

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

Thursday, August 17, 2023 6:00 PM

BO/RM Subcommittee (8/17/23 at 6:00 p.m.) Web: <https://zoom.us/j/94527415133>

Dial In: (929) 205-6099 Meeting ID: 945 2741 5133, 3 Brush Hill Road, New Fairfield, CT 06812

### **I. CALL TO ORDER**

### **II. APPROVAL OF THE MINUTES**

II.A. June 22, 2023 - Special

### **III. INFORMATION ITEMS**

III.A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances vs. Projected Year-End Expenditure/Encumbrances Report for FY 2022-23 at June 30, 2023

III.B. Google Vault Reconciliation – April 1, 2023 – June 30, 2023

III.C. Food Services Update

III.D. Building Project and Facilities Updates

III.E. Building Use Fees

### **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: Special  
Date of Meeting: 6/22/23 Minutes submitted by: K. LaTourette  
Members present: Greg Flanagan, Amy Johnson (arrived at 6:04), Kim LaTourette, Ed Sbordone  
Members absent: Amy Johnson  
Other attendees: Carrie DePuy, Ken Craw  
Place of meeting: Meeting Access: BO/RM Subcommittee (6/22/23 at 6:00 p.m.) Web:  
https://zoom.us/j/94339119864 Dial In: (929) 205-6099 Meeting ID: 943 3911 9864

Meeting called to order: 6:01 p.m. The zoom guidelines were read by the host.

**II. Approval of Minutes**

**A. May 18, 2023 – Regular -** Minutes are approved by consensus.

**III. INFORMATION ITEMS**

**A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances vs. Projected Year-End Expenditure/Encumbrances Report for FY 2022-23 at May 31, 2023**

– Carrie DePuy presented this report and said she would send an updated version. We were at 87% last year at this time. The one we are looking at now is at 81% for this year. This is not the amount that is actually committed. Then it will say that we are at 96% committed. (Amy Johnson joined at 6:04 p m ). Carrie mentioned the spending freeze that was implemented at the beginning of the school year. It was not easy to manage this budget and make ends meet. The team has been very supportive. We are in the negative for SPED evals, outplacements, transportation, and that will continue. It was able to be mitigated within the SPED budget, so that did help. Payroll is at -\$421,000. There are some turnover savings with a shortage and the rate that we had to hire staff. We did receive some excess cost (\$80,000) to offset the \$110,000 so we have about \$30,000 left. We can also use the contingency as needed. Carrie will be able to close out some of the encumbrances that are still coming in. If she needs added assistance, she can use the heating grant amount. Carrie mentioned that a bill recently passed with the state, and we went from #58 to #59. We may be able to receive more money for SPED.

**B. Sherman Contract** – Carrie spoke about working with Sherman, and Ed and Amy were on that committee. Sherman has had a lot of turnover. They were not ready, and they did not have money set aside in their budget. Last year, there were 22 Sherman students attending New Fairfield and 23 are attending this coming year. They settled on a one-year contract and will have to come back again next year. There is a 3% increase. Carrie plans on negotiating after Christmas next year. Ed Sbordone mentioned that Carrie put a lot of the information together for Sherman and did a lot of their work because many staff members were new and did not know a lot of information. Amy Johnson agreed with Ed.

**C. Excess Cost Grant** – Carrie wanted to bring this to the Board for endorsement. \$651,000 was budgeted and we had \$731,295 in excess cost. The request is \$80,295.

**D. Building Project Update** – They are still looking for the source of the leak at CONS/MHHS. They are opening up the masonry this week now that the students are out. They are still working through their punch list. The biggest issues are the leak and playground.

The East Lake Crosswalk is on hold. An alternate spot is being looked at due to the sight line and liability. NFHS and NFMS campus is closed. We are on a tight timeline. There is no parking allowed beyond the lower student lot. There is two-way traffic again now. It was not well marked this morning but has been since. It was supposed to be done yesterday and it was not. They will finish the abatement, get the furniture out, and then demo may begin. This project is still on time and on budget. We are at the 28.22% rate.

**IV. ACTION ITEMS - none**

**V. OTHER - none**

**VI. ADJOURNMENT**

**Motion to adjourn:** Made by: Kim LaTourette  
Recording of vote: Aye – Unanimous

Seconded by: Greg Flanagan  
Meeting adjourned at: 6:34 p.m.

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

	2022-2023 Approved Budget	2022-2023 Adjusted Budget	Year-to-Date Expenditure	Percent Expended	Current Encumbrances	Percent Encumbered	2022-2023 Remaining Unexpended	Percent Committed	2022-2023 Projected Unexpended	Projected Committed	Primary Reason for Surplus or Deficit
<b>Regular Education - Non-Payroll</b>											
2000 Consolidated	64,274	62,274	47,283	75.9%	0	0.0%	14,991	75.9%	14,991	75.9%	Supplies,Furniture and Equipment
3000 Meeting House Hill	76,850	75,850	62,323	82.2%	0	0.0%	13,527	82.2%	13,527	82.2%	Supplies,Furniture and Equipment
4000 Middle School	52,545	52,545	41,160	78.3%	848	1.6%	10,537	79.9%	10,537	79.9%	
5000 High School	260,956	260,956	169,676	65.0%	1,666	0.6%	89,614	65.7%	89,614	65.7%	Supplies, Equipment, Dues
5500 Athletics	170,331	170,331	144,370	84.8%	2,710	1.6%	23,252	86.3%	23,252	86.3%	
6000 Districtwide	1,864,521	1,864,521	1,812,960	97.2%	16,831	0.9%	34,729	98.1%	34,729	98.1%	Attendance / Insurance / Unemployment
6100 Board of Education	30,750	30,750	28,023	91.1%	0	0.0%	2,727	91.1%	2,727	91.1%	Travel
6200 Central Office	103,825	103,825	92,217	88.8%	1,512	1.5%	10,096	90.3%	10,096	90.3%	
6300 Fiscal Services	371,742	371,742	362,992	97.6%	0	0.0%	8,750	97.6%	8,750	97.6%	
6400 Human Resources	57,617	57,617	51,849	90.0%	215	0.4%	5,553	90.4%	5,553	90.4%	
6500 Technology	666,080	666,080	611,288	91.8%	6,181	0.9%	48,612	92.7%	48,612	92.7%	
6600 Pupil Transportation	1,446,549	1,446,549	1,507,029	104.2%	0	0.0%	(60,480)	104.2%	(60,480)	104.2%	Vo-Ag and Magnet Transportation - offset by grant
6700 Business Machines	134,722	137,722	166,835	121.1%	18,477	13.4%	(47,590)	134.6%	(47,590)	134.6%	Copier Re-stocking Fee
6800 Utilities	1,043,832	1,043,832	1,075,862	103.1%	0	0.0%	(32,030)	103.1%	(32,030)	103.1%	Oil -Usage of Gas, Electricity and Oil
7000 Curriculum	96,280	96,280	74,576	77.5%	245	0.3%	21,459	77.7%	21,459	77.7%	
7001 Enrichment Services	8,750	8,750	5,912	67.6%	642	7.3%	2,195	74.9%	2,195	74.9%	
9000 Buildings & Grounds	690,207	690,207	630,007	91.3%	30,342	4.4%	29,858	95.7%	29,858	95.7%	
<b>Subtotal - Reg Ed - Non-P/R</b>	<b>7,139,831</b>	<b>7,139,831</b>	<b>6,884,363</b>	<b>96.4%</b>	<b>79,668</b>	<b>1.1%</b>	<b>175,800</b>	<b>97.5%</b>	<b>175,800</b>	<b>97.5%</b>	
<b>Special Education - Non-Payroll</b>											
8001 SPED - Admin/Central	146,035	146,035	8,406	5.8%	1,341	0.9%	136,288	6.7%	136,288	6.7%	SPED Contingency
8002 SPED - Contracted Svcs	203,252	203,252	425,838	209.5%	157,398	77.4%	(379,984)	287.0%	(379,984)	287.0%	Specialized Evaluations/ Unanticipated leave/additional Support
8003 SPED - Out of District	2,430,813	2,430,813	1,991,113	81.9%	39,887	1.6%	399,814	83.6%	399,814	83.6%	
8004 SPED - Transportation	1,510,334	1,510,334	1,502,560	99.5%	25,981	1.7%	(18,206)	101.2%	(18,206)	101.2%	Unanticipated Transportation Costs through Outside Services
8005 SPED - Program Costs	73,583	73,583	51,871	70.5%	0	0.0%	21,712	70.5%	21,712	70.5%	STRIDES
8006 PPS - Other Programs	19,705	19,705	18,433	93.5%	667	3.4%	605	96.9%	605	96.9%	
<b>Subtotal - Special Ed - Non-P/R</b>	<b>4,383,722</b>	<b>4,383,722</b>	<b>3,998,221</b>	<b>91.2%</b>	<b>225,273</b>	<b>5.1%</b>	<b>160,228</b>	<b>96.3%</b>	<b>160,228</b>	<b>96.3%</b>	
<b>TOTAL NON-PAYROLL</b>	<b>11,523,553</b>	<b>11,523,553</b>	<b>10,882,584</b>	<b>94.4%</b>	<b>304,941</b>	<b>2.6%</b>	<b>336,028</b>	<b>97.1%</b>	<b>336,028</b>	<b>97.1%</b>	
<b>TOTAL PAYROLL</b>	<b>26,567,028</b>	<b>26,567,028</b>	<b>27,133,285</b>	<b>102.1%</b>	<b>0</b>	<b>0.0%</b>	<b>(566,257)</b>	<b>102.1%</b>	<b>(566,257)</b>	<b>102.1%</b>	Failure to meet turnover savings budget due to teacher shortage, Increased need for paraprofessionals as per IEP requirements, additional PRE-K classroom due to Special Education needs
<b>TOTAL OPERATING BUDGET</b>	<b>38,090,581</b>	<b>38,090,581</b>	<b>38,015,870</b>	<b>99.8%</b>	<b>304,941</b>	<b>0.8%</b>	<b>(230,230)</b>	<b>100.6%</b>	<b>(230,230)</b>	<b>100.6%</b>	
<b>Pending Adjustments to Operating Budget</b>											
Excess Cost Grant for High Cost Special Education Students Above Estimate per CGS 10-76g(b)									80,295		
ELC Tuition Transfer									150,000		
<b>Subtotal - Adjustments</b>									<b>230,295</b>		
<b>NET OPERATING BUDGET</b>	<b>38,090,581</b>	<b>38,090,581</b>	<b>38,015,870</b>	<b>99.8%</b>	<b>304,941</b>	<b>0.8%</b>	<b>(230,230)</b>	<b>100.6%</b>	<b>65</b>	<b>100.0%</b>	

Monitoring Special Education operating and payroll for possible fluctuations in projection.

Note: Based on the March Excess Cost filing, town will receive approximately \$80,295 in special education revenue above budget

## **Community Relations**

### **Use of School Facilities**

The facilities of the New Fairfield Public Schools are available for reasonable use by organizations or groups within and outside the school system when they are not in use for school purposes. As Town facilities, the community and members of the system's staff are encouraged to use them within the parameters of Board of Education policy and regulations. The Board shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible local persons, organizations, agencies or institutions, as permitted under law. The Board reserves the right, as needed, to modify such use.

The primary scheduling of facilities is for school-related activities and programs. Every attempt will be made to accommodate a community group if there is a conflict with a previously scheduled school function.

All outside groups who use school facilities may be charged a building use fee that is established by the Board of Education. The building use form will be updated as needed to reflect rules governing the use of buildings and grounds as well as the fee structures the Board approved.

### **Buildings and Grounds**

The Board shall endeavor to use the annual appropriation for the operation of schools for educational purposes and seek extra money for community use of buildings by Town or private agencies or individuals.

Due to increased financial investments in classroom equipment, community groups will be assigned to multipurpose areas, like the cafeteria, and gymnasium, with very limited use of classrooms. The Board of Education reserves the right to limit the hours of use and access to buildings and grounds. All individuals or groups who apply to use school facilities must follow the district's procedures. This includes the full completion of a building form ten days prior to use with the appropriate insurance on file. Food and beverages are only allowed in the cafeterias and any other area designated by the building administrators or the Superintendent of Schools.

The Superintendent may exercise discretion in denying building use if an activity is deemed inconsistent with the Board policy.

## Community Relations

### Use of School Facilities (continued)

#### Protection of Grounds and Buildings

Students should be allowed the use of school facilities for co-curricular activities, including clubs, recreational events, and other such related activities. These activities must be scheduled in keeping with normal school regulations and provide for supervision according to school rules. The advisors and chaperones of all student groups must familiarize themselves with current regulations for the use of school facilities.

#### Types of Activities That Will Not Be Permitted

1. Any purpose in conflict with the mission or goals of the school district.
2. Fundraising campaigns except as permitted by Board of Education policy or with permission of the Superintendent.
3. Any activity that may be injurious to the buildings, grounds or equipment of the schools.

#### Loitering or Causing Disturbance

All visitors must register in the school to be on school property during the school day and be issued a visitor's badge that must be worn at eye level. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the Principal. Any person shall be considered loitering on school grounds when s/he loiters or remains in or about a school building or grounds without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there. Administrators may exercise discretion with respect to the use of outside facilities.

Legal Reference: Connecticut General Statutes  
10-239 Use of school facilities for other purposes.  
53a-185 Loitering in or about school grounds; Class C misdemeanor  
PA 97-290 An Act Enhancing Educational Choices and Opportunities  
Equal Access Act, 20 U.S.C. ss 4071-4074  
*Good News Club v. Milford Central School*, Sup. CT., 6-11-01

Policy adopted: October 19, 2000  
Policy amended: July 11, 2002  
Policy amended: April 26, 2012  
Policy amended: December 19, 2013  
Policy amended: June 4, 2015  
Policy amended: June 21, 2018

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

## Priority List for the Use of New Fairfield School Facilities

The use of school facilities must be self-sustaining by any organization that plans to use a New Fairfield Board of Education facility. Every organization is responsible for the cost of utilities, cleaning, and maintaining the facility in good operational condition. Organizations that request the use of school facilities are categorized below. The reason for these categories is to differentiate fees according to the types of organizations and the benefit of the activities for the New Fairfield community. There are other considerations to be made that take into account the hours of an event, the number of people involved, custodial needs of an event and the number of activities that are already scheduled. It is understood that all activities under the jurisdiction of the Board of Education are exempt from this priority list and are always given first priority over others. Flat fees, rather than hourly fees, can be established for activities that meet regularly at the discretion of the Superintendent.

### 1. Local Town Government Meetings

This category includes:

- Official Town meetings and all regular meetings open to the general public in cooperation with the Board of Education.
- Examples: Permanent Building Committee (PBC), Zoning meetings, Finance meetings, Board of Selectmen meetings, Town Meeting.

### 2. Parent-Teacher and other School Associated Groups

This category includes:

- a. Activities sponsored, organized and supervised directly by the Parent-Teacher Organizations or sponsored by the Board of Education and activities of other groups approved by the Board of Education.
- b. Examples: school clubs, DECA, FBLA, Booster clubs, National Honor Society, all PTO activities, extracurricular and co-curricular activities.

### 3. Recreation for Children and Adults (non-profit organizations; community based)

This category includes:

- Park and recreation activities.
- Non-Profit groups including Jaycees, Lions, Boy Scouts, Girl Scouts, Aquabears, swim clubs, wrestling clubs, soccer clubs, lacrosse clubs, Pop Warner Football, Babe Ruth Baseball, softball, Falcon Cheerleaders, Flash Track, Adult Education, and CCD.

### 4. Private Events, Commercial Ventures or Fundraising Activities with Community Benefit

This category includes:

- Activities which charge admission and any commercial venture of definite cultural value for specific benefit to the New Fairfield Community.
- Examples: Private sports clubs; private arts and crafts fair; Women's and Men's Clubs, Alumni groups, church groups, civic and fraternal programs.

### 5. Private Events, Commercial Ventures or Fundraising Activities for Organizational Benefit

This category includes:

- Activities which charge admission and any commercial venture of definite cultural value for specific benefit of the organization.
- Examples: commercial stage groups, private retail businesses, school of dance, Star-Search, private sports clubs; private arts and crafts fair; Women's and Men's Clubs, Alumni groups, church groups.

## New Fairfield Public Schools Facility Fees

The following fees will be charged for the use of any New Fairfield Schools facilities (regardless of the school) room charges are by the hour and field charges are by the participant per field and per season, unless otherwise noted:

Effective beginning July 1, 2018

Category	Per Classroom Conference Room	Gymnasium	Auditorium	Cafeteria W/o Kitchen	Cafeteria With Kitchen	Pool	Athletic Fields◇
<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3</b>	<b>0*+</b>	<b>\$20</b>	<b>\$30</b>	<b>\$15</b>	<b>\$25</b>	<b>\$40</b>	<b>\$40**<sup>1</sup> +\$5 **<sup>3</sup> or \$65**<sup>2</sup> +\$5 **<sup>3</sup></b>
<b>4</b>	<b>\$10*+</b>	<b>\$40</b>	<b>\$60</b>	<b>\$30</b>	<b>\$50</b>	<b>\$80</b>	<b>See Below**</b>
<b>5</b>	<b>\$25*+</b>	<b>\$100</b>	<b>\$150</b>	<b>\$75</b>	<b>\$125</b>	<b>\$200</b>	<b>See Below**</b>
<b>6</b>	<b>See Below**</b>	<b>See Below**</b>	<b>See Below**</b>	<b>See Below**</b>	<b>See Below**</b>	<b>See Below**</b>	<b>See Below**</b>

**Category 3**    <sup>1</sup>\$40.00 per participant per season (Flash Track fee – 50% of prevailing rate per participant)  
<sup>2</sup>\$65.00 per hour for camps or limited use (fewer than 40 hours)  
<sup>3</sup>\$5.00 additional per athlete seasonal charge for use of John John Pendergast Field  
(Parks & Rec fee – 50% of prevailing rate for use of any outdoor facility specified in the Field Policy Agreement)

**Category 4**    \$150.00 per hour for 1<sup>st</sup> day use per field  
\$100.00 per hour for any additional continuous days use per field  
\$50.00 per hour for a grounds man – Saturday – minimum 3 hours  
\$70.00 per hour for a grounds man – Sunday – minimum 3 hours  
\$25.00 per hour fee for lights per field

**Category 5**    \$200.00 per hour for 1<sup>st</sup> day use per field  
\$150.00 per hour for any additional continuous days use per field  
\$50.00 per hour for a grounds man – Saturday – minimum 3 hours  
\$70.00 per hour for a grounds man – Sunday – minimum 3 hours  
\$25.00 per hour fee for lights per field

**Category 6**    Special Events - Cost to be determined by the Director of Buildings and Grounds and the Director, Parks and Recreation, Buildings and Grounds.

◇ Athletic Fields including Track and Tennis Courts, and John John Pendergast Field

\*The Board of Education may require a \$500.00 cash bond posted for use of those areas that contain technology equipment.

