

**WALLINGFORD BOARD OF EDUCATION
OPERATIONS COMMITTEE MEETING
LYMAN HALL HIGH SCHOOL - AG SCIENCE COMMUNITY ROOM
70 POND HILL ROAD
MONDAY, JUNE 12, 2017
MINUTES**

MEETING CALLED TO ORDER

The Operations Committee Meeting was called to order by Mr. Brooder at 8:05 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. LaTorre, Ed Arum, K. Veilleux, R. Mancusi, L. Lavelle

OPERATIONS COMMITTEE MEETING MINUTES DATED MAY 8, 2017

The minutes of the Operations Committee Meetings dated May 8, 2017 were reviewed and accepted as presented.

CONSENSUS ON CHANGE IN BUDGET ALLOCATION

Dr. Menzo reported there was a change in budget allocation. The original budget was \$100,516,328. An additional amount of \$1,041. has been added to the budget, making the revised budget amount \$100,517,369.

The consensus of the Operations Committee was to send the Change in Budget Allocation to the full Board for approval.

CAFETERIA FINANCIAL REPORT – MAY 2017

Mr. Arum presented the Cafeteria Financial Report for May 2017. He reported that the cafeteria program had revenues of \$216,514.54 and expenses of \$166,617.50 for the month of May.

Year to date expenses were \$1,483,528.64 and year to date income was \$1,541,285.50. He also reported that income per day is \$9,120.03 and expenses per day are \$8,778.27. Mr. Arum reported that there is a \$57,756.86 surplus. Mr. Arum stated adding the Board of Education assistance of \$38,000., and the \$119,000 the district has set aside of there would be a fund balance of \$216,351.79.

Looking at next year, Mr. Arum explained with the projected income of \$9,012.05 per day at 180 days, the district would have a total projected income of \$1,622,000. and with increasing expenses per day by 2.5% the district would have projected surplus of \$22,000. After hiring a full time director the district would have a loss of \$23,000., but still have a surplus at the end of the 2017 -2018 year of \$193,000.

There was discussion on the number of meals served by the food services department, the number of meals served had decreased by 11,000 compared to the year before. Mr. Belchak stated as the Food Service Director he is recommending an increase of ten cents for the price of lunch at each level for the 2018 - 2019 school year. There was also discussion on how the food service department markets its product. The food service department produces a brochure and also works with the principals at the high school to advertise breakfast. Menus are also advertised on the television screens. Mr. Belchak reported very little marketing is done at the elementary level.

The consensus of the Operations Committee was to send the Cafeteria Financial Report for May 2017 to the full Board for approval.

BOARD OF EDUCATION FINANCIAL REPORT – MAY 2017

Mr. Arum reviewed the Board of Education Financial Report for May 2017. The balance in Contingency is \$338,724., which continues to remain the same as the previous month. The Benefits account has a surplus of \$332,260. The Tuition account continues to have a deficit of \$1,024,567. Mr. Arum stated the district received the final excess cost reimbursement allotment figure of \$1,840,097. from the State. Mr. Arum continued stating in the Transportation Account there is a surplus of \$324,785. due to the significant additional savings that was found in PPS transportation. The Salary account is \$543,533., which is an increase. The increase is due to a savings of \$56,000. on long term substitutes. There was also a savings of \$80,000. in tutoring and a savings of \$32,000. in regular substitutes. Unemployment is projected to have a balance of \$180,000. Medicare and Social Security are projected to have a balance of \$5,753. Plant / Maintenance / Utilities are projected to have a balance of \$70,000., giving a surplus of \$820,488.

The Computer Replacement Plan of \$275,000., FF&E of \$30,000. and Curriculum-Science / Math / ELA Resources of \$45,000., totaling \$350,000. leaving a balance of \$470,488. for the 1% Account.

The consensus of the Operations Committee was to send the Board of Education Financial Report for May 2017 to the full Board for approval.

The consensus of the Operations Committee was to send the Purchases from the Unencumbered Fund Balance: Computer Replacement Plan, \$275,000., FF&E, \$30,000. and Curriculum-Science / Math / ELA Resources, \$45,000. for a total usage of \$350,000. to the full Board for approval.

DISCUSSION AND POSSIBLE CONSENSUS ON 1% ACCOUNT FUND DISTRIBUTION

The remaining balance of \$470,488. would be transferred to the 1% Account and used for Computer Replacement Plan (chromebooks, classroom projectors, AV equipment, replacement plan cycle), \$250,488., FF& E, \$120,000. and Capital Projects, \$100,000. totaling \$470,488.

The consensus of the Operations Committee was to send the Balance of \$470,488. for the 1% Account to the full Board for approval.

DISCUSSION AND POSSIBLE CONSENSUS ON TRANSFER AUTHORITY

Dr. Menzo requests that the Board of Education grant him in his capacity as Superintendent of Schools authority effective 6/20/17 to make all transfers that will be required to complete the final financial report on the Board's Budget for the School Year 2016 -2017.

The consensus of the Operations Committee was to send the Transfer Authority to the full Board for approval.

DISCUSSION AND POSSIBLE CONSENSUS ON THE JOB DESCRIPTION FOR SUBJECT AREA COORDINATORS

Mrs. LaTorre reviewed the Job Description for Middle School Subject Area Coordinators.

The consensus of the Operations Committee was to send the Job Description for Subject Area Coordinators to the full Board for approval.

ADJOURNMENT

Mr. Brooder adjourned the Operations Committee Meeting at 8:37 p.m.