

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

Name of Subcommittee: BO/RM  
Date of Meeting: 11/21/19  
Minutes submitted by: Kathy Baker  
Members present: Kathy Baker, Greg Flanagan, Ed Sbordone, Stephanie Strazza  
Members absent:  
Other attendees: Rich Sanzo, Rick Regan

Meeting type: Regular  
Place of Meeting: NF Community Room

**Meeting called to order:** at 6:00 p.m.

**II. Approval of Minutes**

A. October 17, 2019 – Regular

**Motion:** To approve minutes of the October 17, 2019, regular meeting as presented

Made by: Ed Sbordone

Seconded by: Greg Flanagan

**Recording of vote:** All in favor

**III. Action Items - none**

**IV. Information Items**

A. Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2019-20  
at October 31, 2019 - The payroll budget is tight and it will be monitored closely.

The Special Ed budget will be closely monitored, as we have had several high need students enter the district. We are aiming to have a better idea and report by the February meeting. Many expenses have been encumbered versus prior years.

B. Google Vault Reconciliation - July 1, 2019 – September 30, 2019 – Three accesses were noted - one FERPA and two lost documents. All of the proper procedures were followed and all things were matched. The committee talked about pushing this out as a best practice.

**V. Other - Lead Testing at Consolidated -** One tap tested above the level. A filter was installed, the tap was retested and the results were within limits.

New buses should be in place by January, as they needed to add a diesel exhaust fluid system.

**Motion to adjourn:** Made by: Kathy Baker

Seconded by:

Recording of vote: Aye – Unanimous

Meeting adjourned at: 6:37 p.m.