

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

Name of Subcommittee: BO/RM Meeting type: Regular  
Date of Meeting: 9/17/20 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:  
Meeting Access: BO/RM Subcommittee (9/17 at 6:00 p.m.)  
Web: <https://zoom.us/j/92335587577> Dial In: (929) 205-6099 Meeting ID: 923 3558 7577

**Meeting called to order:** at 6:02 p.m.

**II. Approval of Minutes**

A. August 20, 2020 – Regular

**Motion:** To approve minutes of the August 20, 2020, regular meeting as presented/revise

Made by: Kimberly LaTourette

Seconded by: Greg Flanagan

Rich Sanzo made the following revision – The BOE has *requested* that BOF allocate 100%...

Ed Sbordone made a motion to approve revision to the motion, seconded by Greg Flanagan.

**Recording of vote:** All in favor

**III. INFORMATION ITEMS**

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

There is not much to report in first two months of school. A number of expenses are either not fully encumbered or are not fully realized. COVID-19 expenses/encumbrances are not really reflected on this report since it is through August 31, 2020. We are a bit lower than we were this time last year. Transportation is now fully encumbered. We are waiting to see how many buses we are running. Henry Abbott Tech is remote until the end of this month. We have not met a full agreement with First Student about providing transportation to Abbott Tech. We are seeking CSDE advice to determine the degree to which it would apply to this situation. We have a bus run to the Magnet School that is not currently in.

There is nothing of any tremendous concern on this report. There is a \$60,000 deficit in PPS, and \$80,000 in PPE was purchased. It may last longer than the anticipated 60 days. A majority of students and staff are wearing their own masks, so they do not need to be replaced as often. This expense may be covered by a relief fund that will be discussed later.

**B. Updated Budget Considerations for NFPS Reopening Plan**

These numbers will continue to change each month and this committee will continue to be updated. This report was shared with BOF last night.

Some of the largest areas changed since last month are in the following three areas:

Payroll - We did not have a number last month for academic payroll. We were still working on accommodating staff (ADA). We have 2 teachers out on leave at this point and have had to hire those positions. These teachers are on paid leave because of their situation. They would not have been on leave if it were not for COVID-19. Paras are being filled in for those on leave for

COVID-19 as well as student need. The extended time away from school has been challenging for some students to return.

Non-payroll Expenses - Some students either had attended New Fairfield or were in an outplacement setting at the beginning of the pandemic and may continue to be out-placed or need to go to a more intense setting, costing more money for that program. Transportation may be more as well.

Transportation - We have had a relatively low number of students on the buses. Monitors are on a handful of our buses.

Corona Virus Relief Funds - We are scheduled to receive \$500,000. The state has released those allocations to us, but not the details about how to access those funds. We are seeking further clarification from the state on allowable allocations, and we are also seeking clarification about the "different buckets" we can use allocations on. The state has allocated more for transportation than needed, but not enough in other "buckets." We are asking for some flexibility to meet our needs as our needs change in our district. We are hoping to be able to use the funds where we most need them, for example, technology, academic, or building and cleaning.

The Board of Finance seemed receptive for us to receive 100% of our surplus, and it will be on the agenda for October 21<sup>st</sup>. Rich encouraged any BOE members to attend if they could. They would allocate it to a non-lapsing account for COVID-19 and Special Education.

FEMA reimbursement is something that Maria Evans will help us look into.

We do have a deficit estimated, with lots of moving factors that we are monitoring.

First utility bills will not arrive until this month, so we can compare to last year at our next meeting. Discussion about using grant money for utilities took place.

**C. School Lunch Program Waiver** - A letter was sent home to families last week. We sent for and received a waiver to provide free breakfast and lunch through December 31<sup>st</sup> (or until funds run out) for all children under 18 years old. Food Services has seen an uptick of families purchasing meals. It is for any children in town, not just the ones that are registered in our schools. We did not want our food services to run a deficit due to running this program. In a normal year, Aramark is charged with breaking even. We served 8,020 meals in all four schools during January last year. We receive reimbursement for free or reduced meals for families/students who qualify. They either do not pay or pay a reduced price. Including the total meal count, we generated revenue of over \$30,000. Kaycee Czyzak looked at what would happen if we did not receive the revenue if everyone received free meals...comparable numbers (about \$700). This is not enough to worry about, and it was worth providing the meals to kids. We may actually increase the meal count. Kaycee does a great job at keeping our cost minimal while providing meals. The menus will be changing now, and we may see more students/children getting meals. This is a great opportunity for our community and will not be at an added cost to the district.

**IV. ACTION ITEMS** - none

**V. OTHER** - none

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

Seconded by: Greg Flanagan  
Meeting adjourned at: 6:39 p.m.