approve the final contract.

Mrs. Hlavac asked with a realistic timeline in place, would a food service company be able to have this up and running in time for school to open, or is it just not feasible at this time?

Ms. Winters distributed a document showing the last page of the timeline which shows the activities and the things that have to be completed during the last days of school by the food service department. This information was provided by the food service department to Ms. Winters for her use in preparing her presentation to the Board.

Dr. Menzo said the reason he asked for this document is that if we wait until the end of July we're already behind the eight ball.

Mrs. McKay expressed concern over the numerous spelling errors in the document.

Dr. Menzo said how much time we would have to go out to bid because the FSMC would have to have time to do the purchasing. He said by waiting until July to get a contract approved we take a chance that the company wouldn't have enough time to get these things done. He stated there are contracts with Holy Trinity to be prepared, purchasing of supplies, bids need to be prepared and POs need to be awarded.

Ms. Doerr said she thinks the timeline is a little aggressive. She asked how long a bid is good for.

Dr. Menzo said the question is how long the bid company would honor the bid? He said they don't usually hold it any longer than three months.

Mrs. Doerr said she doesn't think they should rush the process.

Dr. Menzo said the process should take about three months. He said what he would recommend it get started early for approval next May, and be ready by July 1. He said he would consider hiring somebody to oversee the process to be sure we don't make the same mistakes.

Mrs. McKay said the best case scenario for this year would be August 1<sup>st</sup>. She said it's about a five month process. She said her assumption is that the State is inundated with proposals and the contracts are executed by July 1<sup>st</sup> and that's why the timeline is as it is.

Mrs. Doerr asked how it effects the budget.

Dr. Menzo said it puts on hold the three additional items that were in the Budget - Early Literacy, Social Worker at Alternative High School and Wellness Curriculum Resource Teacher.

**MOTION TO CONTINUE USING THE PRESENT CAFETERIA PROGRAM FOR THE 2016-2017 SCHOOL YEAR**

**MOTION: VOTTO, SECOND BY HLAVAC**

**VOTE: A roll call vote was taken**

**AFFIRMATIVE: CASTELLI, CEI, DOERR, GLIDDEN, HLAVAC, MCKAY, REYNOLDS, VOTTO**

***Motion passed***

Tammy Raccio said she did some investigation and found the State's timeline and handed her phone to Dr. Menzo.

Based on looking at the cell phone, Dr. Menzo said the State suggested timeline begins in February 2017 and ends with the approval by July 1, 2018.

Mr. Cei suggested giving an opportunity to the cafeteria workers another year and then we start the process in January. He also made a request to look at the work with food service and work on a three year plan. He stated it should be one that is realistic and shows no deficit.

Mrs. Lavalette said she appreciates the food service workers who show up every day to care for all the kids.

**ADJOURNMENT**

Mrs. McKay adjourned the meeting at 8:35 p.m.

**Secretary**

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**Mike Votto**