

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

Name of Subcommittee: BO/RM Meeting type: Regular  
Date of Meeting: 2/20/25 Minutes submitted by: Kim LaTourette  
Members present: Greg Flanagan, Amy Johnson, Kim LaTourette, Ed Sbordone  
Members absent:  
Other attendees: Ken Craw, Carrie DePuy, Dom Cipollone  
Place of meeting: **Meeting Access: BO/RM Subcommittee (2/20/25 at 6 p.m.)**  
Web: <https://zoom.us/j/96161905419> Dial In: (929) 205-6099 Meeting ID: 961 6190 5419

Meeting called to order: 6 p.m.

**II. Approval of Minutes**

A. January 9, 2025 – Special - 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 January 31, 2025** - Carrie DePuy shared that there are a couple places we are seeing some overspending - HR and new platforms for hiring. We will need to move some money around to cover that. The SPED contracted services are in better shape than last year. We are trying to hire in house to cut down on contracted services as much as possible. We have an increase in payroll from paras to RBTs, which is an increase in salary. We have had to hire more BCBA's than anticipated. Carrie will have an update and a better idea of where we will land as far as receiving money from the town next month. We are over in Business Machines, and hopefully going paperless in PPS will help this. Our spending is right on track with what it was last year. We are hoping to not have to put a freeze on this year as we have had to the last couple of years. Dr. Craw reminded us of the freeze on certain accounts to cover the cost of contracted services in SPED. Amy Johnson asked about using Kara in HR and what the plan is for the remainder of the year. She is not a salary position, but does work for a couple days a week to help out with some issues within HR that needed to be addressed for the schools and the town. There is not money earmarked for next year and it is believed that we will not need her.

**B. Building Project Update** - Propane testing came back and did test positive for "rust" which is known to take out the smell. A resolution will be made with the vendor to address the issue of the piping.

Playground - We heard back from the vendor and they want to work with us to make it right. We are hoping to have them on the schedule for the summer.

We have been approved for a send out plan for our food service fund, and we can put it towards the MS Cafeteria. We can also use this for our staff to do more scratch cooking, ways to encourage the children to buy food. Amy asked about using those funds for the MS or HS space. Carrie clarified that this is for the kitchen area and the server, not the actual cafeteria space. The flow will be updated so that it is easier to use the HS cafeteria.

**C. FY 26 Budget Update** - Carrie DePuy spoke about the \$28,000 cut that the BOE requested. At the elementary school, she cut out a request for filing cabinets, at the HS general supplies were cut, the golf cart was cut from athletics (in hopes that there may be room in the capital for funds), there are cuts from Chromebooks/technology, general supplies for SPED, \$2500 from unemployment, and there was some savings in the grounds contract for plowing and

mowing. This brings us to 3.75% increase.

Carrie is cleaning up the budget lines, making them more transparent and showing actuals. She appreciates questions that are asked so that she can provide details and is aware of the areas that need more clarification.

**D. Finance Department Operations** - Dr. Craw shared that we have been working within our shared services model. We have identified other significant challenges (compliance, collection of revenue, procedural issues). Dr. Craw met with Melissa Lindsey to discuss these issues and a plan is in place to address them. The challenges may continue. Dr. Craw praises Carrie for helping out and taking on more on her own to address these issues. Ken is recommending that we commission a study of the shared services and look at updating the model that has been in place for 18 years. It is our hope to streamline the operations. Carrie praised her team for helping out and doing extra work where they do not usually. Ken will present a proposal to the full board.

#### **IV. ACTION ITEMS - none**

**V. OTHER** – Amy asked about Park and Rec asking about the HS pavilion repair and wanting the BOE to take that on. Carrie provided information that this has always been the town's responsibility. We have shared services for cleaning. It is to the point where there are capital needs that need to be addressed. We can continue to have conversations with the town on how they are addressed. Ed clarified that at the meeting, it was discussed that as far as funds go, will they come from the town funds or Park and Rec funds?

#### **VI. ADJOURNMENT**

**Motion to adjourn:** Made by: Greg Flanagan  
Recording of vote: Aye – Unanimous

Seconded by: Kim LaTourette  
Meeting adjourned at: 6:39 p.m.