

**WALLINGFORD BOARD OF EDUCATION
OPERATIONS COMMITTEE MEETING
BOARD OF EDUCATION CONFERENCE ROOM
100 SOUTH TURNPIKE ROAD
MONDAY, MAY 16, 2016**

MINUTES

MEETING CALLED TO ORDER

The Operations Committee Meeting was called to order by Mrs. Glidden at 7:14 P.M.

BOARD MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

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

OPERATIONS COMMITTEE MEETING MINUTES DATED APRIL 18, 2016

The minutes of the Operations Committee Meetings dated April 18, 2016 were reviewed and accepted as presented.

CAFETERIA FINANCIAL REPORT – APRIL 2016

Ms. Winters presented the Cafeteria Financial Report for April 2016. The cafeteria program had revenues of \$143,162 and expenses of \$164,267 which resulted in a loss of \$21,105. The year to date income was a deficit of \$94,577. With the Board of Education contribution of \$127,247, the net income was \$32,670.

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

DISCUSSION AND POSSIBLE CONSENSUS ON HEALTHY FOOD CERTIFICATION

Ms. Winters stated that in the past, the Board of Education has not participated in the Healthy Food Certification program. The Healthy Food Certification program provides funding to school districts. Wallingford would receive 10¢ per meal if Wallingford chose

to participate. Dr. Menzo explained that Wallingford is one of a few school systems that do not participate. He stated that Wallingford already complies with the Smart Snacks regulation. All food and beverages sold to students during the school day meet Smart Snack standards. The Board of Education can vote to allow exemptions for food and beverages to be sold at events 30 minutes after the school day or on the weekend.

The consensus of the Operations Committee was to send the request to participate in the Healthy Food Certification with the opportunity for the Board of Education to file for exemptions to the full Board for approval.

BOARD OF EDUCATION FINANCIAL REPORT – APRIL 2016

Ms. Winters reviewed the Board of Education Financial Report for April 2016. Contingency is projected to have a balance of \$321,124. Salaries are forecasted to have a surplus of \$258,373. Benefits which include medical, life, LTD insurance and workers' compensation are estimated to have a surplus of \$568,502. The surplus in salaries and benefits are due primarily to a number of unfilled positions, savings from leaves of absence, and staff electing to stay on their parents' insurance.

Tuitions are estimated to have a deficit of \$153,865. Transportation is estimated to have a surplus of \$88,948. Plant and Maintenance is estimated to have a zero balance. Unemployment is estimated to have a surplus of \$24,113. Electric is estimated to have a surplus of \$30,064. Heat is estimated to have a surplus of \$385,789 because of the mild winter. The estimated unencumbered balance for all other accounts is \$90,000. The total estimated forecast at year end is \$1,613,048. Purchases approved by the Board of Education from the unencumbered funds result in a surplus of \$750,648.

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

DISCUSSION AND POSSIBLE CONSENSUS ON THE 2016/2017 BUDGET

Dr. Menzo distributed a list of recommended reductions and additions to the 2016/2017 Budget.

Recommended reductions were:

Do Not Fill Superintendent Secretary Vacancy	(89,115)
Do Not Fill High School Special Education Department Head	(74,374)
Eliminate .5 FTE Carpenter	(25,000)
Eliminate Mathematics Curriculum Resource Teacher	(113,378)
Eliminate Adult Education Guidance Staff (Reallocate to Guidance Coordinator)	(65,449)
Reduce Adult Education Weeks of Instruction to Meet State Guidelines	(32,000)

(34 weeks to 30 weeks)	
Bid Part-Time Custodial Services	(19,000)
Eliminate Lyman Hall Part-Time Clerk	(12,000)
Summer School Director (Reassign to 12 Month Curriculum Coordinator)	(6,790)
Intervention Facilitators	(4,000)
Reduce Summer IT Stipends	(15,000)
Eliminate Community Liaison	(47,692)
Reduce High School Late Bus – 3 days to 2 days a week	(4,150)
Review Tutoring Usage	(75,000)
Eliminate Middle School Innovation Team	(50,000)
Reduce Food and Beverages at Meetings	(1,500)
Reduce Special Education Legal Expenses	(10,000)
Reduce Color Copies	(2,000)
Lease for 100 South Turnpike	<u>48,585</u>
Total Reductions/Savings	597,863

Recommended Additions were:

Extended Day Literacy and Numeracy Programs	84,786
Social Workers at EEP	68,471
Additional Middle School ARTS Teacher	68,471
Health and Wellness Curriculum Resource Teacher (Eliminate Health/PE Department Heads and Consultant Stipend)	<u>90,497</u>
Total of Recommended Additions	312,225

Dr. Menzo explained that \$118,975 is needed to fund recommended additions. There will be \$106,045 from the cafeteria subsidy which leaves \$12,930 remaining balance needed. Dr. Menzo suggested reducing Contingency by that amount.

The consensus of the Operations Committee was to send the 2016/2017 Board of Education Budget as presented reducing Contingency by \$12,930 and remove \$106,045 for the Cafeteria subsidy to the full Board for approval.

ADJOURNMENT

Mrs. Glidden adjourned the Operations Committee Meeting at 8:28 P.M.

Respectfully submitted:

Patricia DeFilio