

Business Operations/Resource Management Subcommittee meeting

Thursday, September 18, 2025 6:00 PM

New Fairfield Community Room, 33 Route 37, New Fairfield, CT., 33 Route 37, New Fairfield, Connecticut 06812

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

II.A. May 15, 2025 - Regular

III. INFORMATION ITEMS

III.A. Monthly Summary of Budget vs. Actual
Expenditure/Encumbrances for FY 2025-26 at August 31,
2025

III.B. FY 25 Update

III.C. Bollards

III.D. Google Vault Reconciliation at August 31, 2025

IV. ACTION ITEMS

IV.A. FY 24 Unexpended Funds

IV.B. FY 25 Budget Transfers

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: 5/15/25 Minutes submitted by: Kim LaTourette
Members present: Amy Johnson, Kim LaTourette, Ed Sbordone
Members absent: Greg Flanagan
Other attendees: Ken Craw, Carrie DePuy
Place of meeting: Meeting Access: BO/RM Subcommittee (5/15/25 at 6 p.m.)
Web: <https://zoom.us/j/96892949473> Dial In: (929) 205-6099 Meeting ID: 968 9294 9473

Meeting called to order: 6:00 p.m.

II. Approval of Minutes

A. April 22, 2025 – Special

MOTION: Made by: Ed Sbordone

Seconded by: Amy Johnson

To approve the minutes of April 22, 2025 as presented.

Recording of vote: All in favor.

III. INFORMATION ITEMS

A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances vs. Projected Year-End Expenditure/Encumbrances Report for FY 2024-25 at April 30, 2025 - Carrie

DePuy joined the meeting and said that we are in line with our spending. She is watching some fluctuations and mitigating legal with negotiations and residency hearings, as well as SPED, some HR/nurses (now fully staffed), technology has some encumbrances coming in, and business machines, the magnet grant will have some money moved around, and utilities (over electric and oil), contracted services (we are working hard to staff within). Michelle Delcourt has done a great job taking in building rental fees to cover for custodians. We are also looking at a minimal surplus, our unexpended funds are minimal.

B. Town Solar Project - Carrie shared that the town is moving forward with a lease and that will impact the HS. We should see an impact on our electric bill sometime next year. It is still in the beginning stages.

C. Summer Project Update - There are several items that will be worked on over the summer, including the following: the new PPS office will be complete in June, the new classrooms will be worked on, the underground storage tank, site work will begin for the above ground tank, start working on the masonry outside the G-lobby on the wall that is crumbling, painting the MS library, repairing the stadium stairs, and the "rocks" for CONS and MHHS which may be utilized at the HS to help deter people from driving onto the fields. There was not an additional update from last meeting on the track and field. Work will begin on July 16th and should be done in August.

D. Audit Update - Carrie is working on four audits for old state projects, so hopefully we will see some money coming our way. It is all done on paper and not electronically, so it does take quite a bit of time to complete. These projects go back to approximately 2009. There are some items from the town audit that Carrie is working on, but nothing major at all. Ed Sbordone mentioned that the BOF is trying to get a subcommittee together to review the audit.

E. Bus Lot Update

A meeting took place on Monday and CONS was voted on by the BOE and PBC as the site for the permanent bus lot. It will be discussed at the regular meeting. PBC met on Tuesday and discussed next steps and will be working closely with the state to transfer funds.

IV. ACTION ITEMS - None

V. OTHER – None

VI. ADJOURNMENT

Motion to adjourn: Made by: Ed Sbordone
Recording of vote: Aye – Unanimous

Seconded by: Kim LaTourette
Meeting adjourned at: 6:20 p.m.

New Fairfield Board of Education
Summary of Budget vs. Actual for Payroll & Non-Payroll Accounts
Fiscal 2025-2026 as of August 31, 2025

| | Approved Budget | 2025-2026 Adjusted Budget | Year-to-Date Expenditure | Percent Expended | Current Encumbrances | Percent Encumbered | 2025-2026 Remaining Unexpended | Percent Committed |
|--|-------------------|---------------------------|--------------------------|------------------|----------------------|--------------------|--------------------------------|-------------------|
| Regular Education - Non-Payroll | | | | | | | | |
| 2000 Consolidated | 0 | 0 | 0 | | 0 | | - | |
| 3000 Elementary School | 140,160 | 140,160 | 45,436 | 32.4% | 45,961 | 32.8% | 48,763 | 65.2% |
| 4000 Middle School | 67,876 | 67,876 | 8,436 | 12.4% | 49,115 | 72.4% | 10,325 | 84.8% |
| 5000 High School | 247,113 | 247,113 | 46,445 | 18.8% | 146,758 | 59.4% | 53,909 | 78.2% |
| 5500 Athletics | 180,345 | 180,345 | 52,445 | 29.1% | 206,519 | 114.5% | (78,619) | 143.6% |
| 6000 Districtwide | 2,218,137 | 2,218,137 | 649,160 | 29.3% | 382,062 | 17.2% | 1,186,915 | 46.5% |
| 6100 Board of Education | 40,000 | 40,000 | 25,614 | 64.0% | 5,259 | 13.1% | 9,127 | 77.2% |
| 6200 Central Office | 106,665 | 106,665 | 18,553 | 17.4% | 4,217 | 4.0% | 83,895 | 21.3% |
| 6300 Fiscal Services | 376,870 | 376,870 | 68,149 | 18.1% | 0 | 0.0% | 308,721 | 18.1% |
| 6400 Human Resources | 62,266 | 62,266 | 7,461 | 12.0% | 10,339 | 16.6% | 44,466 | 28.6% |
| 6500 Technology | 723,756 | 723,756 | 273,691 | 37.8% | 279,495 | 38.6% | 170,570 | 76.4% |
| 6600 Pupil Transportation | 1,703,935 | 1,703,935 | 1,235 | 0.1% | 13,581 | 0.8% | 1,689,119 | 0.9% |
| 6700 Business Machines | 156,188 | 156,188 | 61,571 | 39.4% | 134,539 | 86.1% | (39,922) | 125.6% |
| 6800 Utilities | 1,121,502 | 1,121,502 | 166,730 | 14.9% | 225,591 | 20.1% | 729,181 | 35.0% |
| 7000 Curriculum | 255,227 | 255,227 | 73,558 | 28.8% | 4,770 | 1.9% | 176,899 | 30.7% |
| 7001 Enrichment Services | 8,058 | 8,058 | 0 | 0.0% | 0 | 0.0% | 8,058 | 0.0% |
| 9000 Buildings & Grounds | 806,994 | 806,994 | 192,453 | 23.8% | 491,075 | 60.9% | 123,467 | 84.7% |
| Subtotal - Reg Ed - Non-P/R | 8,215,092 | 8,215,092 | 1,690,936 | 20.6% | 1,999,282 | 24.3% | 4,524,874 | 44.9% |
| Special Education - Non-Payroll | | | | | | | | |
| 8001 SPED - Admin/Central | 162,582 | 162,582 | 39 | 0.0% | 14,711 | 9.0% | 147,832 | 9.1% |
| 8002 SPED - Contracted Svcs | 699,028 | 699,028 | 10,073 | 1.4% | 47,819 | 6.8% | 641,137 | 8.3% |
| 8003 SPED - Out of District | 2,236,084 | 2,236,084 | 119,395 | 5.3% | 1,110,250 | 49.7% | 1,006,439 | 55.0% |
| 8004 SPED - Transportation | 1,749,107 | 1,749,107 | 92,539 | 5.3% | 7,500 | 0.4% | 1,649,068 | 5.7% |
| 8005 SPED - Program Costs | 79,647 | 79,647 | 13,833 | 17.4% | 39,509 | 49.6% | 26,305 | 67.0% |
| 8006 PPS - Other Programs | 28,045 | 28,045 | 1,161 | 4.1% | 11,567 | 41.2% | 15,317 | 45.4% |
| Subtotal - Special Ed - Non-P/R | 4,954,493 | 4,954,493 | 237,039 | 4.8% | 1,231,356 | 24.9% | 3,486,098 | 29.6% |
| TOTAL NON-PAYROLL | 13,169,585 | 13,169,585 | 1,927,976 | 14.6% | 3,230,638 | 24.5% | 8,010,972 | 39.2% |
| TOTAL PAYROLL | 30,948,819 | 30,948,819 | 1,215,864 | 3.9% | 22,999,767 | 74.3% | 6,733,187 | 78.2% |
| TOTAL OPERATING BUDGET | 44,118,404 | 44,118,404 | 3,143,840 | 7.1% | 26,230,405 | 59.5% | 14,744,159 | 66.6% |

New Fairfield Board of Education
Summary of Budget vs. Actual for Payroll & Non-Payroll Accounts
Fiscal 2024-2025 as of June 30, 2025

| | 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 | 0 | 0 | 0 | | 0 | | - | |
| 3000 Elementary School | 145,982 | 145,982 | 112,910 | 77.3% | 0 | 0.0% | 33,072 | 77.3% |
| 4000 Middle School | 67,618 | 67,618 | 44,669 | 66.1% | 184 | 0.3% | 22,765 | 66.3% |
| 5000 High School | 251,869 | 251,869 | 195,350 | 77.6% | 0 | 0.0% | 56,519 | 77.6% |
| 5500 Athletics | 188,340 | 188,340 | 171,622 | 91.1% | 0 | 0.0% | 16,718 | 91.1% |
| 6000 Districtwide | 2,060,333 | 2,002,716 | 2,027,336 | 101.2% | 5,384 | 0.3% | (30,004) | 101.5% |
| 6100 Board of Education | 35,600 | 44,850 | 42,917 | 95.7% | 0 | 0.0% | 1,933 | 95.7% |
| 6200 Central Office | 155,245 | 157,140 | 245,758 | 156.4% | - | 0.0% | (88,618) | 156.4% |
| 6300 Fiscal Services | 348,902 | 348,902 | 344,012 | 98.6% | 0 | 0.0% | 4,890 | 98.6% |
| 6400 Human Resources | 57,617 | 93,589 | 168,906 | 180.5% | 80 | 0.1% | (75,397) | 180.6% |
| 6500 Technology | 722,237 | 700,585 | 565,634 | 80.7% | - | 0.0% | 134,951 | 80.7% |
| 6600 Pupil Transportation | 1,613,167 | 1,628,167 | 1,637,616 | 100.6% | 0 | 0.0% | (9,449) | 100.6% |
| 6700 Business Machines | 148,898 | 148,898 | 162,613 | 109.2% | 0 | 0.0% | (13,715) | 109.2% |
| 6800 Utilities | 1,110,581 | 1,110,581 | 1,343,909 | 121.0% | 0 | 0.0% | (233,328) | 121.0% |
| 7000 Curriculum | 303,269 | 299,269 | 294,808 | 98.5% | 9,484 | 3.2% | (5,023) | 101.7% |
| 7001 Enrichment Services | 7,988 | 7,988 | 4,493 | 56.2% | 0 | 0.0% | 3,495 | 56.2% |
| 9000 Buildings & Grounds | 760,185 | 770,685 | 781,764 | 101.4% | 8,505 | 1.1% | (19,584) | 102.5% |
| Subtotal - Reg Ed - Non-P/R | 7,977,831 | 7,967,179 | 8,144,316 | 102.2% | 23,636 | 0.3% | (200,773) | 102.5% |
| Special Education - Non-Payroll | | | | | | | | |
| 8001 SPED - Admin/Central | 192,839 | 44,839 | 37,767 | 84.2% | 129 | 0.3% | 6,943 | 84.5% |
| 8002 SPED - Contracted Svcs | 414,003 | 912,407 | 860,661 | 94.3% | 55,444 | 6.1% | (3,698) | 100.4% |
| 8003 SPED - Out of District | 2,478,172 | 2,043,765 | 1,875,088 | 91.7% | 6,000 | 0.3% | 162,677 | 92.0% |
| 8004 SPED - Transportation | 1,513,186 | 1,513,186 | 1,497,460 | 99.0% | 226 | 0.0% | 15,500 | 99.0% |
| 8005 SPED - Program Costs | 75,744 | 82,396 | 69,221 | 84.0% | 433 | 0.5% | 12,742 | 84.5% |
| 8006 PPS - Other Programs | 24,791 | 24,791 | 11,694 | 47.2% | 0 | 0.0% | 13,097 | 47.2% |
| Subtotal - Special Ed - Non-P/R | 4,698,735 | 4,621,384 | 4,351,891 | 94.2% | 62,232 | 1.3% | 207,261 | 95.5% |
| TOTAL NON-PAYROLL | 12,676,566 | 12,588,563 | 12,496,207 | 99.3% | 85,868 | 0.7% | 6,488 | 99.9% |
| TOTAL PAYROLL | 29,630,890 | 29,718,893 | 29,666,096 | 99.8% | 0 | 0.0% | 52,797 | 99.8% |
| TOTAL OPERATING BUDGET | 42,307,456 | 42,307,456 | 42,162,303 | 99.7% | 85,868 | 0.2% | 59,285 | 99.9% |

FY 23-24 Unexpended Funds Allocation Pending Approval

Public Act No. 24-45, Sections 7 and 8, authorizes the Board of Education to deposit fiscal year 2023-24 unexpended funds of approximately \$209,768 into its capital and non-lapsing account provided that the amount does not exceed two percent of the budgeted appropriation for the corresponding fiscal year. The funds have been officially transferred to the BOE capital and non-lapsing account and the administration recommends the funds be allocated as follows:

| Unanticipated Expense | Amount | Explanation |
|--|---------------------|--|
| MS A/C | \$7,000 | Cost to lease & install portable A/C in 6 classrooms |
| MS Capital Expenditures | \$35,933.24 | Allocation for future emergency middle school repairs |
| Emergency Elevator Repair | \$31,400 | Funds needed for unanticipated NFES elevator repair |
| Emergency Playground Repair | \$9,800 | Funds needed for unanticipated playground repair |
| District Offices - Fall 2025 | \$65,000 | Available for District Office space |
| CLA* | \$24,826.76 | Cost to complete shared services study |
| Restoration of Middle School Classrooms* | \$35,808 | Required technology to establish appropriate classroom space for |
| FY 24 Unexpended | \$209,768.00 | |

*Previously approved use of unexpended funds by BOE

