

**WALLINGFORD BOARD OF EDUCATION  
OPERATIONS COMMITTEE MEETING  
BOARD OF EDUCATION CONFERENCE ROOM  
100 SOUTH TURNPIKE ROAD  
TUESDAY, OCTOBER 11, 2016**

**MINUTES**

**MEETING CALLED TO ORDER**

The Operations Committee Meeting was called to order by Mr. Brooder at 6:38 P.M.

**BOARD MEMBERS PRESENT**

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

**STAFF MEMBERS PRESENT**

S. Menzo, C. Lavalette, K. Veilleux, R. Mancusi, M. Deptula, A. Belchak, P. DeFilio

**OPERATIONS COMMITTEE MEETING MINUTES DATED SEPTEMBER 12, 2016**

The minutes of the Operations Committee Meeting dated September 12, 2016 were reviewed and accepted as presented.

**CAFETERIA FINANCIAL REPORT – SEPTEMBER 2016**

Mr. Belchak presented the Cafeteria Financial Report for September 2016. For the month of September, there was \$188,293 of income and expenses of \$186,914. This resulted in a net income of \$1,379. The year to date was a deficit of \$59,444.

Mr. Belchak stated food sales are up and expenses are down. There was a reduction in staff. The Director is not a full salary, and a bookkeeper and a full time cafeteria worker at Moran were cut.

Mr. Cei questioned Dr. Menzo when the Board will need to make a decision on whether or not to go out to bid for a Food Service Management Company. Dr. Menzo stated the decision will be made in November.

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

## **BOARD OF EDUCATION FINANCIAL REPORT – SEPTEMBER 2016**

Dr. Menzo reviewed the Board of Education Financial Report for September 2016. Dr. Menzo explained that there are four transfers totaling \$151,471 that will impact the Contingency Account. The balance in Contingency is \$338,724. Benefits are projected to have a balance of \$226,061. There are open positions so the balance can change. Tuitions has a balance of \$306,473. Dr. Menzo stated that not all schools for outplaced students have billed yet. Transportation is in deficit \$91,457. Some of the deficit will be offset by grant funds. Salaries are projected to have a deficit of \$91,396. This is because two additional elementary teachers were hired.

Dr. Menzo stated that the projected balance is \$688,405.

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

### **TRANSFERS OF APPROPRIATIONS**

Dr. Menzo reported that there were four transfers from the Contingency Account. The first transfer was for \$87,900 to purchase athletic equipment for Lyman Hall. The funds were already approved by the Board of Education. The next transfer was for \$22,500 for the athletic trainers' contracts at Lyman Hall and Sheehan. The bid award was higher than budgeted. The next transfer was for \$20,703 for water usage for the Lyman Hall softball field irrigation. Dr. Menzo explained that he received a letter from the Water and Sewer Department stating that the Board of Education had not been billed for the water usage since September 2013. The meter was broken and has been replaced. The bill was based on historical average. Dr. Menzo will contact the Water and Sewer Department for more information. The last transfer was for \$20,368 for the cleaning contracts at Moses Y. Beach and Rock Hill. The existing contractor did not want to renew his contracts.

The consensus of the Operations Committee was to send the transfers of appropriations to the full Board for approval.

### **DISCUSSION OF PRESENT BUDGET PROCESS AND RECONSIDERATION OF THE ANNUAL BUDGETING PROCESS**

Mr. Cei suggested that instead of spending a lot of time on the budget items which are fixed costs, they should take a fresh look at some areas to possibly free up additional resources. Dr. Menzo stated that a majority of the time is spent looking at the Strategic Plan Budget items, not the Sustained Services Budget. Mr. Cei expressed a concern that there will not be enough funding to move the district forward.

Dr. Menzo stated that Administration always looks for ideas and ways to make reductions and find savings during the budget process. The SWOT Analysis helps to

identify **S**trengths, **W**eaknesses, **O**pportunities and **T**hreats during the budget process. He commented that a lot of the budget work shifts to spring after the Town Council votes on the Board of Education Budget. Additional revenue is needed but there is only so much local taxpayers can do.

## **ADJOURNMENT**

Mr. Brooder adjourned the Operations Committee Meeting at 7:50 P.M.

Respectfully submitted:

Patricia DeFilio