

**WALLINGFORD BOARD OF EDUCATION  
OPERATIONS COMMITTEE MEETING  
BOARD OF EDUCATION CONFERENCE ROOM  
100 SOUTH TURNPIKE ROAD  
MONDAY, NOVEMBER 7, 2016**

**MINUTES**

**MEETING CALLED TO ORDER**

The Operations Committee Meeting was called to order by Mr. Brooder at 7:25 P.M.

**BOARD MEMBERS PRESENT**

M. Brooder, K. Castelli, J. Cei, A. Doerr, K. Hlavac, R. McKay, P. Reynolds

**STAFF MEMBERS PRESENT**

S. Menzo, C. Lavalette, R. Mancusi, E. McCully

**OPERATIONS COMMITTEE MEETING MINUTES DATED OCTOBER 11, 2016**

The minutes of the Operations Committee Meeting dated October 11, 2016 were reviewed and accepted as presented.

**CAFETERIA FINANCIAL REPORT – OCTOBER 2016**

Mr. Arum presented the Cafeteria Financial Report for October 2016. This year, there have been 43 days of service. Year to date expenses were \$388,636 and year to date income was \$364,324. This resulted in a loss of \$24,312. The \$38,724 subsidy from the Board of Education was not included.

Mr. Arum reported that for the 43 days of service, the income per day in 2016/2017 was \$8,472 compared to \$7,986 in 2015/2016. The expenses per day in 2016/2017 were \$9,038 compared to \$9,671 in 2015/2016.

Mr. Brooder questioned what the fund balance was. Mr. Arum stated there is \$119,000 in a money market account.

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

## **DISCUSSION AND POSSIBLE CONSENSUS FOR CONSIDERATION TO BID FOR A FOOD SERVICE MANAGEMENT COMPANY**

Dr. Menzo stated that this is a continuation of the discussion at the end of last year. Mr. Brooder asked if we are prepared to bid this again. Dr. Menzo stated this is a 3 to 4 month process. The bid is a 150-page document, which needs to go to the Town Purchasing Department and to the State.

Mr. Cei stated that all possibilities, both monetary and ideas should be exhausted before a decision is made. He would like to see projections for the remainder of 2016/2017 school year before making a decision. There is a trend of improvement. Mr. Brooder requested information on the number of meals served from previous years.

Dr. Menzo stated that prior to going out to bid in March 2017, he would provide the Board with end of year projections. He added that a bid does not have to be awarded after all the paperwork has been placed into motion. Mrs. McKay stated the Board has a fiduciary responsibility to the community to explore this option. Mr. Cei asked if it is realistic to believe a food service operation like ours can make a profit. Dr. Menzo stated it is a challenge.

The consensus of the Operations Committee was to send a request to allow Central Office to move forward to develop a bid document for a Food Service Management Company and come back to the Board before sending out the bid.

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

Mr. Arum reviewed the Board of Education Financial Report for October 2016. The balance in Contingency is \$338,724. Benefits are projected to have a balance of \$227,824. There are open positions so this can change. Tuitions are projected to have a deficit of \$383,287. 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 \$97,691. Unemployment is projected to have a balance of \$75,000. Salaries are projected to have a deficit of \$2,337.

Mr. Arum stated that the projected balance is \$353,615.

Dr. Menzo expressed concern about providing projections this early in the year.

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

## **DISCUSSION AND POSSIBLE CONSENSUS ON AWARDING CONTRACT FOR LEAN PROGRAM REVIEW**

Dr. Menzo stated that every year the Board of Education contracts with an outside service to provide a lean program review. Blum Shapiro will provide 29 hours of consulting service at a cost of \$6,873. Training is scheduled for January. Mrs. McKay asked if Blum Shapiro has experience working with school districts. Dr. Menzo stated they have experience. Blum Shapiro has a lean consulting group.

The consensus of the Operations Committee was send the request to award the contract for a Lean Program Review to Blum Shapiro.

### **DISCUSSION AND POSSIBLE CONSENSUS ON 2017/2018 CALENDAR**

Mrs. Lavalette stated that Mrs. Hlavac represents Wallingford at the ACES Council. Mrs. Hlavac explained that the ACES Council had concerns about the start date of the first day of school for students, start of professional development days and school vacations. ACES Council suggested they go back to their districts to get input. There are 27 Boards of Education in this region. They are working towards a regional calendar.

Mrs. Lavalette reported that the Education Council's biggest concern with the regional calendar was the first day of school for students. Wallingford's first choice for the first day of school for students is Tuesday before Labor Day. ACES would like the first day of school to be Monday or Wednesday. Wallingford's second choice would be to start school on Monday before Labor Day. Two common Professional Development days would be Election Day and Thursday, August 24<sup>th</sup> which is the Thursday before the start date of school. Three common school vacations on the ACES calendar are the 3<sup>rd</sup> week in April, Christmas week and summer.

The consensus of the Operations Committee was to have Mrs. Hlavac bring the Education Council's preferences to the ACES Governing Board for action.

### **DISCUSSION AND POSSIBLE CONSENSUS ON CAPSTONE/MAKERSPACE CURRICULUM**

Dr. Menzo stated that Thursday, November 10, 2016 is the official launch of the K-8 Capstone/MakerSpace Program. It will be at Moran Middle School from 11:30 – 1:30. This is a partnership with Office Depot. Curriculum will be delivered to districts in January.

### **ADJOURNMENT**

Mr. Brooder adjourned the Operations Committee Meeting at 9:02 P.M.

Respectfully submitted:

Patricia DeFilio