

Business Operations/Resource Management Subcommittee

Thursday, October 21, 2021 6:00 PM

New Fairfield Community Room, 33 Route 37, New Fairfield, CT., 33 Route 37,
New Fairfield, Connecticut 06812

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

A. September 21, 2021 - Regular

III. INFORMATION ITEMS

A. Monthly Summary of Budget vs. Actual
Expenditure/Encumbrances Report for FY 2021-22 at
September 30, 2021

B. Quarterly Summary of Budget vs. Projected Year-End
Expenditure/ Encumbrances Report for FY 2021-22 at
September 30, 2021

C. Google Vault Reconciliation – July 1, 2021 – September
30, 2021

IV. ACTION ITEMS

A. Quarterly FY 2021-22 Budget Transfers

V. ADJOURNMENT

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

Name of Subcommittee: BO/RM Meeting type: Regular
Date of Meeting: 9/21/21 Minutes submitted by: E. Sbordone
Members present: Kathy Baker, Dominic Cipollone, Greg Flanagan, Ed Sbordone
Members absent:
Other attendees: Rich Sanzo
Place of meeting: **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

Meeting called to order: at 6 p.m.

II. Approval of Minutes

A. August 19, 2021 – Regular

Motion: To approve minutes of the August 19, 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 2021-22 at August 31, 2021 - Dr. Sanzo reviewed the expenditures and encumbrances report for the first two months of the fiscal year. He compared expenditures to prior years and there are no major concerns at this time.

B. Capital Improvement Plan Update - Dr. Sanzo presented an update of the Capital Improvement Plan. The BOF voted to put 100% of the BOE surplus in the Cap and Non non-lapsing account. The amount of this surplus is approximately \$118,000. The current balance in the non-lapsing account is approximately \$1.41 million that can be used for future year's projects.

C. Construction Schedule and Logistics - The subcommittee reviewed the logistics of the building projects.

IV. ACTION ITEMS - none

V. OTHER - none

Motion to adjourn: Made by: Ed Sbordone

Seconded by: Greg Flanagan

Recording of vote: Aye – Unanimous

Meeting adjourned at: 6:50 p.m.

New Fairfield Board of Education
Summary of Budget vs. Actual for Payroll & Non-Payroll Accounts
Fiscal 2021-2022 as of September 30, 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	42,097	43.7%	44,821	46.5%	9,483	90.2%
3000 Meeting House Hill	80,762	80,762	39,820	49.3%	11,235	13.9%	29,707	63.2%
4000 Middle School	62,711	62,711	14,507	23.1%	7,291	11.6%	40,913	34.8%
5000 High School	289,331	289,331	53,788	18.6%	102,573	35.5%	132,970	54.0%
5500 Athletics	193,497	193,497	38,615	20.0%	139,514	72.1%	15,367	92.1%
6000 Districtwide	1,805,691	1,805,691	837,290	46.4%	250,765	13.9%	717,637	60.3%
6100 Board of Education	30,750	30,750	24,606	80.0%	3,360	10.9%	2,784	90.9%
6200 Central Office	107,772	107,772	35,436	32.9%	31,147	28.9%	41,188	61.8%
6300 Fiscal Services	370,333	370,333	117,215	31.7%	0	0.0%	253,118	31.7%
6400 Human Resources	57,262	57,262	9,395	16.4%	1,375	2.4%	46,492	18.8%
6500 Technology	688,745	688,745	291,213	42.3%	244,078	35.4%	153,454	77.7%
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	40,310	27.3%	90,663	61.4%	16,680	88.7%
6800 Utilities	1,063,318	1,063,318	119,884	11.3%	722,992	68.0%	220,442	79.3%
7000 Curriculum	86,680	86,680	77,258	89.1%	78,784	90.9%	(69,362)	180.0%
7001 Enrichment Services	8,300	8,300	5,000	60.2%	0	0.0%	3,300	60.2%
9000 Buildings & Grounds	666,788	666,788	168,862	25.3%	373,740	56.1%	124,186	81.4%
Subtotal - Reg Ed - Non-P/R	7,131,762	7,131,762	1,915,295	26.9%	3,514,766	49.3%	1,701,700	76.1%
Special Education - Non-Payroll								
8001 SPED - Admin/Central	148,261	148,261	741	0.5%	5,941	4.0%	141,579	4.5%
8002 SPED - Contracted Svcs	97,891	97,891	11,778	12.0%	51,560	52.7%	34,554	64.7%
8003 SPED - Out of District	1,460,763	1,460,763	234,367	16.0%	1,193,350	81.7%	33,047	97.7%
8004 SPED - Transportation	890,345	890,345	59,385	6.7%	1,175,423	132.0%	(344,463)	138.7%
8005 SPED - Program Costs	28,762	28,762	7,398	25.7%	14,543	50.6%	6,822	76.3%
8006 PPS - Other Programs	19,705	19,705	631	3.2%	11,463	58.2%	7,611	61.4%
Subtotal - Special Ed - Non-P/R	2,645,727	2,645,727	314,299	11.9%	2,452,279	92.7%	(120,851)	104.6%
TOTAL NON-PAYROLL	9,777,489	9,777,489	2,229,595	22.8%	5,967,045	61.0%	1,580,849	83.8%
TOTAL PAYROLL	26,515,880	26,515,880	3,268,356	12.3%	0	0.0%	23,247,524	12.3%
TOTAL OPERATING BUDGET	36,293,369	36,293,369	5,497,951	15.1%	5,967,045	16.4%	24,828,373	31.6%

New Fairfield Board of Education
Summary of Budget vs. Projected for Payroll & Non-Payroll Accounts
Fiscal 2021-2022 as of September 30, 2021

	2021-2022 Approved Budget	2021-2022 Adjusted Budget	Year-to-Date Expenditure	Percent Expended	Current Encumbrances	Percent Encumbered	2021-2022 Remaining Unexpended	Percent Committed	2020-2021 Projected Unexpended	Projected Committed	Primary Reason for Surplus or Deficit
Regular Education - Non-Payroll											
2000 Consolidated	96,401	96,401	42,097	43.7%	44,821	46.5%	9,483	90.2%	-	100.0%	
3000 Meeting House Hill	80,762	80,762	39,820	49.3%	11,235	13.9%	29,707	63.2%	-	100.0%	
4000 Middle School	62,711	62,711	14,507	23.1%	7,291	11.6%	40,913	34.8%	-	100.0%	
5000 High School	289,331	289,331	53,788	18.6%	102,573	35.5%	132,970	54.0%	20,000	93.1%	Textbooks Previously Purchased in FY21
5500 Athletics	193,497	193,497	38,615	20.0%	139,514	72.1%	15,367	92.1%	-	100.0%	
6000 Districtwide	1,805,691	1,805,691	837,290	46.4%	250,765	13.9%	717,637	60.3%	15,000	99.2%	Security Guard (+) / Vo-Ag Tuition (-)
6100 Board of Education	30,750	30,750	24,606	80.0%	3,360	10.9%	2,784	90.9%	-	100.0%	
6200 Central Office	107,772	107,772	35,436	32.9%	31,147	28.9%	41,188	61.8%	-	100.0%	
6300 Fiscal Services	370,333	370,333	117,215	31.7%	0	0.0%	253,118	31.7%	-	100.0%	
6400 Human Resources	57,262	57,262	9,395	16.4%	1,375	2.4%	46,492	18.8%	-	100.0%	
6500 Technology	688,745	688,745	291,213	42.3%	244,078	35.4%	153,454	77.7%	75,000	89.1%	Chromebooks Purchased At Lower Rate in FY21
6600 Pupil Transportation	1,375,768	1,375,768	0	0.0%	1,412,428	102.7%	(36,660)	102.7%	-	100.0%	Pending Magnet School Transportation Grant Approval
6700 Business Machines	147,653	147,653	40,310	27.3%	90,663	61.4%	16,680	88.7%	5,000	96.6%	Lower Per Copy Charges (+)
6800 Utilities	1,063,318	1,063,318	119,884	11.3%	722,992	68.0%	220,442	79.3%	10,000	99.1%	Lower Q1 Electric Usage (+)
7000 Curriculum	86,680	86,680	77,258	89.1%	78,784	90.9%	(69,362)	180.0%	-	100.0%	Pending ARP ESSER Grant Approval
7001 Enrichment Services	8,300	8,300	5,000	60.2%	0	0.0%	3,300	60.2%	-	100.0%	
9000 Buildings & Grounds	666,788	666,788	168,862	25.3%	373,740	56.1%	124,186	81.4%	-	100.0%	
Subtotal - Reg Ed - Non-P/R	7,131,762	7,131,762	1,915,295	26.9%	3,514,766	49.3%	1,701,700	76.1%	125,000	92.7%	
Special Education - Non-Payroll											
8001 SPED - Admin/Central	148,261	148,261	741	0.5%	5,941	4.0%	141,579	4.5%	125,000	15.7%	Contingency To Be Transferred to Transportation
8002 SPED - Contracted Svcs	97,891	97,891	11,778	12.0%	51,560	52.7%	34,554	64.7%	-	100.0%	
8003 SPED - Out of District	1,460,763	1,460,763	234,367	16.0%	1,193,350	81.7%	33,047	97.7%	50,000	96.6%	STRIDES (+)
8004 SPED - Transportation	890,345	890,345	59,385	6.7%	1,175,423	132.0%	(344,463)	138.7%	(300,000)	133.7%	EdAdvance Bus Driver Shortage (-)
8005 SPED - Program Costs	28,762	28,762	7,398	25.7%	14,543	50.6%	6,822	76.3%	-	100.0%	
8006 PPS - Other Programs	19,705	19,705	631	3.2%	11,463	58.2%	7,611	61.4%	-	100.0%	
Subtotal - Special Ed - Non-P/R	2,645,727	2,645,727	314,299	11.9%	2,452,279	92.7%	(120,851)	104.6%	(125,000)	-3.4%	
TOTAL NON-PAYROLL	9,777,489	9,777,489	2,229,595	22.8%	5,967,045	61.0%	1,580,849	83.8%	-	100.0%	
TOTAL PAYROLL	26,515,880	26,515,880	3,268,356	12.3%	0	0.0%	23,247,524	12.3%	-	100.0%	Open Positions (+) / Contractual Wages (-)
TOTAL OPERATING BUDGET	36,293,369	36,293,369	5,497,951	15.1%	5,967,045	16.4%	24,828,373	31.6%	-	100.0%	

Note: Additional \$125,000 remains available in non-lapsing account for unanticipated special education expenditures

**NEW FAIRFIELD BOARD OF EDUCATION
2021-2022 BUDGET TRANSFERS
October 21, 2021**

SOURCES of FUNDS			USES of FUNDS		
Budget Unit / Account	Budget Unit / Account Name	Transfer From	Transfer To	Budget Unit / Account	Budget Unit / Account Name
Payroll to Payroll Transfers					
011-1100-0000-100-01 / 199	REG ED PYRL ADJ	\$148,250			
			\$19,000	011-1400-2610-100-02 / 112	CONS CUSTODIAN NON-CERTIFIED
			\$21,000	011-1400-2610-100-03 / 112	MHHS CUSTODIAN NON-CERTIFIED
			\$19,000	011-1400-2610-100-04 / 112	MS CUSTODIAN NON-CERTIFIED
			\$29,500	011-1400-2610-100-07 / 112	HS CUSTODIAN NON-CERTIFIED
			\$5,200	011-1400-2620-100-01 / 112	TRADESMEN NON-CERTIFIED
			\$11,250	011-1400-2630-100-01 / 112	GROUNDSCOOPER NON-CERTIFIED
			\$13,000	011-1000-2320-100-01 / 111	SUPERINTENDENT CERTIFIED
			\$10,550	011-1300-2100-203-01 / 112	PPS SECTRY NON-CERTIFIED
			\$1,400	011-1300-2120-100-07 / 112	HS COUN SECTRY NON-CERTIFIED
			\$1,450	011-1300-2210-100-01 / 112	CURR & INST SECTRY NON-CERTIFIED
			\$3,000	011-1300-2230-100-01 / 112	TECH SECTRY NON-CERTIFIED
			\$2,700	011-1300-2410-100-02 / 112	CONS SECTRY NON-CERTIFIED
			\$2,700	011-1300-2410-100-03 / 112	MHHS SECTRY NON-CERTIFIED
			\$2,450	011-1300-2410-100-04 / 112	MS SECTRY NON-CERTIFIED
			\$4,600	011-1300-2510-100-01 / 112	FIN & OPS SECTRY NON-CERTIFIED
			\$1,450	011-1300-2600-100-01 / 112	BLD & GRNDS SECTRY NON-CERTIFIED
					Contract settlement
Non-Payroll to Non-Payroll Transfers					
011-5000-1000-100-07 / 641	HS INSTL TEXTBOOKS & WORKBOOK	\$10,000			
			\$10,000	011-5000-1000-100-07 / 642	HS INSTL LIBRARY BOOKS
					Begin updating HS library collection and resources
011-8001-2100-203-01 / 815	PPS OFFICE CONTINGENCY	\$125,000			
			\$125,000	011-8004-2722-203-01 / 510	SPED OUT-DIST PUPIL TRANSPORT
					Unanticipated cost increases in out-of-district transportation
011-6500-2230-100-01 / 730	DISTRICT TECH EQUIPMENT	\$32,550			
			\$32,550	011-9000-2610-100-01 / 450	OPER OF BUILD PROJECTS
					Charge fiber excavation to proper account
011-6800-2600-100-01 / 622	UTILITIES ELECTRICITY	\$550			
			\$550	011-6000-2800-100-01 / 291	EMPLOYEE BENEFITS ATTENDANCE
					Contractual benefit
011-6500-2230-100-01 / 730	DISTRICT TECH EQUIPMENT	\$13,650			
			\$13,650	011-6000-1000-100-01 / 566	TUITION VO-AG
					Higher enrollment in Shepaug Ag-STEM
011-6700-1000-100-01 / 440	COPIERS RENTALS	\$1,300			
			\$1,300	011-6200-2320-100-01 / 550	CENTRAL OFFICE PRINTING
					Unanticipated cost increase for district calendar
		\$331,300	\$331,300		

Requested by:
Date:

Dr. Richard J. Sanzo
October 21, 2021

Approved by:
Date:

Board of Education