

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

Name of Subcommittee: BO/RM Meeting type: Regular
Date of Meeting: 5/16/24 Minutes submitted by: K. LaTourette
Members present: Greg Flanagan, Amy Johnson, Ed Sbordone, Kim LaTourette
Members absent:
Other attendees: Ken Craw, Carrie DePuy, Sue Huwer
Place of meeting: Meeting Access: BO/RM Subcommittee (5/16/24 at 6 p.m.) Web:
https://zoom.us/j/94836905782 Dial In: (929) 205-6099 Meeting ID: 948 3690 5782

Meeting called to order: 6 p.m.

II. Approval of Minutes

A. April 30, 2024 – Special – Approved by consensus

III. INFORMATION ITEMS

A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2023-24 at April 30, 2024 - Carrie DePuy spoke about our encumbrances; we have almost 6.6 million that will be expended. Our operating is mostly contracted services, SPED, transportation, and utilities. We still have a lot to spend in this last month, and this is mostly due to payroll. The contracted services will continue to change, and we are still using some outside services. We are still projecting a \$48,000 surplus as of right now.

B. Field and Track Replacement Update - Field Fees met on the May 13th and the timeline was reviewed. A quote from Sprinturf was presented. This was lower than we had expected. The Field Fees Committee plans on having their next meeting with Sprinturf to answer any questions and to see how long this bid amount is good for. We do not have a chance to complete the track and field this summer because of how the referendum has progressed. This is still good news to have a lower quote. Field Fees will discuss doing the lighting for the field as well.

C. Elementary School Structure - Carrie has been researching the financial impact with CONS and MHHS merging into one school. There will not be an impact on any grants. There may be an impact on curriculum, and that will come through that subcommittee. There will be some costs for some signage and "rebranding." Food Services already files under one because we share a cafeteria. Dr. Craw suggested that every committee look at this to cover all angles. Allyson Story will be holding focus groups with staff, parents, and the administration is hoping to present more information at our June meeting.

D. Human Resources Department - Dr. Craw mentioned again that Kara Mehler will be retiring and there is a sense of urgency to look at this department. HR has changed considerably since Kara has held that position - background checks, policies, state legislation, compliance with FMLA, ADA, Title 9... The Board will be looking at this position and the salary moving forward, trying to stay as revenue neutral as possible. We will begin looking at and meeting with some candidates as early as next week. Dr. Craw has also spoken to Melissa Lindsey. It is her preference to have an HR person for the town, separate from the school organization. We would like to have someone with school experience. Amy asked about other shared services with the town. Olga, the Finance Director for the town, is also a shared service. The BOE currently pays 50% of her salary, although the majority of her responsibilities often fall

within the town. Ed mentioned that the BOE should be involved in the hiring process for those positions because we do pay half of their salary.

E. Propane Update - On Friday, specialists were on site for sampling. They all yielded acceptable levels at the tanks. They sent liquid samples out and have not received the results yet. It appears then that the tanks are ok. Propane is still not on in the building. Billie Jo Watson, our food service director, has been amazing with getting hot lunches out to the students. The issue that we dealt with on Monday was not the propane. There is no leak.

IV. ACTION ITEMS – None

V. OTHER - We will try to plan a meeting for June - everyone agreed that it was needed.

VI. ADJOURNMENT

Motion to adjourn: Made by: Greg Flanagan
Recording of vote: Aye – Unanimous

Seconded by: Kim LaTourette
Meeting adjourned at: 6:30 p.m.