



MEMORANDUM

New Fairfield Public Schools

TO: Board of Education
CC: Dr. Patricia Cosentino, Superintendent of Schools
FROM: Dr. Richard J. Sanzo, Director of Business and Operations
DATE: May 14, 2020
RE: End of Year Budget Transfers

Background:

As we approach the final six weeks of the fiscal year, I am estimating that the Board of Education operating budget will end with a surplus of approximately \$300,000-\$350,000. While this projection will continue to be refined over the next several weeks, our potential expenses through the end of the fiscal year (i.e. technology, unemployment, personal protective equipment) do not currently align with the line items in which we are experiencing a surplus (i.e. athletics, transportation, substitutes).

Additionally, as we begin to develop various scenarios for the reopening of schools in the fall, in addition to ESY this summer, we are building our understanding of the need for goods including, but not limited to, Chromebooks, personal protective equipment, and cleaning supplies. These items are currently experiencing or are likely to experience supply chain constraints that may limit our ability to procure these items at a reasonable price, or at all.

It is our intention to maintain as much of our surplus as possible. Given recent discussion by the Board of Finance, it is likely that there will be support for 100% of our final surplus to be appropriated into our non-lapsing account for unanticipated COVID-19 and special education expenses. However, it is also critical that we have the near-term flexibility to proactively purchase goods that will help us be better prepared for the safe reopening of schools as well as the potential continuation of distance learning for an extended duration.

To aid us in responding quickly and proactively as reopening plans are developed and guidance is released, I am requesting that you authorize line item transfers to support spending as is required to respond to the COVID-19 pandemic.

Action Requested:

That the Board of Education make a motion to authorize the Director of Business and Operations to make line item transfers to the 2019-2020 education budget as may be necessary to cover expenses related to the COVID-19 pandemic and that a report of such transfers made under this authority be presented to the Board of Education at the conclusion of the fiscal year.