

Business Operations/Resource Management Subcommittee

Thursday, January 20, 2022 6:00 PM

Meeting Access: BO/RM Subcommittee (1/20/22 at 6:00 p.m.) Web:

<https://zoom.us/j/94889409598> Dial In: (929) 205-6099 Meeting ID: 948 8940 9598, 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

A. December 16, 2021 - Regular

III. INFORMATION ITEMS

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

B. Quarterly Summary of Budget vs. Projected Year-End
Expenditure/ Encumbrances Report for FY 2021-22 at
December 31, 2021

C. Google Vault Reconciliation – October 1, 2021 –
December 31, 2021

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: 12/16/21 Minutes submitted by: K. LaTourette
Members present: Greg Flanagan, Amy Johnson, Kim LaTourette, Ed Sbordone
Members absent:
Other attendees: Pat Cosentino, Rich Sanzo, Tim Blair
Place of meeting: Meeting Access: BO/RM Subcommittee (12/16/21 at 6:00 p.m.)
Web: <https://zoom.us/j/92548430143> Dial In: (929) 205-6099 Meeting ID: 925 4843 0143

Meeting called to order: at 6:08 p.m.

II. ELECTION OF CHAIR

Motion: To nominate Greg Flanagan as chair

Made by: Ed Sbordone

Seconded by: Kim LaTourette

Recording of vote: All in favor

III. Approval of Minutes

A. November 18, 2021 – Regular

Motion: To approve minutes of the November 18, 2021, regular meeting as presented

Made by: Ed Sbordone

Seconded by: Kim LaTourette

Recording of vote: All in favor

IV. INFORMATION ITEMS

A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2021-22 at November 30, 2021 - Dr. Sanzo made two key points. We are still

tracking fairly well in the year; we are about 45% committed through the end of November. That is about on target. We were at 45.5% last year and the previous was 51%. As we look further into the report, we need to keep an eye on the special education costs. We had additional grants that had yet to be applied. They have been applied to this report, but we still have two pending COVID relief SPED grants that are not yet processed and do not show up yet in our financial. They will reduce by \$165,000, leaving approximately a deficit of \$345,000. Since this report was generated within 48 hours, there may be two additional outplacement that are coming into the district that we need to take care of. In January, Dr. Sanzo will provide the mid-year report and end of year projection. In addition to those two grants, we have \$125,000 that we planned for in the non-lapsing account for SPED expenditures. SPED is an area that is becoming a greater concern. A good amount of our budget increase is due to SPED costs. SPED transportation has been an issue this year. Right after the new year, we are going to coordinate a recruitment drive to hire EdAdvance drivers out of New Fairfield. There may be people in town interested in driving for them. They are provided a vehicle, they can bring it home with them, and they may offer a signing bonus. We may be able to save \$100-200 per day, per route. Drivers would not need a CDL, they would need a passenger transport certification. Transportation is running in a deficit - the Magnet School grant comes in parts throughout the year.

B. Board of Finance Request: Expenditure Status Report - We received a request from Wes Marsh, from one of the BOF members. The BOE has provided a summary like this and then we dive deeper on some topics. This report comes from our financial system. It is similar to the type of report that is provided to the town from the BOS. BOF asked for the additional break down with the additional lines, including printing, field trips, workbooks. None of the members

of this committee minded this summary and information being shared with the BOF. Kim mentioned that it is important for them to ask for clarification on certain items.

C. STRIDES Facility Rental - When the STRIDES program was planned for last budget season, we had hopes for a specific facility and did not plan on having to rent a space. Over the summer, Katherine Matz and Melissa Busnel were notified that they could not accommodate us at that location. We quickly worked with Ed Advance to rent another facility for the first half of this school year, while looking for another permanent location for STRIDES. Downtown Danbury is the location that we were hoping for. A location on Liberty Street is where a new location was found. It should meet our needs now and in the future, while being in compliance with regulations of having a school program there. We are negotiating a lease. It will have implications for this year. As we look for the future, the space will require money from capital side to fit the space for our students. It is meant to be a multi-year lease. We would occupy a temporary space while we fit the permanent one. In the future, we may be able to offer this program to students from other districts as well.

D. Capital Improvement Plan 2020-2030

1. Capital Fund 306 Summary
2. Greenleaf Energy Cafeteria and Kitchen HVAC Upgrade
3. Middle School Underground Storage Tank
4. STRIDES Facility

One of the things that will be important is that the space for STRIDES needs to meet the needs of our students. It can be fitted out well to meet those needs with an operating kitchen, an apartment like set up, different stations with work set ups for different jobs, various technology. In order to do that, subject to negotiation, it would be about \$50/square foot - that is about \$150,000. We would need to pull that from our capital plan. Essentially it would pay back itself within a year by being able to keep our students here and not have them go to another transition program. The status of our non-lapsing account - STRIDES (\$150,000) would be paid for by the balance (partially) and funds that initially would be part of budget request for next year. If we can get going on the STRIDES program sooner, we may look to move money from another category and apply capital to other items. The other projects that we have listed are the underground oil storage tank at the MS by the stadium. We are required by state law to remove and replace before the tanks are 30 years old and we only have a couple of years left. This would be about \$150,000 to \$160,000. The other piece is the cafeteria/kitchen at the Middle School(original to 1974 HS). Dr. Sanzo has been working with Green Leaf Energy to develop energy efficient projects to help pay through incentives with Eversource. They are working on a proposal that would replace HVAC systems, remove the second oil tank and replace with new systems, including AC in the MS cafeteria. Eversource could contribute about \$200,000. We may use a combination of reserve funds and Eversource on bill financing. We could move some from capital to operating and explain in great detail how we would take advantage of Eversource funding. We do not want to commit until we have commitment from Eversource that they will fund \$200,000 for the project, and work through the budget process to make sure the funds are available in capital reserve or operating budget. We have \$75,000 set aside in the capital reserve - some items are on there that we need greater expertise from to better refine (maintenance, repair at MS). We will need to discuss replacing the roof of the MS at some point and may be a future bond issue in the next several years. If we used the surplus for SPED, we would no longer have it to buy down the cost of the HVAC replacement. An option would be to finance with Eversource. We would have to add \$125,000 each year for the next 4 years to the operating budget. If we do not replace the HVAC, we would have to replace both underground storage tanks instead of just one. All of these items are related.

V. ACTION ITEMS – none

VI. OTHER - none

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

Seconded by: Amy Johnson
Meeting adjourned at: 6:54 p.m.

New Fairfield Board of Education
Summary of Budget vs. Actual for Payroll & Non-Payroll Accounts
Fiscal 2021-2022 as of December 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
Regular Education - Non-Payroll									
2000 Consolidated	96,401	96,401	51,401	53.3%	29,122	30.2%	15,877	83.5%	
3000 Meeting House Hill	80,762	80,762	53,918	66.8%	6,578	8.1%	20,265	74.9%	
4000 Middle School	62,711	62,711	21,337	34.0%	13,229	21.1%	28,145	55.1%	
5000 High School	289,331	289,331	108,578	37.5%	89,144	30.8%	91,609	68.3%	
5500 Athletics	193,497	193,497	95,654	49.4%	110,814	57.3%	(12,971)	106.7%	
6000 Districtwide	1,805,691	1,819,891	1,245,518	68.4%	176,844	9.7%	397,529	78.2%	
6100 Board of Education	30,750	30,750	27,138	88.3%	1,004	3.3%	2,608	91.5%	
6200 Central Office	107,772	109,072	79,472	72.9%	30,987	28.4%	(1,387)	101.3%	
6300 Fiscal Services	370,333	370,333	99,324	26.8%	2,111	0.6%	268,898	27.4%	
6400 Human Resources	57,262	57,262	35,068	61.2%	4,911	8.6%	17,283	69.8%	
6500 Technology	688,745	642,545	372,749	58.0%	192,612	30.0%	77,184	88.0%	
6600 Pupil Transportation	1,375,768	1,375,768	673,670	49.0%	720,608	52.4%	(18,510)	101.3%	Magnet School Transportation (Approx \$14,000)
6700 Business Machines	147,653	146,353	83,331	56.9%	53,305	36.4%	9,717	93.4%	
6800 Utilities	1,063,318	1,062,768	273,268	25.7%	561,461	52.8%	228,039	78.5%	
7000 Curriculum	86,680	86,680	59,690	68.9%	25,956	29.9%	1,034	98.8%	
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	335,211	47.9%	285,671	40.8%	78,456	88.8%	
Subtotal - Reg Ed - Non-P/R	7,131,762	7,131,762	3,620,328	50.8%	2,306,031	32.3%	1,205,403	83.1%	
Special Education - Non-Payroll									
8001 SPED - Admin/Central	148,261	23,261	1,130	4.9%	8,033	34.5%	14,098	39.4%	
8002 SPED - Contracted Svcs	97,891	97,891	150,382	153.6%	45,115	46.1%	(97,606)	199.7%	ESSER II IDEA (\$65,000)
8003 SPED - Out of District	1,460,763	1,460,763	657,941	45.0%	921,099	63.1%	(118,277)	108.1%	ARP IDEA (\$60,000)
8004 SPED - Transportation	890,345	1,015,345	457,161	45.0%	823,859	81.1%	(265,675)	126.2%	ARP IDEA (\$40,210)
8005 SPED - Program Costs	28,762	28,762	54,194	188.4%	17,465	60.7%	(42,897)	249.1%	
8006 PPS - Other Programs	19,705	19,705	2,781	14.1%	12,052	61.2%	4,872	75.3%	
Subtotal - Special Ed - Non-P/R	2,645,727	2,645,727	1,323,589	50.0%	1,827,622	69.1%	(505,485)	119.1%	
TOTAL NON-PAYROLL	9,777,489	9,777,489	4,943,917	50.6%	4,133,654	42.3%	699,918	92.8%	
TOTAL PAYROLL	26,515,880	26,515,880	10,946,685	41.3%	0	0.0%	15,569,195	41.3%	
TOTAL OPERATING BUDGET	36,293,369	36,293,369	15,890,603	43.8%	4,133,654	11.4%	16,269,113	55.2%	

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

	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	51,401	53.3%	29,122	30.2%	15,877	83.5%	5,000	94.8%	Library (+) / Textbooks (+) / Supplies (-)
3000 Meeting House Hill	80,762	80,762	53,918	66.8%	6,578	8.1%	20,265	74.9%	5,000	93.8%	Library (+) / Textbooks (+) / Supplies (-)
4000 Middle School	62,711	62,711	21,337	34.0%	13,229	21.1%	28,145	55.1%	10,000	84.1%	Conference (+) / Furniture (+)
5000 High School	289,331	289,331	108,578	37.5%	89,144	30.8%	91,609	68.3%	20,000	93.1%	Conference (+) / Textbooks (+) / Professional Services (+)
5500 Athletics	193,497	193,497	95,654	49.4%	110,814	57.3%	(12,971)	106.7%	5,000	97.4%	Officials (+) / Event Supervision (-)
6000 Districtwide	1,805,691	1,819,891	1,245,518	68.4%	176,844	9.7%	397,529	78.2%	25,000	98.6%	Unemployment (+) / Vo-Ag Tuition (-)
6100 Board of Education	30,750	30,750	27,138	88.3%	1,004	3.3%	2,608	91.5%	1,000	96.7%	Conference (+)
6200 Central Office	107,772	109,072	79,472	72.9%	30,987	28.4%	(1,387)	101.3%	(2,000)	101.8%	Advertising (+) / Supplies (-) / Conference (-)
6300 Fiscal Services	370,333	370,333	99,324	26.8%	2,111	0.6%	268,898	27.4%	(5,000)	101.4%	Software (+) / Finance Chargeback (-)
6400 Human Resources	57,262	57,262	35,068	61.2%	4,911	8.6%	17,283	69.8%	3,000	94.8%	Software (+)
6500 Technology	688,745	642,545	372,749	58.0%	192,612	30.0%	77,184	88.0%	25,000	96.1%	Equipment (+)
6600 Pupil Transportation	1,375,768	1,375,768	673,670	49.0%	720,608	52.4%	(18,510)	101.3%	(5,000)	100.4%	Pending Magnet School Transportation Grant
6700 Business Machines	147,653	146,353	83,331	56.9%	53,305	36.4%	9,717	93.4%	5,000	96.6%	Copy Charges (+)
6800 Utilities	1,063,318	1,062,768	273,268	25.7%	561,461	52.8%	228,039	78.5%	25,000	97.6%	Utility Usage (+)
7000 Curriculum	86,680	86,680	59,690	68.9%	25,956	29.9%	1,034	98.8%	1,000	98.8%	Conference (+)
7001 Enrichment Services	8,300	8,300	5,000	60.2%	1,673	20.2%	1,627	80.4%	1,000	88.0%	Supplies (+)
9000 Buildings & Grounds	666,788	699,338	335,211	47.9%	285,671	40.8%	78,456	88.8%	-	100.0%	Monitoring Repair Account
Subtotal - Reg Ed - Non-P/R	7,131,762	7,131,762	3,620,328	50.8%	2,306,031	32.3%	1,205,403	83.1%	119,000	90.1%	
Special Education - Non-Payroll											
8001 SPED - Admin/Central	148,261	23,261	1,130	4.9%	8,033	34.5%	14,098	39.4%	10,000	57.0%	Conference (+)
8002 SPED - Contracted Svcs	97,891	97,891	150,382	153.6%	45,115	46.1%	(97,606)	199.7%	(35,000)	135.8%	Pending ESSER II IDEA Adjustment
8003 SPED - Out of District	1,460,763	1,460,763	657,941	45.0%	921,099	63.1%	(118,277)	108.1%	(269,000)	118.4%	STRIDES (+) / Unanticipated Outplacements (-) / Pending ARP IDEA Adjustment
8004 SPED - Transportation	890,345	1,015,345	457,161	45.0%	823,859	81.1%	(265,675)	126.2%	(244,000)	124.0%	Unanticipated Outplacements (-) / Driver Shortage (-) / Pending ARP IDEA Adjustment
8005 SPED - Program Costs	28,762	28,762	54,194	188.4%	17,465	60.7%	(42,897)	249.1%	(45,000)	256.5%	STRIDES (-) / Audiological Equipment (-)
8006 PPS - Other Programs	19,705	19,705	2,781	14.1%	12,052	61.2%	4,872	75.3%	3,000	84.8%	Supplies (+)
Subtotal - Special Ed - Non-P/R	2,645,727	2,645,727	1,323,589	50.0%	1,827,622	69.1%	(505,485)	119.1%	(580,000)	-14.7%	
TOTAL NON-PAYROLL	9,777,489	9,777,489	4,943,917	50.6%	4,133,654	42.3%	699,918	92.8%	(461,000)	104.7%	
TOTAL PAYROLL	26,515,880	26,515,880	10,946,685	41.3%	0	0.0%	15,569,195	41.3%	-	100.0%	Open Positions (+) / Contractual Wages (-)
TOTAL OPERATING BUDGET	36,293,369	36,293,369	15,890,603	43.8%	4,133,654	11.4%	16,269,113	55.2%	(461,000)	102.8%	

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