Board of Education Regular Meeting 2024

Thursday, August 21, 2025 7:00 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. **PLEDGE OF ALLEGIANCE**

III. **APPROVAL OF THE MINUTES**

III.A. June 5, 2025 - Regular

III.B. June 12, 2025 - Regular

III.C. June 24, 2025 - Special

IV. **APPROVAL OF THE AGENDA**

V. **PUBLIC PARTICIPATION -** ***The Board welcomes public participation. Pursuant to our Board Policy, public participation is limited to no more than three (3) minutes per speaker and a total of no more than thirty (30) minutes total for the entire meeting. Individuals who wish to speak longer are encouraged to attend any and all related subcommittee meetings where most of the board's groundwork is done. We value your input, but due to these time limitations, we ask you to be concise and to observe the rules of common courtesy. [9320(a) of Board Bylaws]***

VI. **BOARD AND ADMINISTRATIVE COMMUNICATIONS**

VI.A. Chairman's Report

VI.B. Superintendent's Report

VI.C. Committee Reports - None

VI.D. Liaison Reports

VI.D.1. Board of Finance *(Ed Sbordone)*

VI.D.2. Parks and Recreation Committee *(K. LaTourette, G. Flanagan)*

VII. **INFORMATION ITEMS**

VII.A. Building Project Updates

VII.A.1. Crosswalk

VII.A.2. Propane

VII.A.3. Playground

VII.A.4. Bus Lot

VII.A.5. Other

VII.B. FY 26 Capital Projects Update

VII.B.1. Turf and Track Replacement

VII.B.2. New Fairfield Middle School Oil Tank Replacement

VII.B.3. New Fairfield Middle School Classroom Restoration/District Office Construction

VII.B.4. Music Classrooms Phase I Design & Construction

VII.B.5. Bollards Installation

VII.B.6. Other

VII.C. FY 27 Capital Improvement Draft Plan

VII.D. District Office Construction Phase II

VII.E. New Fairfield High School Wall of Fame

VII.F. Shared Financial Services MOU Update

VII.G. Food Services Update

VII.G.1. New Fairfield Middle School Upgrades

VII.H. Town Solar Project Update

VII.I. Negotiations Update

VII.J. FY 26 Staffing Update

VIII. **ACTION ITEMS**

VIII.A. Personnel Report

IX. **PUBLIC PARTICIPATION -** ***The Board welcomes public participation. Pursuant to our Board Policy, public participation is limited to no more than three (3) minutes per speaker and a total of no more than thirty (30) minutes total for the entire meeting. Individuals who wish to speak longer are encouraged to attend any and all related subcommittee meetings where most of the board's groundwork is done. We value your input, but due to these time limitations, we ask you to be concise and to observe the rules of common courtesy. [9320(a) of Board Bylaws]***

X. **FUTURE AGENDA ITEMS**

XI. **BOARD MEMBER COMMENTS**

XII. **ADJOURNMENT**

NEW FAIRFIELD BOARD OF EDUCATION
NEW FAIRFIELD, CT

The New Fairfield Board of Education held a regular meeting on Thursday, June 5, 2025, at 7:00 pm in the New Fairfield Community Room, 33 Route 37, New Fairfield, CT.

MINUTES – June 5, 2025

PRESENT: Dominic Cipollone (Chairman), Kathy Baker, Greg Flanagan**,** Sue Huwer**,** Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

ABSENT: Tim Blair and Amy Johnson

ALSO PRESENT: Superintendent of Schools Dr. Kenneth Craw, Assistant Superintendent of Curriculum and Instruction Dr. Kristine Woleck, Director of Business and Operations Carrie DePuy, Director of Technology Paul Gouveia, Director of Buildings and Grounds Phil Ross, Selectman Tom Perkins, and BOF member Wes Marsh.

I. CALL TO ORDER: Chairman Dominic Cipollone called the meeting to order at 7:01 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

A. May 15, 2025 - Regular meeting - Approved by consensus.
B. May 22, 2025 - Special meeting - Approved by consensus.

IV. APPROVAL OF AGENDA - Approved by consensus

V. PUBLIC PARTICIPATION

Selectman Tom Perkins spoke of the recent study of the Finance Department by Clifton Larson Allen (CLA) and questioned whether it was a wise use of funds.

VI. BOARD AND ADMINISTRATIVE COMMUNICATIONS

A. Chairman's Report - Dominic Cipollone spoke of the following:

- Congratulated all graduates and thanked the students and staff for a very successful year. He wished everyone a happy summer.

B. Superintendent's Report - Dr. Kenneth Craw spoke of the following:

- Spoke of the Year in Review and highlighted the many strides and accomplishments in the district, including fiscal responsibility and planning, academic success and curriculum development, and STEAM success. He spoke of enhancements to the literacy programs and performing arts. He thanked the BOE and teachers and staff for their support throughout the year.

C. Student Representatives' Reports

Junior Representative Ella Skogstrom spoke of the following:

- The Class of 2027 is hosting a fundraiser at The Cave in Bethel on June 6th from 6-9 p.m.
- Final exams will be held from June 9th to June 12th with June 13th as a make-up day.
- The SEE Fair will be held on Tuesday, June 10th from 5:00 p.m. to 7:00 p.m. at the high school.
- High School Graduation will be held on June 13th.
- Summer reading and assignments are posted on the website.

D. Committee Reports

1. Curriculum - Greg Flanagan noted that this committee met on May 27th and discussed the following:

- The State will not require the SEE (Senior Enrichment Experience) project for high school students beginning with the Class of 2027. The committee discussed alternatives.
- The committee discussed the possibility of putting 8th grade grades on the high school transcripts.
- The subcommittee voted to recommend to the full board a trip for World Language students to Quebec.

2. Policy - Kimberly LaTourette noted that the Policy subcommittee met on May 20th and discussed the following:

- Discussed the policy for requirements for student residency. Information regarding this will be discussed later in the meeting.
- The subcommittee discussed changes to the cell phone policy at the high school.
- The subcommittee discussed Policy 7000 relating to Concepts and Roles in planning for Educational Facilities.

3. Special Education Ad Hoc - Kimberly LaTourette noted that the Special Education Ad Hoc committee met on June 5th and discussed the following:

- There was an update on the STRIDES program.
- They discussed the possibility of aligning the STRIDES calendar with the New Fairfield calendar.
- There was an update on the staffing for next year.
- There was an update on the STAR program for the Elementary School.
- The subcommittee discussed the Extended School Year (ESY) program.

E. Liaison Reports

1. Board of Finance

Ed Sbordone noted that the BOF Medical subcommittee met on May 20th and discussed the following:

- The Medical Reserve Fund has gone down every month this year. It is hopeful that they will end the year with a positive balance. The subcommittee discussed the possibility of devising a policy to set a minimum amount that must be in the Medical fund balance.
- Rates for the 2025-2026 Stop loss will be presented at the June 25th BOF regular meeting.
- The next meeting of the Medical subcommittee will be Tuesday, June 24th at 3:30 p.m.

Ed Sbordone noted that the BOF had a regular meeting on Wednesday, May 28th and discussed the following:

- Introduced Adam Lawrence as the new Finance Director.
- There will be an update regarding the audit at the next regular meeting. The audit subcommittee will meet on Monday, June 9th via Zoom. At 2:00 p.m.

VII. INFORMATION ITEMS

A. Finance Study Presentation

Dr. Craw introduced Jeff Ziplo and Lindsey Intrieri from Clifton Larsen Allen (CLA) who gave a presentation of the Finance Study. Jeff Ziplo spoke of the advantages of the shared model between the Town and the BOE for the Finance Department. The study included the strengths and weaknesses of the current shared model and the existing policies, procedures and job descriptions. Lindsey Intrieri spoke of the history of the shared services specifically in New Fairfield. Members of the BOE asked questions about how the models will affect the BOE budget. Future recommendation includes two models. The next steps for this Shared Services study would be for Dr. Craw to meet with First Selectman Melissa Lindsey, Finance Director Adam Lawrence, and BOE Director of Business and Operations Carrie DePuy to discuss the respective models and then to report back to both the Board of Selectmen and Board of Education.

B. Capital Improvement Update

Director of Business and Operations Carrie DePuy gave a report on the Capital Improvement Plan and spoke of projects completed in 2023-2024 and projects completed in 2024-2025. She spoke of approved Capital projects for 2025-2026, primarily in the Middle School or district wide. Director of Buildings and Grounds Phil Ross spoke of projects currently in progress, including the removal of the underground oil tank at the Middle School and the creation of space to add four classrooms to the Middle School.

C. Residency Update

Director of Technology Paul Gouveia spoke of the implementation of the policy to determine residency for students enrolled in the district. He spoke of the use of technology to check home sales and car registration. These data points are checked on a monthly basis to make sure that every student enrolled or attempting to enroll actually belongs in the district. Since the implementation of this policy, the number of students not allowed to enroll has doubled from last year. The number of students disenrolled since the start of the program is 31 throughout the district. A total of 12 students have not been allowed to enroll since the beginning of the policy.

VIII. ACTION ITEMS

A. Personnel Report

MOTION: Kathy Baker made a motion to recommend to the full Board the approval of the Personnel Report for May 29, 2025, as recommended by the administration. Greg Flanagan seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

B. Bus Parking Lot Update

Dr. Craw gave a brief update regarding the Bus Lot project. Phase I would be to design and gain approval from the Zoning Board. Phase II is State approval and bidding. Phase III is construction and oversight.

C. International Field Trip

1. NFHS World Language (French): Quebec Trip Proposal

MOTION: Greg Flanagan made a motion to recommend to the full Board the approval of the international field trip to Quebec City, Canada as presented. Kathy Baker seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

D. Board of Education Policy

1. Policy 6172 - Alternative Education Programs

MOTION: Samantha Mannion made a motion to recommend to the full Board the approval of Policy 6172 - Alternative Education Programs. Kimberly LaTourette seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

E. Board of Education Policies

Suspension of the Rules (referring to Policy 5131.81 and Policy 7000)

MOTION: Samantha Mannion made a motion to recommend to the full Board suspension of the rules referring to Policy 5131.81 and Policy 7000. Kimberly LaTourette seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

1. Policy 5131.81 - Electronic Devices
2. Policy 7000 - Concepts and Roles in Planning for Educational Facilities

MOTION: Samantha Mannion made a motion to recommend to the full Board the approval of Policy 5131.81 - Electronic Devices and Policy 7000 - Concepts and Roles in Planning for Educational Facilities. Kimberly LaTourette seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Greg Flanagan, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone. **OPPOSED:** Sue Huwer

F. Non-Union Salaries and Benefits and Contracts - Executive Session

IX. PUBLIC PARTICIPATION

Jennifer Pappas **s**poke of the cell phone policy and suggested that enforcement begin at the earlier grades so it won't be as much of a problem in the higher grades. She also asked if it was possible to obtain the results of the self-study and asked for an update on the problems with the propane at the high school.

X. FUTURE AGENDA ITEMS

The next regular meeting of the BOE will be held on Thursday, August 21st.

XI. BOARD MEMBER COMMENTS

Sue Huwer noted that the Summer Reading program looks great. She asked for a possible update on plans for the students of the Class of 2025 after graduation.

Samantha Mannion responded to Jennifer Pappas' public comment requesting a copy of the self-study. She noted that the self-study is mandated by CABE (Connecticut Association of Boards of Education) and a very specific format is required. Therefore, anyone looking to see a copy of the self-study must send an FOI request to CABE.

XII. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING SCHOOL SAFETY AND SECURITY UPDATE

XIII. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING NON-UNION CONTRACT NEGOTIATIONS

XIV. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING SUPERINTENDENT EVALUATION

MOTION: Dominic Cipollone made a motion to go into Executive Session at 8:28 p.m. to discuss School Safety and Security update, non-union contract negotiations, and the Superintendent evaluation and to invite Superintendent of Schools Dr. Ken Craw into the entire Executive Session and Carrie DePuy and Phil Ross for such time as it takes to discuss the School Safety and Security update. Greg Flanagan seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

MOTION: Dominic Cipollone made a motion to come out of Executive Session at 9:00 p.m. Greg Flanagan seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

MOTION: Kathy Baker made a motion to recommend to the full Board approval of the non-union salaries and benefits for the 2025-2026 school year as recommended by the Superintendent of Schools. Greg Flanagan seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

MOTION: Kathy Baker made a motion to recommend to the full Board approval of the Assistant Superintendent's contract for the 2025-2026 school year as recommended by the Superintendent of Schools. Ed Sbordone seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

MOTION: Kathy Baker made a motion to recommend to the full Board approval of the Director of Business and Operations' contract for the 2025-2026 school year as recommended by the Superintendent of Schools. Samantha Mannion seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

XV. ADJOURNMENT

MOTION: Dominic Cipollone made a motion to adjourn the meeting at 9:02 p.m. Greg Flanagan seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion and Ed Sbordone.

Respectfully submitted,
Suzanne Kloos

NEW FAIRFIELD BOARD OF EDUCATION
NEW FAIRFIELD, CT

The New Fairfield Board of Education held a meeting on Thursday, June 12, 2025, at 7:00 p.m. in the Board of Education Central Office Conference Room, 3 Brush Hill Road, New Fairfield, CT.

MINUTES – June 12, 2025

PRESENT: Dominic Cipollone (Chairman), Tim Blair, Greg Flanagan**,** Sue Huwer, Kimberly LaTourette, Samantha Mannion, Ed Sbordone

ABSENT: Kathy Baker, Amy Johnson

I. CALL TO ORDER: The meeting was called to order at 7:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ACTION ITEM

A. Superintendent's Evaluation and Contract *(This item will be voted on after Executive Session.)*

MOTION: Samantha Mannion made a motion to go into Executive Session for the purpose of discussing the Superintendent's evaluation and contract. Greg Flanagan seconded the motion. **IN FAVOR:** Dominic Cipollone, Tim Blair, Greg Flanagan**,** Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

The Board entered Executive Session at 7:01 p.m.

MOTION: Greg Flanagan made a motion exit Executive Session. Samantha Mannion seconded the motion. **IN FAVOR:** Dominic Cipollone, Tim Blair, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

The Board exited Executive Session at 8:53 p.m.

MOTION: Greg Flanagan made a motion to recommend to the full Board to accept the Superintendent's evaluation as presented. Kim LaTourette seconded the motion. **IN FAVOR:** Dominic Cipollone, Tim Blair, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

IV. ADJOURNMENT

MOTION: Greg Flanagan made a motion to adjourn the meeting at 8:54 p.m. Kim LaTourette seconded the motion. **IN FAVOR:** Dominic Cipollone, Tim Blair, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

Respectfully submitted,
Kimberly LaTourette

NEW FAIRFIELD BOARD OF EDUCATION
NEW FAIRFIELD, CT

The New Fairfield Board of Education held a special meeting on Thursday, June 24, 2025, at 6:30 p.m. via zoom.

MINUTES – June 24, 2025

PRESENT: Dominic Cipollone (Chairman), Greg Flanagan**,** Sue Huwer, Kimberly LaTourette, Samantha Mannion, Ed Sbordone

ABSENT: Kathy Baker, Tim Blair, Amy Johnson

I. CALL TO ORDER: The meeting was called to order at 6:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. ACTION ITEMS

A. Personnel Report

MOTION: Kim LaTourette made a motion to recommend to the full Board the approval of the Personnel Report for June 24, 2025, as recommended by the administration. Greg Flanagan seconded the motion. **IN FAVOR:** Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion and Ed Sbordone

B. Superintendent's Contract *(This item will be voted on after Executive Session.)*

MOTION: Dominic Cipollone made a motion to go into Executive Session for the purpose of discussing the Superintendent's contract. Samantha Mannion seconded the motion. **IN FAVOR:** Dominic Cipollone, Greg Flanagan**,** Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

The Board entered Executive Session at 6:33 p.m.

MOTION: Dominic Cipollone made a motion to exit Executive Session. Greg Flanagan seconded the motion. **IN FAVOR:** Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

The Board exited Executive Session at 6:41 p.m.

MOTION: Greg Flanagan made a motion to recommend to the full Board to approve the Superintendent's contract for the 2025-26 school year. Samantha Mannion seconded the motion. **IN FAVOR:** Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

IV. ADJOURNMENT

MOTION: Dominic Cipollone made a motion to adjourn the meeting at 6:42 p.m. Greg Flanagan seconded the motion. **IN FAVOR:** Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

Respectfully submitted, Kimberly LaTourette

NEW FAIRFIELD PUBLIC SCHOOLS

CAPITAL IMPROVEMENT PLAN (DRAFT)

2024-2025 through 2028-2034

PROJECTS FUNDED IN 2023-2024

2023-2024	LOCATION	PROJECT	COSTS
Complete	Middle School	Remove and Replace Flooring in the Caferteria and G Lobby area	62,000
Complete	Middle School	Study of MS Space Needs (Old HS Cafe & Facility Maint. Garage)	15,000
Deferred	Middle School	Masonry	25,000
Complete	Meeting House Hill	Install new AC units in 4 Classrooms	33,000
Complete	Meeting House Hill	Install AC unit in the STEAM Room	12,000
Complete	District Wide	Trade-in and Replace F350 Dump Truck, Plow and Sander	60,675
			207,675

PROJECTS FUNDED IN 2024-2025

2024-2025	LOCATION	PROJECT	COSTS
(Year 1)			
Complete	District Wide	Replace Student Transportation Van	50,000
Complete	High School	Replace Stadium Turf & Track	600,000
Complete	Middle School	Midde School Recess Space / Repurposed for Masonry Repair	25,000
In Process	Middle School	Replace 4 Classroom Carpets	9,000
Complete	Middle School	Replace Intercom Front End, Classroom Speakers and Phones	33,327
In Process	Middle School	District Storage Garage	25,000
Complete	Middle School	Create STEAM Classroom in previous SOC location	52,250
			794,577

PROJECTS FUNDED AND TO BE COMPLETED IN 2025-2026

2025-2026	LOCATION	PROJECT	
(Year 2)			
Complete	Middle School	Remove & Replace 10,000 GAL. Underground Heating Oil Tank	150,000
In Process	Middle School	Reclaim Lower Level Classrooms - Phase 1 Completion	100,000
Complete	Middle School	Partition MS Cafeteria (Three Music Classrooms) - Phase 2 Contribution	125,000
Deferred	Middle School	Replace Pool HVAC & Dehumidification Unit (225K)	
Complete	District Wide	Annual Contribution for Turf Replacement -Year 1 Contribution	50,000
In Process	District Wide	Replace Buildings and Grounds Rack Truck	60,000
In Process	District Wide	Safety and Security Investments	25,000
			510,000

YEAR REQUESTED	ONGOING CAPITAL IMPROVEMENTS		* ESTIMATED COSTS
2026-2027	Middle School	Partition Middle School Cafeteria into Music Classrooms - Phase 2 Completion	625,000
(Year 3)	District Wide	Replace Pool HVAC & Dehumidification Unit Year 1 Contribution	100,000
	District Wide	Annual Contribution for Turf Replacement -Year 2 Contribution	50,000
	District Wide	Safety and Security Investments	25,000
	Elementary School	Engineer Renovation to the Waste Water Pre-Treatment Plant	50,000
			850,000
2027-2028	Elementary School	Install Central AC System on Second floor (Grade 5)	200,000
(Year 4)	Middle School	Replace Pool HVAC & Dehumidification Unit Year 2 Contribution	125,000
	District Wide	Safety and Security Investments	25,000
	Middle School	Replace Fire Alarm System	250,000
	Middle School	Feasibility Study-MS Renovate as New: Roof, HVAC, Mechnicals, Classrooms	75,000
	District Wide	Annual Contribution for Turf Replacement - Year 3 Contribution	50,000
			725,000
2028-2029	District Wide	Replace parking lot and Roadway Paving	350,000
(Year 5)	Middle School	Comprehensive Ed Specs and Renovate as New Architectural Plans	300,000
	High School	Replace Rebel Turf (Reflects Anticipated Offset for Field Fees)	300,000
			950,000
2029-2034	Middle School	Renovate as New - Professional Estimate Required from 2028-29 Study	TBD
(Years 6-10)		(Eligible for State Reimbursement)	
	Elementary School	Air Conditiong for Classrooms in Grades 2-4	TBD
	TOTAL ONGOING CAPITAL IMPROVEMENTS		**2,525,000**

08/19/2025

NOTES:

* **Dollar figures are estimates only**; detailed design, planning, and more accurate financial projections are developed after a design professional is hired. Also, with any building project there is a significant risk of escalation if PCB's and/or asbestos are discovered.

NEW FAIRFIELD PUBLIC SCHOOLS

3 Brush Hill Road, New Fairfield, CT 06812
Fax: 203-312-5609 www.newfairfieldschools.org

Kenneth G. Craw, Ed.D., Superintendent
203-312-5770

To: Board of Education

From: Kenneth G. Craw, Ed.D.

Date: August 15, 2025

Subject: Shared Financial Services MOU

This summer, the Superintendent, Director of Business and Operations, First Selectman, and Town Finance Director collaborated to develop a new Memorandum of Understanding (MOU) for shared financial services. Updating the MOU was a key recommendation from the CLA assessment of shared services conducted last spring, as the existing agreement has been in place since 2006.

The attached draft MOU reflects the current structure and operations of shared services between the Town and the District, including the organizational reporting structure. The cost-sharing arrangement was also refined as part of this review. The parties have reached an agreement in principle on the terms outlined in the draft, which is now under review by each party's legal counsel.

Memorandum of Understanding
Shared Financial Services
Draft Date 8/15/25

The Town of New Fairfield ("Town"), acting through its First Selectman, and the New Fairfield Public Schools ("District"), acting through its Superintendent, have reached an understanding and agreement as follows:

Whereas, both the Town and District perform similar financial functions, such as payroll, accounts payable, accounting, benefits administration, purchasing; and

Whereas, the Town and District desire that identified financial functions be shared and consolidated in order to achieve greater efficiency and effectiveness of effort;

Now, therefore the Town and District agree as follows:

1. Term. This Memorandum of Understanding (MOU) becomes effective upon execution and remains in effect from July 1, 2025, through June 30, 2028, unless terminated earlier as specified within the agreement. The MOU will be fully operational once signed by both parties.

2. Renewal Process. The renewal timeline of this MOU is strategically designed to align with the fiscal planning cycles of both the Town and the District. This alignment ensures that decisions regarding the agreement's future, whether to renew, modify, or terminate, are made with ample time for budgetary considerations.

   The Town and District will assess the MOU's terms and effectiveness by October 31 each year, starting in 2026. The annual review will assess the following:

   a. Operational effectiveness,

   b. Budgetary performance,

   c. Staffing adequacy,

   d. Compliance with applicable laws and policies, and

e. Recommendations for improvement or amendment.

Should both parties choose to renew the MOU beyond June 30, 2028, a new MOU must be finalized by October 31, 2027. Failure to reach such an agreement by this date will result in the MOU's expiration on June 30, 2028.

3. Shared Financial Services. For the purposes of this MOU, Shared Financial Services ("Shared Services") shall refer to the functions outlined in Sections 3a through 3h:

    a. Payroll
    b. Accounts Payable and Receivable
    c. Accounting
    d. Benefits Management
    e. Procurement and Purchasing
    f. Financial Reporting and Auditing
    g. Grants Management
    h. Internal Controls and Compliance

4. Town Finance Director and District Director of Business and Operations. The Town and the District agree that Shared Services shall operate under the leadership of the Town Finance Director ("Finance Director") in collaboration with the District Director of Business and Operations ("Director of Business").

    On matters specifically related to District operations, the Finance Director shall consult regularly with the Director of Business to ensure coordination, alignment with District policies and priorities, and effective financial oversight. This collaborative approach is intended to support the distinct operational needs of both the Town and the District while maintaining the integrity of the Shared Services model.

5. Joint Recruitment and Selection of a Finance Director. The Town and the District agree to work cooperatively in recruiting for and selecting the most capable person for the professional, upper-level position of Finance Director. The Town and the District shall mutually develop a Job Description, recruitment advertisement, interview questions, and other related selection materials and processes. The Finance Director's mission is to create and

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maintain a Shared Services operation that is efficient, effective, and uses best financial practices.

6. Duties and Responsibilities. The duties and responsibilities of the Finance Director shall be as specified in the Job Description. By way of illustration and not limitation, the Finance Director shall directly manage all employees of the Town who perform financial functions, and delegate supervisory authority to the Director of Business for District tasks. The Finance Director shall provide centralized financial management services and reports for the Town, District, and Board of Finance. This person will be responsible for compliance with all applicable federal, state, and local financial regulations.

   In the event that either director is unable to work or the position becomes vacant, the counterpart will provide supervisory and financial support, with authorization from the Town or District, through the First Selectman or Superintendent of Schools, until a qualified full-time replacement is appointed.

7. Shared Services Positions: The following positions are included under the MOU between the Town and the District:

   a. Finance Director,

   b. Payroll Specialists (2 positions),

   c. Accounts Payable Clerks (2 positions),

   d. Senior Accountant,

   e. Finance Assistant, and

   f. Purchasing Agent.

   These roles are jointly supported and their responsibilities governed by the terms outlined in this agreement, including shared funding, reporting structures and job description requirements,

8. Job Responsibilities: All positions listed under Shared Services shall have current job descriptions on file, jointly reviewed and agreed upon by the Town and the District. These descriptions shall clearly define core responsibilities and outline expectations for collaboration across both entities. Job descriptions shall be reviewed annually and updated as

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necessary to reflect changes in responsibilities, use of technology, organizational structure, or other Shared Services duties as assigned.

9. Reporting Relationships. As illustrated in Section 16 (Appendix), the Finance Director's reporting lines are clearly defined within the organizational structure. The Finance Director shall report directly to both the First Selectman (solid line) and the Superintendent of Schools (dotted line).

   By October 1 of each year, the Finance Director is required to propose annual goals and objectives. These proposed goals will then be reviewed, finalized, and approved by both the First Selectman and the Superintendent of Schools. The Finance Director is expected to actively work toward achieving these goals throughout the year. Regular performance reviews will be conducted by both the First Selectman and the Superintendent, with a mid-year review and an end-of-year review to assess progress and provide feedback.

   For Shared Services employees, reporting lines are similarly structured. They shall report directly to the Finance Director (solid line) and the Director of Business (dotted line). The Finance Director will be responsible for conducting annual performance reviews for all shared services employees. During these reviews, the Finance Director will incorporate meaningful feedback from the Director of Business, specifically regarding the employees' performance on District-assigned responsibilities.

10. Delegated Authority. The Director of Business shall have delegated authority, through the Finance Director, to direct, assign, and oversee the work of any Shared Services employee performing tasks on behalf of the District, as defined in this agreement. This includes the ability to determine priorities, set deadlines, provide day-to-day guidance, and ensure completion of District-related responsibilities in a timely and accurate manner. Shared Services employees are expected to be responsive to this direction, and the Finance Director shall support and reinforce the execution of District-assigned work.

11. Personnel Matters. To ensure effective operations within the Shared Services, issues related to the performance or conduct of employees assigned to shared responsibilities will be addressed collaboratively. In the event that a concern arises related to an employee performing tasks on behalf of the District, the Director of Business shall bring the issue to the

attention of the Finance Director. Together, the Director of Business and the Finance Director will discuss the concern and determine appropriate next steps, which may include direct coaching, performance improvement planning, or other personnel actions in accordance with the collective bargaining agreement and applicable policies.

All personnel matters shall be handled as permitted by law with professionalism, confidentiality, and in the best interest of maintaining high standards of service and a respectful work environment. Final personnel actions remain under the authority of the Town, but every effort shall be made to resolve issues cooperatively and proactively.

12. Relocation of BOE Offices and Personnel.
In the event that the District relocates its District offices to a new facility, the Payroll and Accounts Payable personnel whose responsibilities exclusively support the District shall relocate to the new site alongside the Director of Business.

Upon notice of such relocation, the Town and District shall conduct a joint review to determine the operational requirements of the relocated personnel. This review shall include, but not be limited to, space allocation, access to necessary technology and financial systems, communications infrastructure, and other resources required to ensure continuity of Shared Services.

13. Cost Arrangements. The Town and the District will share the costs of all Shared Services positions outlined in Section 7. The cost-sharing ratio is based on the combined salaries and estimated time allocations of each shared employee, and is intended to accurately reflect the service provided to each entity. In addition, the ratio factors in the costs for materials and supplies used in providing the Shared Services.

Based on the current allocations, the Town uses 60% of the services, while the District uses 40%. Recognizing the importance of a smooth transition and the need for operational adjustments, a gradual adjustment in the District's cost share will be implemented. The Town and District will use the following graduated cost-sharing ratios:

- 2025-2026: Town 50%; District 50%
- 2026-2027: Town 55%; District 45%
- 2027-2028: Town 60%; District 40%

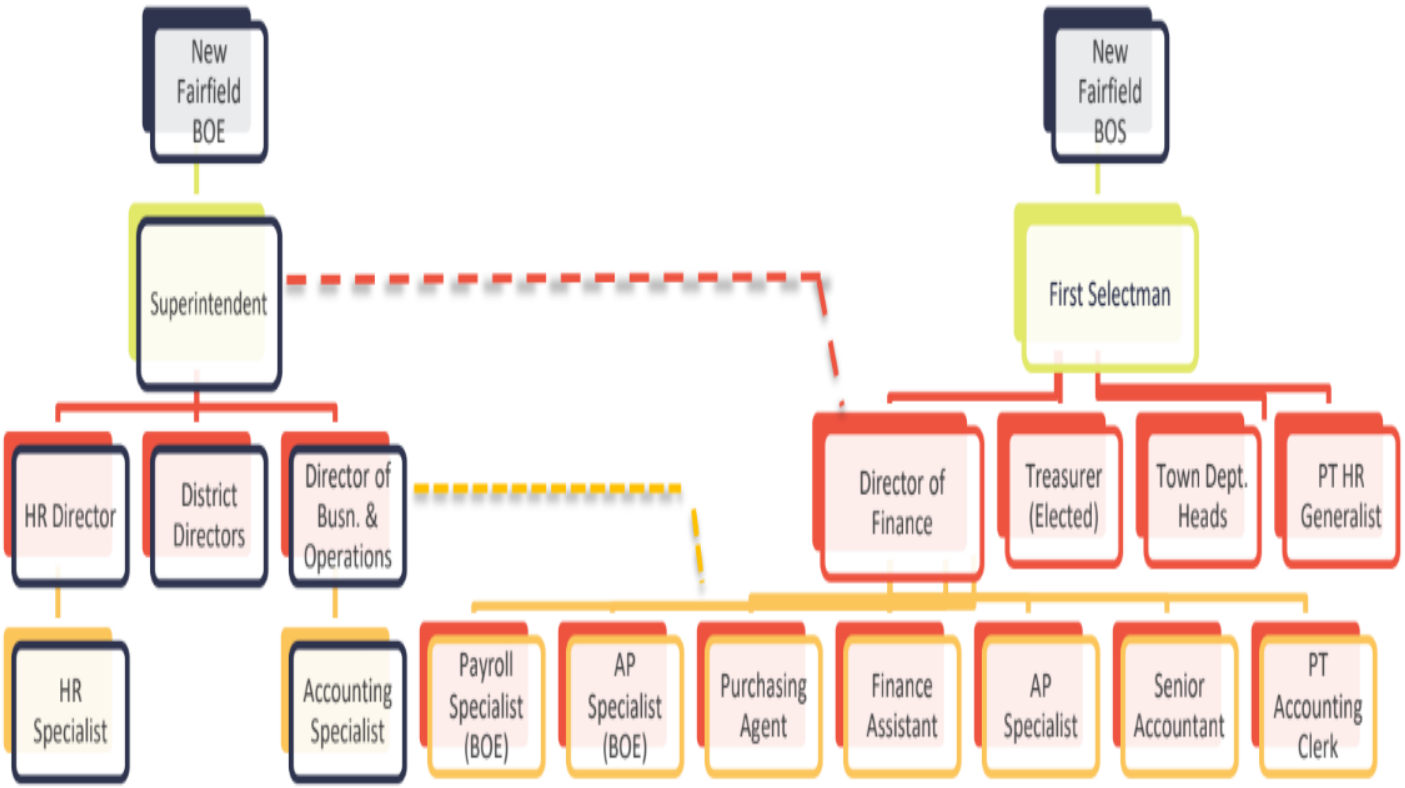
This approach helps ensure that the transition to the 2027-2028 cost-sharing ratio is both gradual and reflective of the services provided. The cost-sharing ratio will be reviewed annually and updated by mutual agreement whenever staffing levels, job responsibilities, service usage, or supplies usage change.

14. Dispute Resolution. Any disputes arising under this Agreement shall be resolved through good-faith negotiations between the First Selectman and Superintendent.

15. Termination. Notwithstanding the renewal provisions in Section 2 above, either the Town or the District may terminate this agreement by providing at least 30 days written notice to the other party. Upon termination, the parties shall work in good faith to coordinate a transition plan that minimizes disruption to financial operations and ensures appropriate reassignment or handling of Shared Services. In addition, the parties shall promptly reconcile and settle all cost obligations incurred up to the effective termination date, as specified in Section 13.

16. Appendix, Shared Services Organizational Chart.

Draft



For the Town

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Melissa Lindsey,
First Selectman

For the District

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Kenneth G. Craw,
Superintendent of Schools

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