

## **Business Operations/Resource Management Subcommittee**

Thursday, November 18, 2021 6:30 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. October 21, 2021 - Regular

### **III. INFORMATION ITEMS**

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

B. School Lunch Program Update

### **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: 10/21/21 Minutes submitted by: K. LaTourette  
Members present: Kathy Baker, Dominic Cipollone (*arrived at 6:10 p.m.*), Greg Flanagan, Ed Sbordone  
Members absent:  
Other attendees: Pat Cosentino, Rich Sanzo  
Place of meeting: New Fairfield Community Room, 33 Route 37, New Fairfield, CT 06812

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

**II. Approval of Minutes**

A. September 21, 2021 – Regular

**Motion:** To approve minutes of the September 21, 2021, regular meeting as presented

Made by: Ed Sbordone

Seconded by: Greg Flanagan

**Recording of vote:** All in favor

**III. INFORMATION ITEMS**

**A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2021-22 at September 30, 2021** - Dr. Sanzo said that we are right around where we have been in the past, slightly higher. The greatest area to talk about since the last meeting is, we have gone through all of our out-placement costs (specifically transportation) - \$344,000 deficit. This is not the result of anticipated out-placements, but it is the result of bus driver shortages with EdAdvance. They have the vans, but not the drivers for them. If we went with First Student, their out-of-district cost is about \$350/day as opposed to \$150 for EdAdvance. Katherine and Melissa have now used Ultimate Limo out of Danbury and that is about \$250/day. We will have to continue to monitor this. So far all of our students have transportation. If we can recruit a driver, EdAdvance may provide that route for free. The other two negatives are in the function of grants. The American Rescue Grant was approved yesterday.

**B. Quarterly Summary of Budget vs. Projected Year-End Expenditure/Encumbrances Report for FY 2021-22 at September 30, 2021** - Dr. Sanzo said that it is difficult at this time of year to project where we will land in June. He projects that we will spend 100% of our funds, but that may change later on. Some areas that he pointed out as surpluses are: out- placement tuition (the STRIDES program has been so successful - we have brought students back in district that were out placed), contingency. The two deficits are due to functions of grants. Electric usage is below what we have used in the past. We have seen a trend downward in teachers making copies. Karen Fildes did a great job replacing Chromebooks earlier, which will help us balance the budget because it was prior to a price increase. We have held off on the security guard at the high school for now, but that may change with winter activities. We have more students going to Shepaug this year, estimated 3 and we have 6 going. That is about \$6000 each student. Last area of surplus, we were able to purchase Italian textbooks over the summer. Something we have in the background is the SPED contingency of \$125,000.

**C. Google Vault Reconciliation – July 1, 2021 – September 30, 2021** - No issues. Two reasons it was accessed - FERPA and for this report tonight. All policies were followed.

**IV. ACTION ITEMS**

**A. Quarterly FY 2021-22 Budget Transfers** – Quarterly budget transfers were reviewed.

**Motion:** To bring quarterly budget transfers to the full Board.

Made by: Ed Sbordone

Seconded by: Greg Flanagan

Recording of vote: Aye – Unanimous

**V. OTHER - none**

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

Seconded by: Dom Cipollone

Recording of vote: Aye – Unanimous

Meeting adjourned at: 6:31 p.m.

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

	Approved Budget	2021-2022 Adjusted Budget	Year-to-Date Expenditure	Percent Expended	Current Encumbrances	Percent Encumbered	2021-2022 Remaining Unexpended	Percent Committed	Pending Grant Adjustments
<b>Regular Education - Non-Payroll</b>									
2000 Consolidated	96,401	96,401	46,101	47.8%	41,304	42.8%	8,997	90.7%	
3000 Meeting House Hill	80,762	80,762	43,631	54.0%	11,065	13.7%	26,065	67.7%	
4000 Middle School	62,711	62,711	15,572	24.8%	11,014	17.6%	36,126	42.4%	
5000 High School	289,331	289,331	77,009	26.6%	92,139	31.8%	120,183	58.5%	
5500 Athletics	193,497	193,497	59,992	31.0%	126,904	65.6%	6,601	96.6%	
6000 Districtwide	1,805,691	1,819,891	933,821	51.3%	257,969	14.2%	628,101	65.5%	
6100 Board of Education	30,750	30,750	26,821	87.2%	1,145	3.7%	2,784	90.9%	
6200 Central Office	107,772	109,072	60,415	55.4%	12,366	11.3%	36,291	66.7%	
6300 Fiscal Services	370,333	370,333	117,215	31.7%	2,061	0.6%	251,057	32.2%	
6400 Human Resources	57,262	57,262	13,302	23.2%	7,290	12.7%	36,670	36.0%	
6500 Technology	688,745	642,545	361,667	56.3%	214,833	33.4%	66,045	89.7%	
6600 Pupil Transportation	1,375,768	1,375,768	1,600	0.1%	1,401,617	101.9%	(27,449)	102.0%	Magnet School Transportation
6700 Business Machines	147,653	146,353	50,937	34.8%	80,036	54.7%	15,380	89.5%	
6800 Utilities	1,063,318	1,062,768	162,197	15.3%	681,442	64.1%	219,130	79.4%	
7000 Curriculum	86,680	86,680	111,863	129.1%	52,150	60.2%	(77,334)	189.2%	ARP ESSER
7001 Enrichment Services	8,300	8,300	5,000	60.2%	1,673	20.2%	1,627	80.4%	
9000 Buildings & Grounds	666,788	699,338	227,148	32.5%	358,780	51.3%	113,410	83.8%	
<b>Subtotal - Reg Ed - Non-P/R</b>	<b>7,131,762</b>	<b>7,131,762</b>	<b>2,314,289</b>	<b>32.5%</b>	<b>3,353,789</b>	<b>47.0%</b>	<b>1,463,684</b>	<b>79.5%</b>	
<b>Special Education - Non-Payroll</b>									
8001 SPED - Admin/Central	148,261	23,261	2,967	12.8%	17,978	77.3%	2,316	90.0%	
8002 SPED - Contracted Svcs	97,891	97,891	37,511	38.3%	152,616	155.9%	(92,237)	194.2%	ESSER II
8003 SPED - Out of District	1,460,763	1,460,763	384,548	26.3%	1,191,280	81.6%	(115,065)	107.9%	ARP IDEA
8004 SPED - Transportation	890,345	1,015,345	138,140	13.6%	1,049,623	103.4%	(172,417)	117.0%	ESSER II IDEA
8005 SPED - Program Costs	28,762	28,762	17,817	61.9%	40,341	140.3%	(29,397)	202.2%	
8006 PPS - Other Programs	19,705	19,705	772	3.9%	13,661	69.3%	5,272	73.2%	
<b>Subtotal - Special Ed - Non-P/R</b>	<b>2,645,727</b>	<b>2,645,727</b>	<b>581,755</b>	<b>22.0%</b>	<b>2,465,499</b>	<b>93.2%</b>	<b>(401,527)</b>	<b>115.2%</b>	
<b>TOTAL NON-PAYROLL</b>	<b>9,777,489</b>	<b>9,777,489</b>	<b>2,896,044</b>	<b>29.6%</b>	<b>5,819,288</b>	<b>59.5%</b>	<b>1,062,157</b>	<b>89.1%</b>	
<b>TOTAL PAYROLL</b>	<b>26,515,880</b>	<b>26,515,880</b>	<b>5,340,132</b>	<b>20.1%</b>	<b>0</b>	<b>0.0%</b>	<b>21,175,748</b>	<b>20.1%</b>	
<b>TOTAL OPERATING BUDGET</b>	<b>36,293,369</b>	<b>36,293,369</b>	<b>8,236,177</b>	<b>22.7%</b>	<b>5,819,288</b>	<b>16.0%</b>	<b>22,237,904</b>	<b>38.7%</b>	