

Business Operations/Resource Management Subcommittee Meeting

Tuesday, September 21, 2021 6:00 PM

Meeting Access: BO/RM Subcommittee (9/21/21 at 6:00 p.m.) Web:

<https://zoom.us/j/94109180382> Dial In: (929) 205-6099 Meeting ID: 941 0918 0382, 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. APPROVAL OF MINUTES

A. August 19, 2021 - Regular

III. INFORMATION ITEMS

A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2021-22 at August 31, 2021

B. Capital Improvement Plan Update

C. Construction Schedule and Logistics

IV. ACTION ITEMS

V. OTHER

VI. ADJOURNMENT

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

Name of Subcommittee: BO/RM Meeting type: Regular
Date of Meeting: 8/19/21 Minutes submitted by: K. LaTourette
Members present: Kathy Baker, Dominic Cipollone, Ed Sbordone
Members absent: Greg Flanagan
Other attendees: Rich Sanzo, James D'Amico, Kimberly LaTourette, Rick Regan (*joined at 6:30 p.m.*)
Place of meeting: **Meeting Access: BO/RM Subcommittee (8/19/21 at 6:00 p.m.)**
Web: <https://zoom.us/j/93942528195> Dial In: (929) 205-6099 Meeting ID: 939 4252 8195

Meeting called to order: at 6:33 p.m.

II. Approval of Minutes

A. June 17, 2021 – Regular

Motion: To approve minutes of the June 17, 2021, regular meeting as presented

Made by: Ed Sbordone

Seconded by: Dom Cipollone

Recording of vote: All in favor

III. INFORMATION ITEMS

A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2020-21 at June 30, 2021 - Dr. Sanzo reported that as of June 30th, we are looking at a surplus of \$51,000. We are still making some adjustments and final payments, so this is a preliminary amount. This number will change slightly.

B. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2021-22 at July 31, 2021 - Dr. Sanzo reported we are about 8% encumbered...working to get them set for the year. At this stage, we are not anticipating any budgetary challenges. We will monitor our SPED costs. No areas of concerns yet. Some money will move from operating to ESSER Grant and will end up being a positive.

C. Google Vault Reconciliation – April 1, 2021 – June 30, 2021 - One access to vault that Dr. Sanzo did to provide the report for this meeting. Rick mentioned speaking at the CABES/CAPPS convention to discuss our process.

D. Construction Site Logistics and Parking - Mr. D'Amico joined Dr. Sanzo at the meeting to address parents' concerns about the parking situation at the HS. Dr. Sanzo presented a diagram to show the constraints that we are dealing with. Once construction is fully up and going, we will have significant site constraints. The diagram shown is what we expect the campus to look like in early October. A temporary parking lot will be built where the community garden was - this will contain approximately 86 parking spots. This will replace the staff parking. They did have many meetings to see if this could be expanded, and unfortunately, it cannot. We have also had to move some of our central office staff (Example: Phil Ross) to add additional staff parking spots. A temporary lot is being created for our busses. We are relocating the storage containers in order to allow the bus drivers to have parking. There is a possibility that the dog park lot may be offline for a period of time, based on construction movement if that back area is going to be used for a stockpile. Dr. Sanzo said we can/cannot guarantee a spot for every senior - it will depend on how many seniors would like a spot. Sixty-five to seventy seniors expressed interest so far. There has been discussion about offering a shuttle for students if parking is available off campus, but closer to the high school. Everyone has been working very hard to find

as many spots as possible for staff and students, and admin realize that this may create an inconvenience for students and their families. Many members of the community were in attendance and were encouraged to attend the regular BOE meeting to speak during public comment.

IV. ACTION ITEMS

A. School Lunch Fund Subsidy - Dr. Sanzo spoke about the deficit last year due to COVID. We held \$75,000 to transfer to school lunch fund.

Motion: To move to the full Board of Education the transfer of \$75,000 to the School Lunch Fund for approval

Made by: Ed Sbordone

Seconded by: Kim LaTourette

Recording of vote: All in favor

V. OTHER - none

Motion to adjourn: Made by: Ed Sbordone

Seconded by: Dominic Cipollone

Recording of vote: Aye – Unanimous

Meeting adjourned at: 6:57 p.m.

New Fairfield Board of Education
Summary of Budget vs. Actual for Payroll & Non-Payroll Accounts
Fiscal 2021-2022 as of August 31, 2021

	Approved Budget	2021-2022 Adjusted Budget	Year-to-Date Expenditure	Percent Expended	Current Encumbrances	Percent Encumbered	2021-2022 Remaining Unexpended	Percent Committed
Regular Education - Non-Payroll								
2000 Consolidated	96,401	96,401	15,997	16.6%	66,801	69.3%	13,603	85.9%
3000 Meeting House Hill	80,762	80,762	30,796	38.1%	10,324	12.8%	39,642	50.9%
4000 Middle School	62,711	62,711	7,528	12.0%	18,241	29.1%	36,942	41.1%
5000 High School	289,331	289,331	24,815	8.6%	86,997	30.1%	177,520	38.6%
5500 Athletics	193,497	193,497	11,827	6.1%	110,911	57.3%	70,759	63.4%
6000 Districtwide	1,805,691	1,805,691	191,014	10.6%	361,423	20.0%	1,253,254	30.6%
6100 Board of Education	30,750	30,750	23,106	75.1%	4,860	15.8%	2,784	90.9%
6200 Central Office	107,772	107,772	14,738	13.7%	22,699	21.1%	70,335	34.7%
6300 Fiscal Services	370,333	370,333	44,270	12.0%	0	0.0%	326,063	12.0%
6400 Human Resources	57,262	57,262	9,095	15.9%	1,500	2.6%	46,667	18.5%
6500 Technology	688,745	688,745	159,909	23.2%	279,600	40.6%	249,236	63.8%
6600 Pupil Transportation	1,375,768	1,375,768	0	0.0%	1,412,428	102.7%	(36,660)	102.7%
6700 Business Machines	147,653	147,653	30,131	20.4%	100,842	68.3%	16,680	88.7%
6800 Utilities	1,063,318	1,063,318	68,281	6.4%	762,482	71.7%	232,556	78.1%
7000 Curriculum	86,680	86,680	57,389	66.2%	71,822	82.9%	(42,531)	149.1%
7001 Enrichment Services	8,300	8,300	0	0.0%	0	0.0%	8,300	0.0%
9000 Buildings & Grounds	666,788	666,788	102,981	15.4%	389,976	58.5%	173,831	73.9%
Subtotal - Reg Ed - Non-P/R	7,131,762	7,131,762	791,877	11.1%	3,700,906	51.9%	2,638,979	63.0%
Special Education - Non-Payroll								
8001 SPED - Admin/Central	148,261	148,261	50	0.0%	4,750	3.2%	143,461	3.2%
8002 SPED - Contracted Svcs	97,891	97,891	1,736	1.8%	27,142	27.7%	69,014	29.5%
8003 SPED - Out of District	1,460,763	1,460,763	149,805	10.3%	125,199	8.6%	1,185,759	18.8%
8004 SPED - Transportation	890,345	890,345	0	0.0%	364,749	41.0%	525,596	41.0%
8005 SPED - Program Costs	28,762	28,762	1,287	4.5%	14,575	50.7%	12,900	55.1%
8006 PPS - Other Programs	19,705	19,705	284	1.4%	11,710	59.4%	7,711	60.9%
Subtotal - Special Ed - Non-P/R	2,645,727	2,645,727	153,163	5.8%	548,124	20.7%	1,944,440	26.5%
TOTAL NON-PAYROLL	9,777,489	9,777,489	945,040	9.7%	4,249,030	43.5%	4,583,419	53.1%
TOTAL PAYROLL	26,515,880	26,515,880	1,238,256	4.7%	0	0.0%	25,277,624	4.7%
TOTAL OPERATING BUDGET	36,293,369	36,293,369	2,183,296	6.0%	4,249,030	11.7%	29,861,043	17.7%