

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

Name of Subcommittee: BO/RM Meeting type: Regular  
Date of Meeting: 4/27/22 Minutes submitted by: K. LaTourette  
Members present: Greg Flanagan, Amy Johnson, Kim LaTourette, Ed Sbordone  
Members absent:  
Other attendees: Rich Sanzo, Dominic Cipollone  
Place of meeting: Meeting Access: BO/RM Subcommittee (4/27/22 at 6:00 p.m.)  
Web:https://zoom.us/j/97880162517 Dial In: (929) 205-6099 Meeting ID: 978 8016 2517

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

**II. Approval of Minutes**

- A. March 17, 2022 – Regular – approved by consensus

**III. INFORMATION ITEMS**

**A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2021-22 at March 31, 2022** - Dr. Sanzo reported that we are trending a little higher than in the past, but this is not surprising. We are still waiting for gate receipts and fees to be credited, and they will be finalized shortly. We will receive the Magnet School transportation grant at the end of the year. The ESSER II grant will fund the remainder of the Bridges program.

**B. Quarterly Summary of Budget vs. Projected Year-End Expenditure/ Encumbrances Report for FY 2021-22 March 31, 2022** – Dr. Sanzo reviewed everything that has changed from the last report. The cost of the Superintendent search is resulting in a change for the BOE line. That can be funded through Human Resources and unemployment. The High School has closed some encumbrances.

Athletics changed slightly after closing out the winter season. Transportation was \$6000-\$7000 less than we had anticipated. We did have an unanticipated expenditure with the pole vault mat that had been damaged by mice and a new one needed to be purchased. It cost about \$5000 and was covered by the savings in transportation.

The largest change is in the curriculum line - the anticipated refund due to the Envision math program that was purchased with operating funds. That will come back as a credit and the refund can be credited in this fiscal year's account.

Buildings and Grounds is about \$10,000 less than anticipated. Some repairs have come up that were unexpected - sprinklers, sewer.

We had an increase in the evaluation deficit for Special Education, and this will be updated for next month's meeting. Hopefully, these numbers trend favorably now. We are waiting to see what happens with the outplacements. For example, a student may have started at the start of this month, but has not yet. We are looking at a little more than a \$100,000 deficit right now. We have a few different choices to cover this deficit - IDEA funds, extra funds due to added expense for Special Education costs.

Board members agreed that this shows some improvement from last month's report. There was some discussion about the different grants the district receives and how the funds can be used.

**C. Google Vault Reconciliation – January 1, 2022 – March 31, 2022**

There were a handful of reasons to access. All were appropriate and with multiple individuals - FERPA requests, FOIA requests, and helping an administrator find an email that was lost.

#### **D. Food Service and Copier Contracts**

Food Service Contract - The Food Service contract is out to bid. This happens every 5 years under USDA regulations. There was a mandatory bid walkthrough today and three companies attended. The following were reviewed: menus, the overall experience, how students, staff, and community members will be involved, how they will take advantage of the farm-to-table program and run the lunch program. A contract will need to be approved, then brought to this committee and then to the full board. We will need a new contract in place by July 2022. We will be returning to a purchase-your-meals program again.

Copier Contract - Over the past couple of months, the administration has talked to the teachers about the quality of our copiers. They break often, and this makes it more difficult to make materials for their students. The contract is up early next year. We have identified some issues with our current contract. We are looking at higher quality copiers with more durability that can meet the needs of our staff without breaking down. The cost of new copiers will either be neutral or result in savings.

#### **IV. ACTION ITEMS -**

##### **A. Quarterly FY 2021-22 Budget Transfers**

The majority of the transfers are to help out with Special Education. The source of funds comes from pandemic related items - field trips that did not happen, not purchasing materials. Athletic transportation and officials' charges, less copies, superintendent search, charging proper accounts for software are some transfers made.

**Motion:** To bring the quarterly FY 2021-22 budget transfers to the full Board as presented

Made by: Ed Sbordone

Seconded by: Kim LaTourette

**Recording of vote:** All in favor

**V. OTHER** – Ed Sbordone mentioned bringing all of this information to the BOF. Rich sends it to Thora Perkins and Mark Bennison. No BOF members attended tonight.

**Motion to adjourn:** Made by: Ed Sbordone

Seconded by: Kim LaTourette

Recording of vote: Aye – Unanimous

Meeting adjourned at: 6:59 p.m.