

Business Operations/Resource Management Subcommittee

Thursday, December 15, 2022 6:00 PM

Meeting Access: BO/RM Subcommittee (12/15/22 at 6:00 p.m.) Web:

<https://zoom.us/j/96449156650> Dial In: (929) 205-6099 Meeting ID: 964 4915 6650, 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

II.A. November 17, 2022 - Regular

III. INFORMATION ITEMS

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

III.B. FY 24 Capital Improvement Plan

III.C. Request to Board of Finance for Surplus Funds

III.D. Consolidated School Building Project Update

III.E. Budget Book/Document Framework

IV. ACTION ITEMS - none

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: 11/17/22 Minutes submitted by: K. LaTourette
Members present: Greg Flanagan, Amy Johnson, Kim LaTourette
Members absent: Ed Sbordone
Other attendees: Ken Crow, Carrie DePuy, Dom Cipollone
Place of meeting: Meeting Access: BO/RM Subcommittee (11/17/22 at 6:00 p.m.)
Web: <https://zoom.us/j/92811135423> Dial In: (929) 205-6099 Meeting ID: 928 1113 5423

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

II. Approval of Minutes

A. October 20, 2022 – Regular

Motion: Made by: Greg Flanagan Seconded by: Kim LaTourette

To approve the minutes of the October 20, 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 2022-23 at October 31, 2022 - Carrie DePuy provided a summary of the report. We are a little bit under where we were last year, but we are looking good. Greg questioned the curriculum deficit. Carrie said that the funds will be moved due to grants. Those funds are accounted for. Pupil Transportation deficit is something that may be covered by Magnet transportation; however, we are incurring expenses with Special Education transportation. This may pose an issue later.

B. Quarterly Summary of Budget vs. Projected Year-End Expenditure/ Encumbrances Report for FY 2022-23 at October 31, 2022 - The two places we are concerned about are the Pupil Transportation and our copier lease for a restocking fee. We locked in 10,000 gallons for \$4.28 so far. Last year it was \$2.70. The town is making the same decision as far as gallons locked in; however, they do not have the same demands that the schools have. It is a concern that this amount will continue to go up. It may be a good idea to lock in as much as we can right now, because the prices may just continue to increase. We could get 80,000 gallons for \$4.16, but they would not do less than that. Availability of fuel oil is a concern as well. We would definitely have a deficit and may be able to use the heating grant that we have. We will continue to keep an eye on Special Education costs.

C. New Fairfield High School/Consolidated School Building Project Update - The High School building project is on time and on budget. Carrie submitted for reimbursement for all three projects. Consolidated School was approved, and NFHS and locker rooms will be next. They went over how the busses get in (19) and will be looking into the vans as well. The East Lake Road crosswalk has come up in discussion. There is a plan for it. The district will be speaking about this topic with the police and town officials. The MHHS/CONS playground is being completed. They are putting down the gravel and the rubber base. That needs to be done on a 40-degree day. They are hoping to have that done in December. The curb modifications have begun. We had some Middleton Drive parents upset, parking on the side of the road and yelling at the bus drivers. A police officer had to be called to speak to them. The officer spoke to about twenty parents. The district understands the residents' frustrations and will be meeting with the police and town officials. Now that we have gotten the majority of the cars off of Gillotti Road,

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

	Approved Budget	2022-2023 Adjusted Budget	Year-to-Date Expenditure	Percent Expended	Current Encumbrances	Percent Encumbered	2022-2023 Remaining Unexpended	Percent Committed	Pending Adjustments
Regular Education - Non-Payroll									
2000 Consolidated	64,274	64,274	32,865	51.1%	10,234	15.9%	21,175	67.1%	
3000 Meeting House Hill	76,850	76,850	41,744	54.3%	6,065	7.9%	29,041	62.2%	
4000 Middle School	52,545	52,545	28,715	54.6%	15,062	28.7%	8,767	83.3%	
5000 High School	260,956	260,956	94,602	36.3%	86,936	33.3%	79,418	69.6%	
5500 Athletics	170,331	170,331	83,374	48.9%	184,516	108.3%	(97,559)	157.3%	
6000 Districtwide	1,864,521	1,864,521	1,041,103	55.8%	298,469	16.0%	524,949	71.8%	
6100 Board of Education	30,750	30,750	26,228	85.3%	2,651	8.6%	1,871	93.9%	
6200 Central Office	103,825	103,825	30,958	29.8%	31,160	30.0%	41,707	59.8%	
6300 Fiscal Services	371,742	371,742	104,317	28.1%	0	0.0%	267,425	28.1%	
6400 Human Resources	57,617	57,617	33,064	57.4%	8,813	15.3%	15,741	72.7%	
6500 Technology	666,080	666,080	517,501	77.7%	63,123	9.5%	85,457	87.2%	
6600 Pupil Transportation	1,446,549	1,446,549	726,076	50.2%	749,807	51.8%	(29,334)	102.0%	
6700 Business Machines	134,722	134,722	78,731	58.4%	38,353	28.5%	17,638	86.9%	
6800 Utilities	1,043,832	1,043,832	234,087	22.4%	734,745	70.4%	75,000	92.8%	
7000 Curriculum	96,280	96,280	67,975	70.6%	58,570	60.8%	(30,265)	131.4%	
7001 Enrichment Services	8,750	8,750	2,121	24.2%	88	1.0%	6,541	25.3%	
9000 Buildings & Grounds	690,207	690,207	313,044	45.4%	305,230	44.2%	71,933	89.6%	
Subtotal - Reg Ed - Non-P/R	7,139,831	7,139,831	3,456,505	48.4%	2,593,823	36.3%	1,089,503	84.7%	
Special Education - Non-Payroll									
8001 SPED - Admin/Central	146,035	146,035	7,097	4.9%	7,469	5.1%	131,469	10.0%	
8002 SPED - Contracted Svcs	203,252	203,252	56,749	27.9%	293,784	144.5%	(147,281)	172.5%	
8003 SPED - Out of District	2,430,813	2,430,813	731,038	30.1%	1,001,289	41.2%	698,486	71.3%	
8004 SPED - Transportation	1,510,334	1,510,334	453,156	30.0%	698,305	46.2%	358,873	76.2%	
8005 SPED - Program Costs	73,583	73,583	34,093	46.3%	16,301	22.2%	23,188	68.5%	
8006 PPS - Other Programs	19,705	19,705	2,166	11.0%	12,999	66.0%	4,540	77.0%	
Subtotal - Special Ed - Non-P/R	4,383,722	4,383,722	1,284,300	29.3%	2,030,147	46.3%	1,069,275	75.6%	
TOTAL NON-PAYROLL	11,523,553	11,523,553	4,740,805	41.1%	4,623,970	40.1%	2,158,778	81.3%	
TOTAL PAYROLL	26,567,028	26,567,028	7,623,682	28.7%	0	0.0%	18,943,346	28.7%	
TOTAL OPERATING BUDGET	38,090,581	38,090,581	12,364,487	32.5%	4,623,970	12.1%	21,102,124	44.6%	

**NF Board of Education
Request to BOF for \$356,281 in Surplus Funds
List of Priority Items**

Item	Expense	Rationale	Cost	
1.	NFMS oil tank	MS oil tank has reached life expectancy and needs to be replaced.	\$320,000	FY 24 Capital
2.	NFMS flooring	MS cafeteria flooring and G lobby flooring are at the end of life expectancy and failing.	\$62,000	FY 24 Capital
3.	Dump truck	Age of truck and increase in repair costs; Primary vehicle for facilities/grounds operations.	\$60,255	FY 24 Capital
4.	Replacement van for students	Age of van, increasing risk of repair costs and declining trade-in value necessitates replacement.	\$46,000	FY 24 Capital
5.	Three A/C units for MHHS	Install A/C units in three MHHS classrooms for medically-fragile students as a result of the PPT process. This requirement must be satisfied in accordance with student IEPs.	\$33,000	FY 24 Operating
6.	NFMS HVAC	New state mandate requires HVAC commissioning prior to January 1, 2024.	\$10,000	FY 24 Operating
Total			\$531,255	