

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

Name of Subcommittee: BO/RM Meeting type: Regular  
Date of Meeting: 8/20/20 Minutes submitted by: Kimberly LaTourette  
Members present: Dominic Cipollone, Greg Flanagan, Kimberly LaTourette, Ed Sbordone  
Members absent:  
Other attendees: Patricia Cosentino, Rich Sanzo, Rick Regan  
Place of meeting: Meeting House Hill School Cafetorium  
Due to in-person meeting restrictions of 25 persons, Board Members and Administrators will be physically present while the public may join us for participation via the provided Zoom link:  
BO/RM Subcommittee (8/20 at 6:00 p.m.) Web: <https://zoom.us/j/93876710054>  
Dial In: (929) 205-6099 Meeting ID: 938 7671 0054

**Meeting called to order:** at 6:09 p.m.

## II. Approval of Minutes

### A. June 18, 2020 – Regular

**Motion:** To approve minutes of the June 18, 2020, regular meeting as presented

Made by: Ed Sbordone

Seconded by: Kimberly LaTourette

**Recording of vote:** All in favor

### III. INFORMATION ITEMS

### A. Summary of Budget vs. Projected Year-End Expenditure/ Encumbrances Report for FY 2019-20

The report is pretty close to final, and the BOE expects to have a surplus from last school year from various expenditures. A majority of savings came from subs, utilities and transportation. We worked with each of the schools to determine the surplus. There are significant unexpected expenditures that will need to be spent to prepare for re-opening. The BOF allocated 100% for the non-lapsing account to cover COVID expenses, and the rest would go to capital plan. We will follow up with BOF again as well. We are looking at that money to help us meet the needs of our students.

Technology-6500 accounts - We are anticipating arrival of Chromebooks, which should arrive on time before the start of the school year.

Unemployment Cost – We are working with Department of Labor to clarify charges made to the board, and we have an outstanding invoice waiting for that. We paid all of our daily employees every day. Our subs did qualify for unemployment, and we will be responsible for those charges.

### B. FY 2019-20 Budget Transfers

The board authorized Dr. Sanzo to make transfers for COVID and report back. We will be asking later for the same authorization to extend into 2021. All transfers were related to the office opening, as well as making sure we were prepared for the Extended School Year. Three transfers totaling about \$40,000 were for PPE, Plexiglas, & Building and Grounds.

**C. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2020-21 at July 31, 2020**

It is very early in the fiscal year and there is not much to tell yet. We are transitioning to the new financial system and it is going smoothly so far, but we are still working on encumbering everything. We have not encumbered our transportation yet. One negative balance is our initial PPE order - medical supplies. We received that earlier this week, including disposable masks as

back-ups for students and staff, face shields, gowns, N95 masks, and higher level 3 disposable masks. (We did not mandate a specific mask, and we want families to pick the most comfortable for their students.) This was an estimate for the first 60 days of school. We do not know how long this will actually last for. Our school nurses will be keeping track of how quickly we go through these supplies and ordering new PPE. We did receive approval for a grant of about \$200,000 and this will help cover these costs.

#### **D. Budget Considerations for NFPS Reopening Plan**

Dr. Sanzo and Dr. Cosentino needed to submit to the state what our re-opening expenditures would be, including academic and student support, payroll and non-payroll. It is too early to estimate our PPE needs and we will be able to refine them further once school begins. We may need to hire additional staff. Pat has been trying to come up with different child care solutions for staff members who have children home whose schools are doing the hybrid model. Any member who needs to take leave to care for a child due to COVID will be able to take a leave and receive 2/3 of their pay. We do not have any staff members needing this yet.

Payroll – We are working with Phil to increase our custodians in the schools during the day and we don't know how long we will actually be open. We do not want to take too many on board if they will not be needed, and we will pay them overtime.

Substitute Nurse- We can't afford to have them.

Cafeteria Aides - K-8 lunch is in the classrooms, and an adult is needed at those times.

First Student – We are trying to find bus monitors to ride the bus in the morning or afternoon. It has been a challenge. These monitors can do one or the other or both for a minimum of first 4 weeks of school.

Non-payroll - Following state guidance of not sharing supplies and materials, we purchased additional supplies to limit amount of sharing.

PPE order, additional cleaner, hand sanitizer stations, ventilation systems - We need to run them at full capacity 2 hours before school to an hour after custodians leave, which is twice as long. We are unsure of the cost, but we are estimating a 50% increase.

Food Service - Within the food service account, we may have less revenue, harder to cover expenses, but we can supplement if needed.

Technology - Identifying software to run Room and Zoom and support remote learning is approximately \$100,000.

Disinfecting after our morning and afternoon bus runs - Bus drivers will be wiping down handles and tops of bus seats in between each run - \$25,000.

We will be relying on surplus for unplanned expenses.

#### **E. Google Vault Reconciliation - April 1, 2020-June 30, 2020**

There were two appropriate accesses, one for FOIA and one for a report for this meeting.

### **IV. ACTION ITEMS**

#### **A. NFPS Reopening Budget Transfers**

This will allow us to make decisions quickly related to PPE and the information will be shared. Checks and balances are in place.

**MOTION:** Ed Sbordone made a motion to bring to the full Board for approval to authorize the Director of Business and Operations to make line item transfers to the 2020-21 education budget as may be necessary to meet the needs of the district during the COVID-19 pandemic and that a report of such transfers made under this authority be presented to the Board of Education by Business Operations/Resource Management Subcommittee on a quarterly basis. Greg Flanagan seconded the motion. **Recording of vote:** All in favor.

**V. OTHER -** none

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

Seconded by: Greg Flanagan  
Meeting adjourned at: 6:53 p.m.