

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

Name of Subcommittee: BO/RM Meeting type: Regular
Date of Meeting: 4/21/20
Members present: Dominic Cipollone, Greg Flanagan, Kimberly LaTourette, Ed Sbordone
Members absent:
Other attendees: Patricia Cosentino, Rich Sanzo, Rick Regan
Minutes submitted by: Kimberly LaTourette
Meeting Access: BOE BO/RM Subcommittee (4/21 at 6 p.m.)
Web: <https://zoom.us/j/91375219809>
Dial In: (929) 205-6099 Meeting ID: 913 7521 9809

Meeting called to order: at 6:02 p.m.

II. Approval of Minutes

A. March 19, 2020 – Regular

Motion: To approve minutes of the March 19, 2020, regular meeting as presented

Made by: Ed Sbordone

Seconded by: Kimberly LaTourette

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 March 31, 2020

Dr. Sanzo stated that the operating budgets are in the 70% range. Special Education was adjusted to provide LPN service, out-placements and services. Overall, after all transfers are made, it is still running under what is allocated.

Non-payroll Accounts - nothing in particular to note. There is a slight deficit to the Human Resources line (hired a retirement consultant).

Deficit in Athletics – At this point, gate receipts or participation fees have not been credited. The amount will equate to fall and winter seasons. Spring season was not accounted for. We have a true balance of \$26,000 in that account.

There are no other concerns with other accounts. Dr. Cosentino joined in by phone.

B. Quarterly Summary of Budget vs. Projected Year-End Expenditure/ Encumbrances Report for FY 2019-20 at March 31, 2020

We are trying to project where our year-end balance will be, and we are going to assume that school will be closed for the remainder of the year, although we are not sure.

Costs for supplies, postage, etc. per school will be minor for each school. There is nothing out of the ordinary concerning our projection for an ending balance. We may end up with some larger balances in school accounts than we would have.

Athletics - There may be savings in transportation and official costs if there is not a spring season. \$60,000 is the projected surplus.

We may have a deficit in district wide accounts.

FICA Account - Additional staff were hired throughout the year based on specific needs.

Unemployment Costs - Daily subs, but that depends on how much they work within the district.

Department of Labor is processing a large number of claims. We are self-insured and pay the

amount to the state as it is due. We are waiting on invoices. Dr. Sanzo plans to update the board next month as well to refine projections.

Central Office – There are legal expenditures to deal with executive orders and negotiations with bargaining units. We have been dealing with the legal team more. Their billing runs about a month behind, so we are unsure of what their costs will be right now.

Technology - Karen Fildes has done an incredible job with distance learning. Software companies have been great adding additional licensing. An example of where we had additional expenditures is Zoom. Some chrome books have been failing, so we are looking in to purchasing more.

Chrome books may not all be received back in the same condition that they were handed out.

Transportation - Ongoing negotiations require districts to negotiate with contract providers about salaries, fleet costs, etc. We are looking to receive a credit back for this fiscal year. Somewhere between 10-20% per day is credited back to the school. The board pays the diesel cost for buses and they are not running, so there will be some savings.

Energy - Schools are set on a certain temperature. We are using less heat, oil, electricity, and some savings are anticipated.

Non-payroll - Approximately a \$200,000 non-payroll surplus is anticipated.

Special Education – We are not anticipating much savings. There may be savings in transportation for special education placements. EdAdvance is charging 30% of our daily cost to cover labor costs, keeping drivers employed in case we return to school.

Payroll – There may be a \$100,000 surplus; we are not paying subs. Overtime is not occurring as often.

We anticipate an approximate \$300,000 surplus overall. The BOE will be updated each month.

Dr. Sanzo mentioned that he is concerned about the financial impact we will have to meet the needs of students once they return to school. It is hard to predict what the impact of those additional services will be. Katherine Matz and Dr. Sanzo tried to project what those needs may be. They took the ESY budget for next year and doubled it, considered the cost of out-placed students, estimated one month of tuition for a potential cost. The estimate is \$300,000 - \$350,000 that is not in our budget for next year. We have a non-lapsing fund which is restricted for capital expenditures. Some districts have some of that restricted for special education expenditures.

Surplus could be restricted for SPED expenditures for next year. Dr. Sanzo would like the BOE's thoughts, as well as the BOF. Pat suggested making this a "one year" deal. Rich is thinking about doing a more formal request at a May meeting once it can be more specific.

C. Google Vault Reconciliation January 1, 2020 - March 31, 2020 - No problems reported.

V. OTHER - none

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

Seconded by: Greg Flanagan
Meeting adjourned at: 6:47 p.m.