

Business Operations/Resource Management Subcommittee meeting

Thursday, September 19, 2024 6:00 PM

New Fairfield Community Room, 33 Route 37, New Fairfield, CT. In the event of inclement weather, this meeting will change to remote and a virtual link will be provided on our website and distributed. , 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

II.A. May 16, 2024 - Regular

III. INFORMATION ITEMS

III.A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances vs. Projected Year-End Expenditure/Encumbrances Report for FY 2024-25 at August 31, 2024

III.B. FY25 Unanticipated Expenses

III.C. Entitlement Funds

III.D. Summer Capital Update

III.E. Building Project Update

III.F. Temporary Bus Lot Update

III.G. Service Contract Update

III.H. MS Underground Oil Tank Update

III.I. FY26 Budget

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: 5/16/24 Minutes submitted by: K. LaTourette
Members present: Greg Flanagan, Amy Johnson, Ed Sbordone, Kim LaTourette
Members absent:
Other attendees: Ken Craw, Carrie DePuy, Sue Huwer
Place of meeting: 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

Meeting called to order: 6 p.m.

II. Approval of Minutes

A. April 30, 2024 – Special – Approved by consensus

III. INFORMATION ITEMS

A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2023-24 at April 30, 2024 - Carrie DePuy spoke about our encumbrances; we have almost 6.6 million that will be expended. Our operating is mostly contracted services, SPED, transportation, and utilities. We still have a lot to spend in this last month, and this is mostly due to payroll. The contracted services will continue to change, and we are still using some outside services. We are still projecting a \$48,000 surplus as of right now.

B. Field and Track Replacement Update - Field Fees met on the May 13th and the timeline was reviewed. A quote from Sprinturf was presented. This was lower than we had expected. The Field Fees Committee plans on having their next meeting with Sprinturf to answer any questions and to see how long this bid amount is good for. We do not have a chance to complete the track and field this summer because of how the referendum has progressed. This is still good news to have a lower quote. Field Fees will discuss doing the lighting for the field as well.

C. Elementary School Structure - Carrie has been researching the financial impact with CONS and MHHS merging into one school. There will not be an impact on any grants. There may be an impact on curriculum, and that will come through that subcommittee. There will be some costs for some signage and "rebranding." Food Services already files under one because we share a cafeteria. Dr. Craw suggested that every committee look at this to cover all angles. Allyson Story will be holding focus groups with staff, parents, and the administration is hoping to present more information at our June meeting.

D. Human Resources Department - Dr. Craw mentioned again that Kara Mehler will be retiring and there is a sense of urgency to look at this department. HR has changed considerably since Kara has held that position - background checks, policies, state legislation, compliance with FMLA, ADA, Title 9... The Board will be looking at this position and the salary moving forward, trying to stay as revenue neutral as possible. We will begin looking at and meeting with some candidates as early as next week. Dr. Craw has also spoken to Melissa Lindsey. It is her preference to have an HR person for the town, separate from the school organization. We would like to have someone with school experience. Amy asked about other shared services with the town. Olga, the Finance Director for the town, is also a shared service. The BOE currently pays 50% of her salary, although the majority of her responsibilities often fall

within the town. Ed mentioned that the BOE should be involved in the hiring process for those positions because we do pay half of their salary.

E. Propane Update - On Friday, specialists were on site for sampling. They all yielded acceptable levels at the tanks. They sent liquid samples out and have not received the results yet. It appears then that the tanks are ok. Propane is still not on in the building. Billie Jo Watson, our food service director, has been amazing with getting hot lunches out to the students. The issue that we dealt with on Monday was not the propane. There is no leak.

IV. ACTION ITEMS – None

V. OTHER - We will try to plan a meeting for June - everyone agreed that it was needed.

VI. ADJOURNMENT

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

Seconded by: Kim LaTourette
Meeting adjourned at: 6:30 p.m.

New Fairfield Board of Education
Summary of Budget vs. Actual for Payroll & Non-Payroll Accounts
Fiscal 2024-2025 as of August 31, 2024

	Approved Budget	2024-2025 Adjusted Budget	Year-to-Date Expenditure	Percent Expended	Current Encumbrances	Percent Encumbered	2024-2025 Remaining Unexpended	Percent Committed
Regular Education - Non-Payroll								
2000 Consolidated	-	-	1,450		0		(1,450)	
3000 Elementary School	145,982	145,982	22,162	15.2%	44,206	30.3%	79,615	45.5%
4000 Middle School	67,618	67,618	2,819	4.2%	36,191	53.5%	28,608	57.7%
5000 High School	251,869	251,869	21,187	8.4%	74,809	29.7%	155,873	38.1%
5500 Athletics	188,340	188,340	19,173	10.2%	195,097	103.6%	(25,930)	113.8%
6000 Districtwide	2,060,333	2,060,333	187,726	9.1%	377,028	18.3%	1,495,579	27.4%
6100 Board of Education	35,600	35,600	38,412	107.9%	5,688	16.0%	(8,500)	123.9%
6200 Central Office	155,245	155,245	14,995	9.7%	7,272	4.7%	132,978	14.3%
6300 Fiscal Services	348,902	348,902	28,212	8.1%	2,814	0.8%	317,877	8.9%
6400 Human Resources	57,617	57,617	37,635	65.3%	12,143	21.1%	7,839	86.4%
6500 Technology	722,237	722,237	305,921	42.4%	138,280	19.1%	278,036	61.5%
6600 Pupil Transportation	1,613,167	1,613,167	0	0.0%	0	0.0%	1,613,167	0.0%
6700 Business Machines	148,898	148,898	45,433	30.5%	172,092	115.6%	(68,627)	146.1%
6800 Utilities	1,110,581	1,110,581	122,581	11.0%	365,879	32.9%	622,121	44.0%
7000 Curriculum	303,269	303,269	43,357	14.3%	121,206	40.0%	138,706	54.3%
7001 Enrichment Services	7,988	7,988	0	0.0%	0	0.0%	7,988	0.0%
9000 Buildings & Grounds	760,185	760,185	114,563	15.1%	480,433	63.2%	165,189	78.3%
Subtotal - Reg Ed - Non-P/R	7,977,831	7,977,831	1,005,625	12.6%	2,033,136	25.5%	4,939,071	38.1%
Special Education - Non-Payroll								
8001 SPED - Admin/Central	192,839	192,839	0	0.0%	5,750	3.0%	187,089	3.0%
8002 SPED - Contracted Svcs	414,003	414,003	32,655	7.9%	53,551	12.9%	327,798	20.8%
8003 SPED - Out of District	2,478,172	2,478,172	260,308	10.5%	546,694	22.1%	1,671,170	32.6%
8004 SPED - Transportation	1,513,186	1,513,186	74,242	4.9%	28,267	1.9%	1,410,677	6.8%
8005 SPED - Program Costs	75,744	75,744	9,665	12.8%	37,460	49.5%	28,619	62.2%
8006 PPS - Other Programs	24,791	24,791	950	3.8%	0	0.0%	23,841	3.8%
Subtotal - Special Ed - Non-P/R	4,698,735	4,698,735	377,819	8.0%	671,722	14.3%	3,649,194	22.3%
TOTAL NON-PAYROLL	12,676,566	12,676,566	1,383,444	10.9%	2,704,857	21.3%	8,588,265	32.3%
TOTAL PAYROLL	29,630,890	29,630,890	1,190,818	4.0%	21,992,979	74.2%	6,447,093	78.2%
TOTAL OPERATING BUDGET	42,307,456	42,307,456	2,574,262	6.1%	24,697,837	58.4%	15,035,357	64.5%