

**BOARD OF EDUCATION, NEW FAIRFIELD, CT**  
**Business Operations/Resource Management Subcommittee Meeting**

Name of Subcommittee: BO/RM Meeting type: Special  
Date of Meeting: 1/9/25 Minutes submitted by: Kim LaTourette  
Members present: Greg Flanagan, Amy Johnson, Kim LaTourette, Ed Sbordone  
Members absent:  
Other attendees: Ken Crow, Carrie DePuy, Phil Ross, Dom Cipollone  
Place of meeting: Meeting Access: BO/RM Subcommittee (1/9/25 at 7 p.m.)  
Web: <https://zoom.us/j/93678293785> Dial In: (929) 205-6099 Meeting ID: 936 7829 3785

Meeting called to order: 7:01 p.m.

**II. Approval of Minutes**

**A. December 19, 2024 – Regular - Approved by consensus.**

**III. INFORMATION ITEMS**

**A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances vs. Projected Year-End Expenditure/Encumbrances Report for FY 2024-25 at December 31, 2024 -**

Carrie DePuy shared that there was not much to report from the last meeting. Contracted services within SPED is something that we will continue to monitor. We have spent more so far this year than in the past. Carrie will meet with PPS to discuss this. We are trending 10% higher on spending than last year. We have had some items come up on Buildings and Grounds. Carrie will prepare a projection for our next meeting. She is hoping that we will not have to put on a freeze this year. Ed requested that at our next meeting Carrie reviews what types of services we are spending more money on from the contracted services and to perhaps have someone from SPED join as well.

**B. NF Middle School Oil Tank Replacement Update -** Phil Ross joined the meeting and shared some good news. In regard to the overall price for this project, it is around \$315,000, which is lower than what we had been planning for (over \$650,000). We have \$185,000 in our capital to put towards this project. We will be meeting with PBC on Tuesday. We want to get the new tank ordered in time for the installation, and that may take several weeks. It would be ideal to have all this done before the start of school. Having money in our capital account definitely puts us in a good position to start this process. Phil, Carrie, and Ken are happy with the bid and everything that is included and will be done. We will plan on including some sort of contingency just in case we meet something unknown or unexpected.

**C. NF Middle School Space Utilization -** Ken and his team have been working with the architect to address the needs of the Middle School. We have several academic programs lacking space, as well as music. We need a total of 4 classrooms on the academic side (G and T, Intervention, SPED, and World Language) and 3 for music (Orchestra, Chorus, and General Music). We plan on utilizing the space that we have already due to the separation of the MS and HS. Phil's team was able to help with the STEAM project and save the district money. We are hoping to do the same with this as well. Phase 1 will be the summer of 2025 and Phase 2 will be in the summer of 2026. Phase 1 will involve taking over the lower level of the MS - currently it houses facilities, technology, and two SPED/PPS spaces. These would move to the old HS entrance and hallway that connects to the gymnasium. It is hopeful that once PPS moves to this area, they should be able to stay. A space for Facilities can fit there, and they can convert one of the storage areas for an IT office. Phase 1 of this project is a \$100,000 request with some contingency. The 4 classrooms that we gain back for the academics do not need anything major to

be completed.

For Phase 2, a music suite will be created using the existing MS cafeteria. This is a great way to set us up for what we have and what we will need in the future.

This is something our district, our students, programs, and staff needs. It is basic and not going over the top with design or what is being asked for.

**D. Capital Improvement Plan** - Dr. Craw spoke about our capital plan. A multi-year plan was created last year, bringing us from now until 2034. The first year of the plan is either deferred or complete and we are ready for Year 2. Looking at years 6 through 10 is hard to look that far out; however, we know that we will have to plan for addressing the systems in the MS at that time. Historically, during tough budget times, capital is something that gets cut and then our facilities and projects suffer. Carrie spoke about trying to even out the costs over time. Phil provided an overview. We have the oil tank, reclaiming the MS spaces for classrooms and offices, we will be asking for funding to replace the pool HVAC and dehumidification system, the rack truck needs to be replaced, some investments need to be made within safety and security. There was some discussion about addressing the needs of the MS and how renovating as new may be a better option in order to receive some reimbursement. There are some items listed that may be able to be held off for a reasonable amount of time for the renovate as new. An example of this is the fire alarm system, which is 30 years old. Phil mentioned that there was a request that this system be replaced so that the sound is also not as overstimulating and scary for some of our students.

**E. Shared Business Services** - Dr. Craw found a shared services agreement from 2006. It is our belief that it needs to be reviewed to make sure everything is working well and as efficiently as possible. We are committed to working with the town; however, right now, it is not working as well as it should be. We took a look at the roles and responsibilities, discussed how things have changed, and how they may not make the most sense right now as compared to 2006. Carrie explained how there was a lot of collaboration and conversations among all of the positions. Carrie has received a directive to not handle personnel or to speak with the payroll specialist or accounts payable specialist. She is hoping that a possible restructuring will help give her more control over the people that perform BOE tasks, and possibly working in good faith with the town to look at adding a position back in place.

#### IV. ACTION ITEMS

##### A. Capital Transfer – Fund 306

Carrie is asking for approval to move \$9000 from STRIDES to the transportation van. The bid came in at \$50,000 and that is the only amount that was allocated to us. We were going to trade in the van; however, we use it a lot. It does need some repairs, but for now we would like to keep it. It may actually save on transportation costs. It is a 2011, with low mileage, and may be beneficial to continue using it for local runs. We have about \$65000 earmarked for STRIDES. Now with our partnership with Newtown, and working with the landlord at STRIDES, we no longer need all of that. The money is already in the fund, and Carrie just wants to make sure she is fully transparent.

Ed made a motion to give permission to the Superintendent/Carrie DePuy to move \$9000 from the STRIDES to the transportation van within the 306 Fund. Greg seconded. All in favor.

**Motion to adjourn:** Made by: Ed Sbordone

Seconded by: Greg Flanagan

To give permission to the Superintendent/Carrie DePuy to move \$9000 from the STRIDES to the transportation van within the 306 Fund.

**Recording of vote:** Aye – Unanimous

#### V. OTHER – None

#### VI. ADJOURNMENT

**Motion to adjourn:** Made by: Greg Flanagan

Recording of vote: Aye – Unanimous

Seconded by: Kim LaTourette

Meeting adjourned at: 8:34 p.m.