

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

Name of Subcommittee: BO/RM

Meeting type: Regular

Date of Meeting: 5/21/20

Members present: Dominic Cipollone, Greg Flanagan, Kimberly LaTourette, Ed Sbordone

Members absent:

Other attendees: Patricia Cosentino, Rich Sanzo, Rick Regan

Minutes submitted by: Kimberly LaTourette

Meeting Access: BO/RM Subcommittee (5/21 at 6:00 p.m.)

Web: <https://zoom.us/j/91002855051>

Dial In: (929) 205-6099 Meeting ID: 910 0285 5051

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

II. Approval of Minutes

A. April 21, 2020 – Regular

Motion: To approve minutes of the April 21, 2020, regular meeting as presented

Made by: Ed Sbordone

Seconded by: Dominic Cipollone

Recording of vote: All in favor

III. Information Items

A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2019-20 at April 30, 2020

As of April 30th, there are no concerns financially, and we should end year in a positive position. 86.3% committed as compared to 78% in prior years. Payroll is 78.8%, compared to 74% in prior years. We had to add additional staffing that have continued through distance learning.

SPED - Money was transferred in, transportation cost, nothing of significance with payroll.

Athletics - Deficits on paper. Gate receipts and participation fees have not been credited yet. The lack of a spring athletic season will bring it more in the positive. \$45,000 participation fees (\$20,000 under budget if we didn't have savings of official fees and such), \$10,000 gate fees.

End of Year "Forecast" Update -

We settled with the bus company. A credit will be returned to us.

Athletics – We had suggested that we have a \$60,000 surplus, estimating we will have an \$85,000 surplus (no transportation, official fees).

District Wide Benefits/Insurance - Thought we would have a deficit- unemployment, security guard, other expenses as well.

Legal – It is where we thought it would be, and we will continue to refine projection.

Technology – Chromebooks – We took advantage of a regional bid to purchase chromebooks ahead of schedule due to future pricing and supply - replacements and looking at CONS needs (touchscreen). This is now showing a deficit because of those purchases due to COVID-19.

Transportation – We have to continue to pay the bus company, We negotiated and settled that we will pay 80% daily rate (lower end of where other districts are settling). We will have some credits coming back because of SPED transportation.

Utilities - Minimum diesel usage, electricity, fuel oil - \$125,000 surplus.

Payroll - \$130,000 surplus (no overtime and such).

B. Updated Summary of Budget vs. Projected Year-End Expenditure/ Encumbrances Report for FY 2019-20 - Discussion – See above.

IV. ACTION ITEMS

A. FY 2019-20 End of Year Budget Transfers

Typically, specific line item transfers are brought to the Board for approval. Dr. Sanzo is requesting that the Board provide some flexibility to transfer within line items to take advantage of pricing opportunities or respond to guidance from the state that requires different purchases (PPE, facility modifications, ESY changes, etc.), then report to the Board. Dr. Sanzo wants to be transparent, but needs the flexibility to apply funds where they are needed day to day.

Motion: To bring Dr. Sanzo's letter dated May 14, 2020, regarding budget transfers to the full Board for approval

Made by: Ed Sbordone

Seconded by: Dominic Cipollone

Recording of vote: All in favor

V. OTHER -

Rick Regan asked about the Google Vault. The CAGE journal mentioned a best practice clearinghouse. Dr. Cosentino and Dr. Sanzo had talked about it and CAGE will be contacted. The Mill Rate is down two decimal places. This could have been a rounding error of \$8000. Rick wanted to know if there is a line item to account for that and Ed did not think that there was. Ed Sbordone brought up the CARES Act. Dr. Sanzo was on a conference call with the state. There are different funding vehicles. Ninety nine million dollars will be distributed to districts with the Title 1 formula. Our district is expected to receive over \$200,000. The application will be available next week, and we will be asked to provide a high level estimate of how we expect to use the funds. The money is expected to be spent on costs that we would not normally have (staff, technology, curriculum materials for distance learning, PPE, facility modifications, etc.). Within 60 days of the application, we will file a supplemental application of how we will use the funds.

It was asked if all of the paras are engaged equally. Dr. Cosentino said they may not be, but under the administrators' and Katherine's/Melissa's directives, they are involved in small groups, Zooms, read alouds. March 13-June 12 is considered an "emergency" situation and everyone is doing a good job; however, in planning for the fall, it is no longer an emergency situation and we will have to look at all of the staff members and make sure everyone is working and attached to a class or student.

Dr. Cosentino said that a couple of months ago, Dr. Sanzo was recognized as a shining star. Congratulation to Dr. Sanzo!

Motion to adjourn: Made by: Greg Flanagan

Seconded by: Dominic Cipollone

Recording of vote: Aye – Unanimous

Meeting adjourned at: 6:40 p.m.