

Business Operations/Resource Management Subcommittee

Thursday, October 20, 2022 6:00 PM

Meeting Access: BO/RM Subcommittee (10/20/22 at 6:00 p.m.) Web:

<https://zoom.us/j/97376010829> Dial In: (929) 205-6099 Meeting ID: 973 7601 0829, 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

II.A.

A. September 15, 2022 - Regular

III. INFORMATION ITEMS

III.A. Monthly Summary of Budget vs. Actual
Expenditure/Encumbrances Report for FY 2022-23 at
September 30, 2022

III.B. Quarterly Summary of Budget vs. Projected Year-
End Expenditure/ Encumbrances Report for FY 2022-23 at
September 30, 2022

III.C. Google Vault Reconciliation – July 1, 2022 –
September 30, 2022

III.D. Budget Calendar for FY 2023-24

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: 9/15/22 Minutes submitted by: K. LaTourette
Members present: Greg Flanagan, Amy Johnson, Kim LaTourette, Ed Sbordone
Members absent:
Other attendees: Ken Crow, Carrie DePuy
Place of meeting: Meeting Access: BO/RM Subcommittee (9/15/22 at 6:00 p.m.)
Web: <https://zoom.us/j/94786680400> Dial In: (929) 205-6099 Meeting ID: 947 8668 0400

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

II. Approval of Minutes

A. August 18, 2022 – Regular

Motion: Made by: Kim LaTourette Seconded by: Ed Sbordone

To approve the minutes of the August 18, 2022, regular meeting as presented

Recording of vote: Aye – Unanimous

III. INFORMATION ITEMS

A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2021-22 at August 31, 2022 – Carrie DePuy explained that we did have a deficit in 2021-22 and the IDEA Grant was used to cover that. There are some encumbrances left are that through SPED and we can close a couple more. As far as the current budget goes, we are right on track there. We transferred about \$60,000 from IDEA, another \$125,000 was from another SPED fund 306, and we also asked the town for the excess cost grant (\$135,000) due to the amount spent with SPED. We are still in the process of closing up the books. We have a surplus of about \$10,000 - \$11,000.

B. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2022-23 at August 31, 2022 – There is nothing major to report. Carrie will provide more benchmarks at the next meeting as compared to last year.

C. Building Project Update – We have a leak due to the mason installing the flashing incorrectly, and it will be fixed next week. There is an issue with the driveway that will also be repaired. Drop off has been great and down to 20 minutes and dismissal may be more difficult next week. There were 946 students. The bus loop will continue to be a problem until we do come up with a resolution. Buses and cars cannot go around the corner at the same time. They have had to hold up traffic. Around 120 parents pick up every day. Right now, the process is ending around 4 p.m., which is later than the teacher/staff contractual time right now. The residents of Middleton Drive are frustrated with the bus traffic going down their road. Ken and Carrie did hear about concerns from last year that the past administration had tried to deal with. The police and troopers have been great partners through all of this.

IV. ACTION ITEMS - none

V. OTHER - none

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

Seconded by: Kim LaTourette
Meeting adjourned at: 6:25 p.m.

New Fairfield Board of Education
Summary of Budget vs. Actual for Payroll & Non-Payroll Accounts
Fiscal 2022-2023 as of September 30, 2022

	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	64,274	64,274	22,090	34.4%	15,228	23.7%	26,956	58.1%
3000 Meeting House Hill	76,850	76,850	31,402	40.9%	11,485	14.9%	33,963	55.8%
4000 Middle School	52,545	52,545	21,980	41.8%	20,872	39.7%	9,693	81.6%
5000 High School	260,956	260,956	55,691	21.3%	99,416	38.1%	105,849	59.4%
5500 Athletics	170,331	170,331	54,791	32.2%	209,123	122.8%	(93,583)	154.9%
6000 Districtwide	1,864,521	1,864,521	805,782	43.2%	275,451	14.8%	783,288	58.0%
6100 Board of Education	30,750	30,750	25,228	82.0%	3,651	11.9%	1,871	93.9%
6200 Central Office	103,825	103,825	18,198	17.5%	39,988	38.5%	45,638	56.0%
6300 Fiscal Services	371,742	371,742	56,640	15.2%	0	0.0%	315,102	15.2%
6400 Human Resources	57,617	57,617	654	1.1%	3,730	6.5%	53,233	7.6%
6500 Technology	666,080	666,080	379,395	57.0%	164,451	24.7%	122,234	81.6%
6600 Pupil Transportation	1,446,549	1,446,549	0	0.0%	0	0.0%	1,446,549	0.0%
6700 Business Machines	134,722	134,722	40,136	29.8%	86,531	64.2%	8,055	94.0%
6800 Utilities	1,043,832	1,043,832	114,622	11.0%	834,418	79.9%	94,792	90.9%
7000 Curriculum	96,280	96,280	29,503	30.6%	83,014	86.2%	(16,237)	116.9%
7001 Enrichment Services	8,750	8,750	55	0.6%	2,066	23.6%	6,629	24.2%
9000 Buildings & Grounds	690,207	690,207	221,582	32.1%	332,279	48.1%	136,346	80.2%
Subtotal - Reg Ed - Non-P/R	7,139,831	7,139,831	1,877,749	26.3%	2,181,703	30.6%	3,080,379	56.9%
Special Education - Non-Payroll								
8001 SPED - Admin/Central	146,035	146,035	2,997	2.1%	3,827	2.6%	139,211	4.7%
8002 SPED - Contracted Svcs	203,252	203,252	14,064	6.9%	69,086	34.0%	120,102	40.9%
8003 SPED - Out of District	2,430,813	2,430,813	157,127	6.5%	889,820	36.6%	1,383,866	43.1%
8004 SPED - Transportation	1,510,334	1,510,334	25,730	1.7%	344,207	22.8%	1,140,397	24.5%
8005 SPED - Program Costs	73,583	73,583	10,555	14.3%	24,427	33.2%	38,601	47.5%
8006 PPS - Other Programs	19,705	19,705	1,227	6.2%	13,168	66.8%	5,311	73.0%
Subtotal - Special Ed - Non-P/R	4,383,722	4,383,722	211,700	4.8%	1,344,534	30.7%	2,827,488	35.5%
TOTAL NON-PAYROLL	11,523,553	11,523,553	2,089,448	18.1%	3,526,238	30.6%	5,907,867	48.7%
TOTAL PAYROLL	26,567,028	26,567,028	3,253,145	12.2%	0	0.0%	23,313,883	12.2%
TOTAL OPERATING BUDGET	38,090,581	38,090,581	5,342,594	14.0%	3,526,238	9.3%	29,221,749	23.3%

NEW FAIRFIELD BOARD OF EDUCATION
FY 2023-2024 -- Budget Calendar (TENTATIVE DATES as of 10/17/22)

Thursday, October 6, 2022	Distribution of digital budget documents from Central Office
Wednesday, November 9, 2022	Building administrators to finalize electronic budget proposal on Team Drive by 9:30 a.m. for review prior to individual meetings
Wednesday, November 16, 2022	Central office administrators to finalize electronic budget proposal on Team Drive by 9:30 a.m. for review prior to individual meetings
Thursday, November 17 to Tuesday, November 29, 2022	Building/District department meetings with Ken, Carrie, and Julie Note: Meetings will be pre-scheduled by central office
Wednesday, November 30, 2022	Administrative Council meets for a status update on budget development beginning at 9:30 a.m.
Wednesday, January 4, 2023	Administrative Council meets to review total budget beginning at 9:30 a.m.
Thursday, January 19, 2023	Presentation of Superintendent's Budget at 6:30 p.m. with BOE regular meeting at 7:00 p.m.
Tuesday, January 24, 2023	BOE budget workshop at 7:00 p.m. with focus on staffing changes
Thursday, January 26, 2023	BOE budget workshop at 7:00 p.m. with focus on programmatic changes
Tuesday, January 31, 2023	BOE budget workshop at 7:00 p.m. with an invitation to the BOF
Thursday, February 2, 2023	BOE regular meeting at 7:00 p.m. including line-by-line budget review
Thursday, February 9, 2023	BOE special meeting to include finalizing and approving BOE budget for FY 2022-2023 (if needed)
Friday, February 17, 2023	Submission of BOE requested budget to Board of Finance
Saturday, March 4, 2023	Public Hearing and BOF review of BOE and BOS requested budgets BOE review at approximately 9:00 a.m.

Tentative Dates:

Wednesday, March 8,
15, 22, and 29, 2023

Board of Finance budget discussions: 7:30 p.m.

Wednesday, April 5, 2023

Final budget markup by Board of Finance

Thursday, April 20, 2023

Publish Final Budget in *Town Tribune*

Week of April 24, 2023

Annual Town Meeting & adjournment of BOF recommended budget to referendum