

**WALLINGFORD BOARD OF EDUCATION
OPERATIONS COMMITTEE MEETING
BOARD OF EDUCATION CONFERENCE ROOM
100 SOUTH TURNPIKE ROAD
WEDNESDAY, FEBRUARY 17, 2016**

MINUTES

MEETING CALLED TO ORDER

The Operations Committee Meeting was called to order by Mr. Brooder at 6:09 P.M.

BOARD MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

S. Menzo, C. Lavalette, L. Winters, K. Veilleux, R. Mancusi, M. Deptula, P. DeFilio, T. Hale

**OPERATIONS COMMITTEE MEETING MINUTES DATED JANUARY 11, 2016,
JANUARY 21, 2016, JANUARY 27, 2016, AND FEBRUARY 3, 2016**

The minutes of the Operations Committee Meetings dated January 11, 2016 and January 27, 2016 were reviewed and accepted as presented. The minutes of the Operations Committee Meetings dated January 21, 2016 and February 3, 2016 were reviewed and accepted with corrections.

CAFETERIA FINANCIAL REPORT – JANUARY 2016

Ms. Winters reported that the cafeteria program had revenues of \$154,027 and expenses of \$138,204 for the month of January. The net income for the month of January was \$15,822. The year to date was a deficit of \$83,023

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

BOARD OF EDUCATION FINANCIAL REPORT – JANUARY 2016

For the month of January, Ms. Winters reported that there was one account in deficit. The Tuitions Account is in deficit. Wallingford has not received the revenues from the Excess Cost and State Agency Placement Grants. Contingency is projected to have a balance of \$351,591. Salaries are forecasted to have a shortfall of \$148,951. Benefits which include medical insurance, life insurance, LTD insurance and workers' compensation are estimated to have a

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surplus of \$499,349. Tuitions for regular and special education students are estimated to have a shortfall of \$195,766. Transportation is estimated to have a balance of \$97,110. Unemployment is forecasted to have a balance of \$21,420. In total, the forecast at year end is \$624,753.

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

TRANSFERS OF APPROPRIATION

Ms. Winters reported there were two transfers. The first transfer was for \$2,520 requested by Mr. Flinter, Director of Adult Education, to upgrade the website. The funds will be transferred from the Communications Account.

The second transfer was for \$7,950 for an on-line license for textbooks. The funds will be transferred from Contingency.

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

REVIEW OF CRITERIA FOR FOOD SERVICE RFP

The Operations Committee reviewed the scoring criteria for the Food Service RFP. The total assigned points must equal 100.

The Operations Committee suggested the following assigned points for each criteria.

Price/Costs	26
Experience, References & Service Capability	15
Financial Condition/Stability, Business Practices	5
Accounting & Reporting Systems	10
Personnel Management & Training	10
Promotion of the School Food Service Program	4
Involvement of Students, Staff, Patrons & the Community	5
Menus, Concepts of Service, Food Quality & the Use of USDA Foods	<u>25</u>
TOTAL	100

Dr. Menzo stated that the Operations Committee needed to take consensus on an increase for school lunch prices for next year. School lunch prices for the current year are \$2.25 for elementary school, \$2.40 for middle school and \$2.50 for high school. The DRG average is \$2.64 for an elementary school lunch, \$2.90 for a middle school lunch and \$3.06 for a high school lunch.

The consensus of the Operations Committee was to increase school lunch prices for next year to \$2.65 for elementary school, \$2.90 for middle school and \$3.05 for high school.

MASTERY-BASED LEARNING UPDATE

Dr. Menzo gave a PowerPoint presentation on Mastery-Based Learning. He explained why the District will implement a Mastery-Based Learning System, the key components of a Mastery-Based Learning System, and how these components are different than our present system.

Mastery-Based Learning presentations and panel discussions will be held throughout the month of March from 6:30 p.m. to 9:00 p.m. The five dates and locations are: March 1st at Lyman Hall High School, March 10th at Dag Hammarskjold Middle School, March 16th at Moran Middle School, March 23rd at Sheehan High School and March 30th at 100 South Turnpike Road in the Board of Education Conference Room.

DISCUSSION AND POSSIBLE CONSENSUS TO HAVE THE SUPERINTENDENT SIGN THE COALITION INVOLVEMENT FOR SCHOOL SECTOR

Mr. Welch, a member of the Coalition for a Better Wallingford, distributed information to the Operations Committee on a Drug Free Communities Grant through the DFC Support Program. The request for the grant requires the superintendent to sign a Coalition Involvement Agreement. Dr. Menzo stated he will sign the agreement after the mayor reviews it and makes a recommendation for departments to sign the agreement. If the Coalition receives the grant, \$22,000 of the grant will be allocated for a family resource center.

PRESENTATION OF FIELD TRIP REQUEST TO NEW ORLEANS FOR C.R.E.W.

Ms. Castelli, a teacher at Lyman Hall, requested approval for a field trip for C.R.E.W. to work with Habitat for Humanity building houses in New Orleans during the April break. C.R.E.W. (Community Revitalization Efforts of Wallingford) is comprised of students from Lyman Hall and Sheehan.

The consensus of the Operations Committee was to send the request for a field trip for C.R.E.W. to work with Habitat for Humanity building houses in New Orleans from April 11-16, 2016 to the full Board for approval.

REVIEW OF CRITERIA FOR SCHOOL PHOTOGRAPHY BID

This item was removed from the agenda.

2016/2017 BUDGET

Dr. Menzo stated that the consensus of the Operations Committee at the last meeting was to send a 4.5% budget increase to the mayor. The cafeteria subsidy was reduced to \$355,672 due to the increase in the lunch prices for next year.

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Dr. Menzo suggested that funds from the unencumbered fund balance be used to purchase items from the 2016/2017 budget request. In order to achieve the 4.5% budget request, the Operations Committee agreed to use \$150,000 of the unencumbered fund balance for the computer replacement plan and \$14,000 for musical instrument replacement at Sheehan and Lyman Hall. The priority for elementary student computing devices for \$18,000 was lowered to accommodate the 4.5% increase. The Strategic Plan items that remain in the 2016/2017 budget request are:

Family Resource Center	\$ 42,900
Capstone Teacher .8 at each High School	\$109,553
Develop Advanced Manufacturing Pathway Career Cluster	\$ 36,000
School Resource Officers	\$212,000
DESSA Screening Materials	\$ 5,000
Oil Tank Removal	\$100,000
Elementary Student Computing Devices – New	\$ 82,000
ADA Design Work	\$ 45,000
Texts for Grade 12 Senior Seminar & Elective Courses	\$ 40,000
Update Computers in Libraries/Labs	\$ 70,000
Asbestos Removal	\$ 31,200
Classroom Projection System	\$225,000

The consensus of the Operations Committee was to send the 2016/2017 Budget Request of \$100,828,229 which is a 4.5% increase to the full Board for approval.

ADJOURNMENT

Mr. Brooder adjourned the Operations Committee Meeting at 9:30 P.M.

Respectfully submitted:

Patricia DeFilio