BUSINESS OPERATION, NEW FAIRFIELD, CT Business Operations/Resource Management Subcommittee Meeting

Name of Subcommittee: BO/RM Meeting type: Regular

Date of Meeting: 1/21/20 Place of Meeting: NF Community Room

Minutes submitted by: Kimberly LaTourette

Members present: Greg Flanagan, Kimberly LaTourette, Ed Sbordone

Members absent: Dominic Cipollone

Other attendees: Patricia Cosentino, Rich Sanzo, Rick Regan

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

II. Approval of Minutes

A. December 19, 2019 - Regular

Motion: To approve minutes of the December 19, 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. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2019-20 at December 31, 2019

At the end of October, 56% is committed, compared to 49% in prior year. This does not compare much because we are looking to encumber higher amounts earlier in the year. We have a partial budget freeze as well. Payroll is at 43%, and last year was 42%. We had greater turnover in prior years. We are expecting payroll to be at \$70,000 overage, as we had a recent resignation. The following areas were discussed:

Special Ed - Does not fully capture all of the costs that are projected for year end. We are anticipating certain funds to be expended. The 8006 series and 6400 account (HR services - contracted nurses - student needs a LPN each day, added to Special Education due to it being a reimbursable item). We have a few students that may be out-placed.

Ed Advance is improving...one route we are hoping we can work in, so we may save some money there:

Central Office - 6200 in negative - building project mailer;

Athletics in negative - yet to receive from the HS the gate receipts, about \$12,000 and pay-to-participate fee.

We are capping the building budgets at 80% right now. The High School is slightly over. We will receive the Perkins Grant (it is delayed, but we will be getting it).

- B. Quarterly Summary of Budget vs. Projected Year-End Expenditure/Encumbrances Report for FY 2019-20 at December 31, 2019 The quarterly report was reviewed. It is a tight budget and is being managed, not projected to overspend.
- C. Google Vault Reconciliation October 1, 2019 December 31, 2019 There were five accesses of Google Vault, and all were appropriate and verified. We will ask Dr. Fildes if this is a unique process in this area, and if it is, we may showcase what we are doing in the CABE Journal. This report is for September through December.

V. Other - The Board of Finance met last Wednesday, reviewed the surplus, and allocated 50% of surplus (approximately \$104,000).

Capital projects that we are no longer going to pursue are moved to a "holding" category. New Fairfield Middle School Capital Improvements are not included in the amount above. The RZ Design for HVAC to replace original AC in cafeteria is estimated at \$235,000. The surplus and holding account will fund that.

Dr. Sanzo and Phil Ross are working on a new capital improvement plan. They are looking at a sample for projects, funds, priorities, explanations for each project, how estimates are derived, and will show where money is set aside before the project includes drawings/designs and costs. The current high school cafeteria may be an alternate bid project to turn into central offices.

Motion to adjourn: Made by: Ed Sbordone Seconded by: Greg Flanagan Recording of vote: Aye – Unanimous Meeting adjourned at: 6:24 p.m.