

**Manchester Board of Education  
Personnel & Finance Committee  
April 9, 2015**

Attendees: Mike Crockett, Deb Hagenow, Darryl Thames, Pat Brooks

Visitors: Nick Aldi

Mr. Aldi shared the State of Connecticut, Department of Education, Operational Memorandum #4-15, regarding Paid Lunch Equity: School Year 2015-16 Calculations and Tool. School lunch program regulations require school districts participating in the National School Lunch Program to ensure that sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals.

Using the tool provided, in order for the district to be compliant with this requirement in the 2015-16 School Year, the calculation indicates an increase of \$.10 for paid meals. Mr. Aldi recommends that the paid lunches increase \$.10 at each level, elementary, middle and high school. This will bring the cost for a paid lunch to \$2.05 at the elementary level, \$2.20 at the middle school and \$2.45 at the high school.

Manchester's paid lunches are still below the cost of a paid lunch within the District Reference Group as well as area school districts.

Mrs. Brooks informed the committee that the Robertson Elementary portables need to be replaced. They are approximately 15 years old and repairing them is not cost effective. Mrs. Brooks will be issuing a Request for Proposals for new or refurbished units so that a decision can be made on whether to replace them or not. The Committee requested a tour of the portables after the conclusion of the meeting.

Mrs. Brooks shared with the Committee the need to transfer funds within the FY2014-2015 Board budget to cover the cost, \$232,387.20, for network switches under the security project. Funding for the security project has been authorized for \$2,400,000, however the project is over budget and the new switches must be installed as part of the project. With the June 30, 2015, deadline for all expenses under the grant to be paid in order to receive reimbursement, a purchase order must be issued as soon as possible. Mrs. Brooks will prepare a transfer of funds request to go to the full Board for approval at the April 27, 2015, meeting. Transfers from the balance in the line items for the Facilities Director's salary and benefits, as well as transfers from IT contracted services, repairs and telephone and funds from capital projects will cover the balance. However, the use of these funds will prevent the district from completing end-of-the-year capital projects.

Mrs. Brooks shared with the Committee the document that was posted on the District website in compliance with CT State Statute 10-222o. The Statute requires the annual posting of aggregate spending for education, by school, on the school district website. Aggregate spending includes, but is not limited to, funding sources such as the school budget, in-kind services provided by the Town, all Federal and State grants, insurance claims, rentals, donation, and endowment funds.

Mrs. Brooks provided the Committee with the March 31, 2015, financial statement.

The next meeting will be a budget workshop, if necessary, on May 6, 2015, at 6:00 p.m., in Room 293 at Manchester High School.

Respectfully submitted,



Patricia F. Brooks  
Assistant to the Superintendent  
Finance and Management