

**WALLINGFORD BOARD OF EDUCATION  
OPERATIONS COMMITTEE MEETING  
BOARD CONFERENCE ROOM – SHEEHAN HIGH SCHOOL  
MONDAY, JUNE 10, 2013**

**MINUTES**

**MEETING CALLED TO ORDER**

The Operations Committee Meeting was called to order by Mr. Brooder at 6:58 p.m.

**BOARD MEMBERS PRESENT**

M. Brooder, K. Castelli, J. Marrone, R. McKay, C. Miller, M. Votto  
C. Mansfield entered the meeting at 7:28 p.m.

**STAFF MEMBERS PRESENT**

S. Menzo, E. Cohn, L. Winters, R. Backus, S. Wong, M. Deptula, R. Mancusi,  
P. DeFilio, C. Burke

**OPERATIONS COMMITTEE MEETING MINUTES DATED MAY 13, 2013**

The minutes of the Operations Committee Meeting dated May 13, 2013 were reviewed and accepted as presented.

**DISCUSSION OF ROOF COLOR OPTIONS**

Michael Brodinsky, School Roof Building Committee, presented color options for the roofs.

The consensus of the Operations Committee was to have Kathy Castelli go to the schools with the architect to choose the color for the roofs. She will make the decision on the colors for each roof and report back to the members of the Board of Education.

**CAFETERIA FINANCIAL REPORT – MAY 2013**

Mrs. Wong presented the Cafeteria Financial Report for May 2013. For the month of May, the Cafeteria Program had a profit of \$14,818. The year to date net income was \$65,026.

Mrs. Wong stated approximately \$20,000 in retro pay for cafeteria workers and \$25,000 for medical waivers still need to be paid. She reported that there are two open full time

positions which will not be filled at this time. The positions will not be eliminated. The Cafeteria Program will save about \$57,000. There is also an open position in the Food Service office. She is finalizing changes to the job description. After the job description is approved, the position will be posted.

The consensus of the Operations Committee was to send the Cafeteria Financial Report for May 2013 to the full Board for approval.

Dr. Menzo reported that the Food Service Subcommittee recommended lunch prices be increased 5¢. The price for elementary students will be \$2.15, for middle school students, the price will be \$2.30 and for high school students, the lunch price will be \$2.40.

The consensus of the Operations Committee was to raise the lunch prices 5¢.

The Operations Committee discussed selling snacks at the elementary schools one day a week on Wednesday. This will be monitored monthly because it can have a financial implication on the Food Service Program.

The consensus of the Operations Committee was to sell snacks at the elementary schools one day a week on Wednesday.

### **HEALTHY FOOD CERTIFICATION**

Dr. Menzo stated that the Board of Education needs to decide whether to participate in the Healthy Food Certification Program.

The consensus of the Operations Committee was not to participate in the Healthy Food Certification Program.

### **BOARD OF EDUCATION FINANCIAL REPORT – MAY 2013**

Ms. Winters presented the Board of Education Financial Report for May 2013. For the major accounts, Ms. Winters reported contingency is forecasted to have a balance of \$372,685. Salaries are forecasted to have a balance of \$784,762. Benefits are forecasted to have a deficit of \$145,367. Tuitions are forecasted to have a balance of \$226,666. Unemployment is forecasted to have a balance of \$103,138. Heat is forecasted to have a balance of \$156,605. Electricity is forecasted to have a deficit of \$40,906. Communications which included postage, telephone, internet and wireless is forecasted to have a balance of \$90,389. For the other accounts, Ms. Winters projected a balance of \$115,189.

The estimated unencumbered fund balance is \$683,547.

The consensus of the Operations Committee was to send the Board of Education Financial Report for May 2013 to the full Board for approval.

**DISCUSSION OF ADDITIONAL EXPENDITURES FROM 2012/2013 UNENCUMBERED BALANCE**

**DISCUSSION OF 2013-2014 BUDGET**

These two items were discussed. Dr. Menzo stated that the initial proposed budget was a 3.56% increase. The reduction from the mayor is approximately \$1.2 million. Based on the unencumbered fund balance, the Board of Education will need an additional \$550,000 to fund all items requested in the 2013/2014 Budget. Dr. Menzo stated that Ms. Winters will continue to monitor the fund balance. The 2013/2014 Budget is \$91,255,111.

The consensus of the Operations Committee was to send the 2013/2014 Board of Education Budget of \$91,255,111 to the full Board for approval.

**TRANSFER AUTHORITY**

The superintendent requested authority to make transfers that will be required to complete the final financial report on the Board's Budget for 2012/2013. He also requested that any end of the year balance over the amount approved by the Board of Education be used for technology.

The consensus of the Operations Committee was to send the request for transfer authority for the superintendent to the full Board for approval.

**DISCUSSION REGARDING CHANGE TO TIMES OF FIVE EARLY RELEASE DAYS NEXT YEAR**

Dr. Menzo stated that there were five early release days for professional development for teachers on the school calendar. He requested a change for the students to have a 2-hour early release instead of 90 minute early release.

The consensus of the Operations Committee was to send the request to change the times of five early release days from 90 minutes to 2-hours.

**ADJOURNMENT**

Mr. Brooder adjourned the Operations Committee Meeting at 9:03 p.m.

Respectfully submitted:

Patricia DeFilio