

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

Name of Subcommittee: BO/RM Meeting type: Regular  
Date of Meeting: 5/19/22 Minutes submitted by: K. LaTourette  
Members present: Greg Flanagan, Amy Johnson, Kim LaTourette, Ed Sbordone  
Members absent:  
Other attendees: Rich Sanzo, Pat Cosentino, Dominic Cipollone  
Place of meeting: Meeting Access: BO/RM Subcommittee (5/19/22 at 6:00 p.m.)  
Web: <https://zoom.us/j/95652524161> Dial In: (929) 205-6099 Meeting ID: 956 5252 4161

**Meeting called to order:** at 6:05 p.m.

## II. Approval of Minutes

**A. April 27, 2022 – Regular – approved by consensus**

### III. INFORMATION ITEMS

**A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2021-22 at April 30, 2022** – Dr. Sanzo provided an overview of the report with the adjustments that have taken place, some to offset the deficit in some areas. Several transfers went to out of district for SPED. The accountants are still catching up with gate receipts. Overall, payroll will be just about on budget.

**B. Summary of Budget vs. Projected Year-End Expenditure/Encumbrances Report for FY 2021-22 at April 30, 2022** - The budget is trending in a positive direction - last month a \$104,000 deficit was projected and now a deficit of \$84,000 is projected. We had expected some outplacements to take place before the end of the fiscal year, but they will not. We have had some unanticipated items that needed to be fixed in Buildings and Grounds. \$131,000 should be received by the town in the next few weeks. Dr. Sanzo would like to have us request that money from the town for SPED expenditures. There is potential for this deficit to go down. Dr. Sanzo is aware of a transportation line item that will impact that. We are also working on returning math curriculum. Patty Mota got us a 75% discount on the shipping costs! We will continue to monitor our utility accounts. Dr. Sanzo is recommending going after the excess from the town, then draw from non-lapsing account for unanticipated SPED expenditures, and if we needed more, utilize the IDEA grant. He would suggest waiting until after the final number is received for our deficit, in August. We have allowed Rich to do line-item transfers and report in the August meeting. He is asking for approval again for himself and his replacement.

#### IV. INFORMATION/ACTION ITEMS

**A. End-of-Year Closeout for FY 2021-22** – Dr. Sanzo did not want to make any transfers yet, until we know what the final numbers are. That will not be known until August. He wanted to ask for authorization to complete line-item transfers and then present a report in August. There is a lot of movement within accounts, and he needs to make sure SPED is covered. The overall budget cannot be in a deficit. Our auditors last year asked that at the object level, none of them in totality are in a deficit. He also wants to make sure his replacement can close that out at the end of the fiscal year. All of this will be presented to the entire board at the June 2<sup>nd</sup> meeting, but Dr. Sanzo wanted to present it to his committee first.

## **V. OTHER**

Dr. Sanzo is going to ask to table the Food Service item until June. He is waiting for Food Service RFP, but that got pushed back to next week. This has to do with the Healthy Food Certification and would like more information before making that recommendation. Ed Sbordone asked about locking into rates. Dr. Sanzo spoke about Mitchell and topping off tanks.

Dr. Cosentino mentioned that first round of interviews for the Director of Business and Operations will be on Tuesday.

**Motion to adjourn:** Made by: Kim LaTourette  
Recording of vote: Aye – Unanimous

Seconded by: Amy Johnson  
Meeting adjourned at: 6:31 p.m.