

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

Name of Subcommittee: BO/RM Meeting type: Regular  
Date of Meeting: 2/18/21 Minutes submitted by: K. LaTourette  
Members present: Dominic Cipollone, Greg Flanagan, Kimberly LaTourette, Ed Sbordone  
Members absent:  
Other attendees: Patricia Cosentino, Rich Sanzo, Mark Werner (BOF)  
Place of meeting: BO/RM Subcommittee (2/18/21 at 6:00 p.m.)  
Web: <https://zoom.us/j/99411810144> Dial In: (929) 205-6099 Meeting ID: 994 1181 0144

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

**II. Approval of Minutes**

A. January 21, 2021 – Regular

**Motion:** To approve minutes of the January 21, 2021, regular meeting as presented

Made by: Ed Sbordone

Seconded by: Greg Flanagan

**Recording of vote:** All in favor

**III. INFORMATION ITEMS**

**A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2020-21 at January 31, 2021**

The budget is about 60% expended/encumbered. The discussion moved on to the next summary.

**B. Summary of Budget vs. Projected Year-End Expenditure/ Encumbrances Report for FY 2020-21 at January 31, 2021**

We are moving in the right direction overall, but we are monitoring certain areas. There is a deficit for the year due to COVID and SPED expenditures, but we are moving in the right direction. The deficit is now projected to be about \$484,000 at the end of the school year. Through the surplus from BOF, we will be able to fully cover that deficit.

School Lunch Program – This program continues to run a deficit. We are working on getting information out on PTO pages and through each school. The challenge with the lunch program is that it is counterintuitive. By students taking free lunches, it is actually helping our schools and community. People may think that it may not be. We are working on promoting students taking meals. An idea at the HS is an after-school snack before athletic practice. Dr. Sanzo will be meeting with Aramark in early March and a \$50,000 deficit is projected.

Staffing - We have been able to apply grant funding to some of our personnel expenses. This has brought payroll down.

SPED Services - Monitoring closely. Dr. Sanzo and Katherine Matz are working closely together to monitor student needs and services. The pandemic is adding to additional cost for out placement that may not have been anticipated. We have more external evaluations occurring.

COVID Ventilation on Utility Usage - This had been difficult to gauge due to different periods of remote learning and the winter. HS utility bill (all electrically heated) - last year our usage was greater. We are projecting \$150,000 deficit.

Bus Services – We received our invoice for the second half bus usage, and we are waiting for a credit for the days we have been on remote learning.

Athletics - Mark Ottusch and Dr. Sanzo are having ongoing conversations. We don't have gate receipts, but we are saving on officials and transportation due to the shortened seasons. They will meet again at the end of the winter season. We may then have a better idea of what the spring season may look like.

### **C. School Lunch Fund**

If the Board can help spread the information that ordering the meals will help the district, that would be great. Every meal that we are able to provide to students helps decrease our deficit.

### **D. ESSER II Grant**

This is preliminary information that we wanted to bring to the subcommittee and then the full board. This grant should be available for us to file on March 1st and we will have about a month to file. It is for \$900,000 to help with COVID relief and recovery until 2023.

Dr. Cosentino, Dr. Sanzo and other administrators met yesterday to discuss how to utilize these funds to offset next year's BOE budget proposal.

We know that students will have some SE needs. We have the math program in there to help with the achievement gap and updated the F&P reading kits. We have spoken about the instructional software that teachers have latched onto. We have an increase in our budget because we would like to keep some of those programs. This grant may help fund one of the math interventionists and math software. We will need to be mindful that if we fund that with a grant, if we want to continue with it, it will become part of the operating budget. We may be able to replenish the capital reserve. This grant can help pay for the upgrades, even retroactive.

We also started to discuss what our additional student needs may be. The mental health needs were discussed. We see an opportunity to bring back the .8 counselor. This is not due to enrollment, but to help with mental health, for a year. This position would not be moved back into the operating budget. Looking at the RTI for our social/emotional side, perhaps a psychologist or social worker will focus on the counseling aspect of that position.

Julie Luby and Alyce Misuraca have started asking the administrators what we could provide over the summer for our students. These funds may be utilized if needed. Our administrative team is working on parent workshops.

Dom Cipollone suggested offering an enrichment piece as well. He also mentioned post-pandemic teaching and offering PD for our teachers. Greg Flanagan agreed. Greg also mentioned holding this in our back pocket so that we can fall back on this. Rich said that this is an early conversation for us. He recommends continuing to present to the BOF the budget we approved, then see what cuts BOF may request. Dr. Cosentino mentioned that this money is public, and we want to be transparent, present our current budget, and then see what reductions we need to make.

## **IV. ACTION ITEMS**

### **A. BOF Pension and Bonding Subcommittee Recommendations**

Mark Werner, member of the BOF, formed a subcommittee to look more closely at the pension process. They have looked at pension documents, oversight process, benefits, and statuses. The BOE has a pension plan for all our non-certified staff (secretaries, custodians, paras, one administrator). Dr. Sanzo, Dr. Cosentino, Pat Del Monaco, Ed Sbordone and the finance advisor have been meeting. We have been good stewards of our pension funds, but we need to tighten up paperwork with our oversight. In a review of prior documents, they have been signed by our former treasurer and former Superintendent. The BOE should delegate who will sign these documents moving forward. They would like our Town Treasurer to have that authority short term. Long term it may be wise to revisit the pension board and ordinance be changed so that BOE has a representative on that commission. Mark Werner gave a brief explanation as well.

**Motion:** Made by: Ed Sbordone

**Seconded by:** Greg Flanagan

To bring to the full board the recommendation that the Treasurer of the Town of New Fairfield, as a member of the Pension Commission, be authorized to sign pension plan documents on behalf of the Board of Education.

**Recording of vote:** Aye – Unanimous

## **V. OTHER**

The February 17<sup>th</sup> Policy Subcommittee meeting was not recorded. Nothing was decided about the tuition and that policy will be on the agenda at the next meeting. Minutes were taken.

**Motion to adjourn:** Made by: Ed Sbordone  
Recording of vote: Aye – Unanimous

Seconded by: Dominic Cipollone  
Meeting adjourned at: 6:48 p.m.