

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

Thursday, May 16, 2024 6:00 PM

Meeting Access: BO/RM Subcommittee (5/16/24 at 6 p.m.) Web:

<https://zoom.us/j/94836905782> Dial In: (929) 205-6099 Meeting ID: 948 3690 5782, 3 Brush Hill Road, New Fairfield, CT 06812

## **I. CALL TO ORDER**

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

II.A. April 30, 2024 - Special

## **III. INFORMATION ITEMS**

III.A. Monthly Summary of Budget vs. Actual  
Expenditure/Encumbrances Report for FY 2023-24 at April  
30, 2024

III.B. Field and Track Replacement Update

III.C. Elementary School Structure

III.D. Human Resources Department

III.E. Propane 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: Special  
Date of Meeting: 4/30/24 Minutes submitted by: K. LaTourette  
Members present: Greg Flanagan, Amy Johnson, Ed Sbordone, Kim LaTourette  
Members absent:  
Other attendees: Carrie DePuy  
Place of meeting: Meeting Access: Business Operations/Resource Management Subcommittee  
(4/30/24 at 8:00 p.m.) Web: <https://zoom.us/j/98603346916> Dial In: (929) 205-6099  
Meeting ID: 986 0334 6916

Meeting called to order: 8 p.m.

**II. Approval of Minutes**

**A. March 21, 2024 – Regular** – Approved by consensus

**III. INFORMATION ITEMS**

**A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances  
Report for FY 2023-24 at March 31, 2024**

This report has changed drastically, but in a good way. We had put on a spending freeze due to SPED costs. We have been able to offset some funds. Operating - We picked up some money for two students that did not go to VOAG and then unemployment. This was about \$40,000. However, we may go over in legal fees, and this is mostly due to residency hearings. We had budgeted about \$75,000 and we have spent \$70,000. In the short term, we will have to pay, but this will be beneficial in the long run. Some of these students, who live out of our town, are also special education students with added costs to the district. Amy asked about the lack of paper, and Carrie confirmed that we do have paper. The fiber lease is new with the building project; we have not had this for 20 years. Now there is a monthly fee; we did not know it would exist and is usually picked up from the town. This is an extra \$1125 per month. This is listed in technology - service contracts. Pupil transportation will be offset by the Magnet Grant. We spoke about the copy lease last month. Oil may be about \$20,000. The old high school was shut down and the new one was opened. Something happened with heating the common area. Carrie is working with Mark and Phil to resolve this issue. O&G fixed the problem once it was realized. We stopped auto fill with Mitchell. We are locked in for 24-25 at \$2.83. Special Education - We had some fluctuations in enrollment, and we were able to pick up some funds in out of district and transportation. We have some contingency as well. We may not have a deficit here, even with something new that recently came up. We are projected to receive \$107,514. We will receive this from the BOF at year end to help offset SPED costs.

**IV. INFORMATION/ACTION ITEMS**

**A. CCM Electricity Consortium** - This shows where we are locked in at the current price. Olga Melnikov asked the BOF to be able to lock this in. We are looking to be locked for 3 years. Our purchasing agent is asking for our approval to sign off on this contract.

**Motion:** Made by: Greg Flanagan Seconded by: Kim LaTourette  
To bring this proposal from Titan Energy to the full Board to authorize Carrie DePuy to sign off on an electrical supplier.

**Recording of vote:** Aye – Unanimous

**V. OTHER** - Amy Johnson did ask about the punch items/issues with the building projects - propane, bleachers being up to code or not. This discussion may occur at the regular meeting.

**VI. ADJOURNMENT**

**Motion to adjourn:** Made by: Greg Flanagan  
Recording of vote: Aye – Unanimous

Seconded by: Kim LaTourette  
Meeting adjourned at: 8:33 p.m.

**New Fairfield Board of Education**  
**Summary of Budget vs. Actual for Payroll & Non-Payroll Accounts**  
**Fiscal 2023-2024 as of April 30, 2024**

	Approved Budget	2023-2024 Adjusted Budget	Year-to-Date Expenditure	Percent Expended	Current Encumbrances	Percent Encumbered	2023-2024 Remaining Unexpended	Percent Committed
<b>Regular Education - Non-Payroll</b>								
2000 Consolidated	67,102	67,102	60,591	90.3%	2,879	4.3%	3,632	94.6%
3000 Meeting House Hill	76,863	76,863	63,236	82.3%	7,311	9.5%	6,315	91.8%
4000 Middle School	61,657	61,657	41,291	67.0%	2,263	3.7%	18,103	70.6%
5000 High School	232,317	232,317	131,993	56.8%	35,613	15.3%	64,711	72.1%
5500 Athletics	177,250	177,250	113,739	64.2%	31,677	17.9%	31,834	82.0%
6000 Districtwide	1,978,520	1,978,520	1,755,395	88.7%	8,087	0.4%	215,038	89.1%
6100 Board of Education	30,850	30,850	28,596	92.7%	1,101	3.6%	1,153	96.3%
6200 Central Office	126,487	126,487	140,635	111.2%	5,308	4.2%	(19,456)	115.4%
6300 Fiscal Services	371,357	371,357	283,322	76.3%	0	0.0%	88,036	76.3%
6400 Human Resources	58,100	58,100	46,778	80.5%	1,845	3.2%	9,476	83.7%
6500 Technology	726,899	711,899	553,967	77.8%	43,345	6.1%	114,587	83.9%
6600 Pupil Transportation	1,506,038	1,506,038	1,345,325	89.3%	184,273	12.2%	(23,560)	101.6%
6700 Business Machines	133,598	133,598	144,279	108.0%	50,726	38.0%	(61,407)	146.0%
6800 Utilities	1,118,120	1,118,120	1,067,715	95.5%	86,803	7.8%	(36,398)	103.3%
7000 Curriculum	121,023	121,023	100,724	83.2%	25,181	20.8%	(4,882)	104.0%
7001 Enrichment Services	7,988	7,988	3,571	44.7%	0	0.0%	4,417	44.7%
9000 Buildings & Grounds	674,025	689,025	512,662	74.4%	167,009	24.2%	9,355	98.6%
<b>Subtotal - Reg Ed - Non-P/R</b>	<b>7,468,194</b>	<b>7,468,194</b>	<b>6,393,819</b>	<b>85.6%</b>	<b>653,421</b>	<b>8.7%</b>	<b>420,954</b>	<b>94.4%</b>
<b>Special Education - Non-Payroll</b>								
8001 SPED - Admin/Central	146,191	146,191	34,836	23.8%	8,322	5.7%	103,033	29.5%
8002 SPED - Contracted Svcs	261,198	261,198	730,141	279.5%	123,859	47.4%	(592,802)	327.0%
8003 SPED - Out of District	2,584,349	2,584,349	1,472,239	57.0%	370,470	14.3%	741,640	71.3%
8004 SPED - Transportation	1,624,903	1,624,903	1,180,902	72.7%	249,801	15.4%	194,200	88.0%
8005 SPED - Program Costs	69,939	69,939	47,262	67.6%	5,453	7.8%	17,223	75.4%
8006 PPS - Other Programs	24,075	24,075	6,939	28.8%	13,268	55.1%	3,868	83.9%
<b>Subtotal - Special Ed - Non-P/R</b>	<b>4,710,655</b>	<b>4,710,655</b>	<b>3,472,319</b>	<b>73.7%</b>	<b>771,174</b>	<b>16.4%</b>	<b>467,162</b>	<b>90.1%</b>
<b>TOTAL NON-PAYROLL</b>	<b>12,178,849</b>	<b>12,178,849</b>	<b>9,866,138</b>	<b>81.0%</b>	<b>1,424,595</b>	<b>11.7%</b>	<b>888,116</b>	<b>92.7%</b>
<b>TOTAL PAYROLL</b>	<b>27,981,554</b>	<b>27,981,554</b>	<b>20,703,786</b>	<b>74.0%</b>	<b>5,544,985</b>	<b>19.8%</b>	<b>1,732,782</b>	<b>93.8%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>40,160,403</b>	<b>40,160,403</b>	<b>30,569,924</b>	<b>76.1%</b>	<b>6,969,581</b>	<b>17.4%</b>	<b>2,620,899</b>	<b>93.5%</b>