

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

Name of Subcommittee: BO/RM

Meeting type: Regular

Date of Meeting: 6/18/20

Members present: Dominic Cipollone (6:05 p.m.), Greg Flanagan, Kimberly LaTourette, Ed Sbordone

Members absent:

Other attendees: Patricia Cosentino, Rich Sanzo

Minutes submitted by: Kimberly LaTourette

Meeting Access: BO/RM Subcommittee (6/18 at 6:00 p.m.)

Web: <https://zoom.us/j/96426143301> Dial In: (929) 205-6099 Meeting ID: 964 2614 3301

**Meeting called to order:** at 6:00 p.m.

**II. Approval of Minutes**

A. May 21, 2020 – Regular

**Motion:** To approve minutes of the May 21, 2020, regular meeting as presented

Made by: Ed Sbordone

Seconded by: Kimberly LaTourette

**Recording of vote:** All in favor

**III. ACTION ITEMS - none**

**IV. INFORMATION ITEMS**

**A. Monthly Summary of Budget vs. Actual Expenditure/ Encumbrances Report for FY 2019-20 at May 31, 2020**

It is hard to compare this year to prior years. We anticipate a surplus as we have unexpended payroll costs (e.g. subs). Technology will have a deficit with chrome books, zoom, etc.

Legal - Central Office Line – They have helped us navigate this pandemic, and are reviewing plans for re-opening. The budget is basically on track with a larger surplus than expected.

**B. Updated Summary of Budget vs. Projected Year-End Expenditure/Encumbrances Report for FY 2019-20**

We are working with buildings to stop purchases for the year, closing out and refining unexpected expenditures. Field trips did not occur, as well as professional development, supplies, Athletics surplus – all less than last time we met, and funds are being transferred for the purchase of supplies for COVID-19 (plexi-glass, PPE, paper towels, etc.).

Billed through April for legal - expecting more

Fiscal Service with Town - New financial software, deep into transition now. We are working a lot of overtime to get this in place as it must be done by July 1. We have been working well with town side.

Transportation - large credit back, amended contract, will discuss later in the meeting.

Utility Savings

Buildings and Grounds – We will be purchasing more cleaning supplies, hand sanitizer stations, cloths, paper towel dispensers, and making modifications to the facilities to encourage social distancing.

SPED – We finished paying EdAdvance bills today.

Non-payroll – surplus; Payroll - surplus

When the surplus is finalized, the BOF has indicated that the surplus may roll over into the non-lapsing account. The legislature raised the cap to 2%, and we may be able to put the full surplus into unexpected expenditures. This does not include state funds for the CARES Act.

#### **C. COVID-19 Related Budget Transfers**

We can do budget transfers as they relate to this and will have a report for August meeting. There are three transfers so far - one for building supplies, one for PPE - masks, thermometers, gloves, face shields, etc., and one for the projects for buildings line for offices opening next week. There may be a handful of transfers, but full report will be presented in August.

#### **D. Update on Transportation and Food Service Contracts**

Transportation Contract - We prepaid the bus contract for the year in order to receive a discount on overall payment. We negotiated to arrive at an understanding that we are not running the buses and there are expenses that they are not realizing with the fleet at this time. The Governor did say we had to continue to pay our bus contractors, and we have an agreement that each day we would pay 80% of daily rate, with a \$100,000 refund check to be expected.

Food Service - We are happy with and proud of Aramark. We concluded our emergency meal service, and Kaycee and her team served over 23,000 meals free of charge to families. The federal government did provide reimbursement, but we did not serve as many meals as we normally would have. We were running at a profit when kids were in school, and the past few months were a deficit, but overall we do have a profit. They have asked for an increase due to cost of food, and we are asking them to limit the increase for management fee. Some districts have had a deficit to their food service accounts. We have to think about how food services may be functioning next year so that we do not have a loss.

#### **E. Reopening of School and District Offices**

Offices are opening on June 22<sup>nd</sup>. Dr. Cosentino and Dr. Sanzo had a zoom meeting with administrators and secretaries to go over the plan for re-opening. Twelve-month employees discussed how health and safety are paramount and that everyone needs to be protected. Offices are open, but buildings are not. Appointments for in-person meetings are necessary, and there will be no in-person meetings unless there are less than 5. Offices were reorganized to include hand sanitizers, social distancing, etc., and use of cleaning supplies was reviewed. It seems like everyone feels comfortable returning. It is helpful to plan for the small scale opening to prepare for the fall. We are trying to plan for some in-person ESY services this summer as well. Mail will be delivered to vestibules at each school.

#### **V. OTHER - none**

**Motion to adjourn:** Made by: Ed Sbordone  
Recording of vote: Aye – Unanimous

Seconded by: Greg Flanagan  
Meeting adjourned at: 6:35 p.m.