



MEMORANDUM

New Fairfield Public Schools

TO: Board of Education
CC: Dr. Patricia Cosentino, Superintendent of Schools
FROM: Dr. Richard J. Sanzo, Director of Business and Operations
DATE: August 20, 2020
RE: COVID-19 Related Budget Transfers

Background:

In May 2020, the Board of Education authorized me to make transfers that were necessary to respond to needs related to the COVID-19 pandemic. Under this authority, FY20 transfers were made in order to prepare for the safe reopening of offices as well as in-person extended school year services.

The same supply chain challenges that existed in the spring continue to exist at the present time. Items such as personal protective equipment, cleaning supplies, and technology hardware continue to experience supply chain constraints that limit our ability to procure these items quickly and at a reasonable price. Additionally, based on the current estimated budget implications for COVID-19, there is a need to reallocate payroll funding to align with certified staff changes made to lower class sizes as well fund additional cafeteria aides, custodial overtime and nurses.

As during the period of school closure, it is critical that the district have the flexibility to hire staff, purchase goods, and procure services to help ensure the safe reopening of schools as well as prepare for potential hybrid learning and remote learning scenarios.

To aid us in responding quickly and proactively throughout this school year, I am requesting that you reauthorize line item transfers to support spending as is required to meet student and staff needs during the COVID-19 pandemic.

Action Requested:

That the Board of Education make a motion to authorize the Director of Business and Operations to make line item transfers to the 2020-2021 education budget as may be necessary to meet the needs of the district during the COVID-19 pandemic and that a report of such transfers made under this authority be presented to the Board of Education Business Operations / Resource Management Subcommittee on a quarterly basis.