

Business Operations/Resource Management Subcommittee meeting

Thursday, October 16, 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. September 18, 2025 - Regular

III. INFORMATION ITEMS

III.A. Monthly Summary of Budget vs. Actual
Expenditure/Encumbrances for FY 2025-26 at September 30,
2025

III.B. FY27 Budget Assumptions

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: Regular
Date of Meeting: 9/18/25 Minutes submitted by: Kim LaTourette
Members present: Greg Flanagan, Amy Johnson, Kim LaTourette, Ed Sbordone
Members absent:
Other attendees: Ken Craw, Carrie DePuy, Dominic Cipollone (arrived at 6:05 p.m.)
Place of meeting: New Fairfield Community Room, 33 Route 37, New Fairfield, CT.

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

II. Approval of Minutes

A. May 15, 2025 – Regular – Approved by consensus

III. INFORMATION ITEMS

A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances for FY 2025-26 at August 31, 2025 - Carrie DePuy shared that we are about 66% expended. Similar to last year. Keeping an eye on copies, and will be using paper cut with some teachers to set a limit. We are better than we were last year, but will monitor. Another item that she is keeping an eye on is electricity. We are locked in for 2 more years on supply. Delivery and public charge are the issue. Patty Mota is working on a rebate for the new stadium lights.

*Dominic arrived at 6:05 p.m.

B. FY 25 Update – We ended with 99.9% expended and an amount of \$59,285 in surplus right now, but that may change. Excess cost has definitely helped this year to cover the unexpected costs of legal expenses of \$80K due to negotiations, electricity, bus monitors. We received extra appropriation from the state because of SPED that also helped cover increased costs of SPED. We have \$85,000 in current encumbrances - \$62K is SPED - so Carrie has been working with staff to close out orders and to find out what is outstanding. We can't close SPED until the service has been provided or not.

C. Bollards - They have all been installed at the HS, MS, PPS offices, and by the fencing.

D. Google Vault Reconciliation at August 31, 2025 - Everything looked good. Nothing out of the ordinary.

IV. ACTION ITEMS

A. FY 24 Unexpended Funds - We had multiple places where we had to move funds to. We were able to mitigate them. Allocated funds upon approval are for leased AC units for the MS for SPED students, and we have set some money aside for the MS for future use when it is needed, emergency elevator repair at the elementary school, the emergency playground repair for equipment (outside of original design), district offices, shared services study . . .

Motion: To bring FY 24 Unexpended Funds to the full Board

Made by: Greg Flanagan

Seconded by: Amy Johnson

Recording of Vote: All in favor

B. FY 25 Budget Transfers - These are clean up for fiscal year 2025 to show the balanced budget - utilities, pension . . .

Motion: To bring FY 25 Budget Transfers to the full Board

Made by: Greg Flanagan

Seconded by: Amy Johnson

Recording of Vote: All in favor

V. OTHER - At some point, we will need to replace a golf cart for the athletic trainer. We will need to keep that on our radar.

VI. ADJOURNMENT

Motion to adjourn: Made by: Greg Flanagan

Recording of vote: Aye - Unanimous

Seconded by: Kim LaTourette

Meeting adjourned at: 6:50 p.m.

New Fairfield Board of Education
Summary of Budget vs. Actual for Payroll & Non-Payroll Accounts
Fiscal 2025-2026 as of September 30, 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	53,614	38.3%	47,552	33.9%	38,993	72.2%
4000 Middle School	67,876	67,876	17,810	26.2%	39,998	58.9%	10,068	85.2%
5000 High School	247,113	247,113	72,347	29.3%	126,963	51.4%	47,803	80.7%
5500 Athletics	180,345	180,345	71,150	39.5%	155,391	86.2%	(46,196)	125.6%
6000 Districtwide	2,218,137	2,218,137	852,900	38.5%	257,969	11.6%	1,107,268	50.1%
6100 Board of Education	40,000	40,000	33,589	84.0%	5,134	12.8%	1,277	96.8%
6200 Central Office	106,665	106,665	18,731	17.6%	4,402	4.1%	83,532	21.7%
6300 Fiscal Services	376,870	376,870	146,584	38.9%	0	0.0%	230,286	38.9%
6400 Human Resources	62,266	62,266	27,044	43.4%	15,385	24.7%	19,837	68.1%
6500 Technology	723,756	723,756	488,582	67.5%	171,995	23.8%	63,178	91.3%
6600 Pupil Transportation	1,703,935	1,703,935	1,004,910	59.0%	745,259	43.7%	(46,234)	102.7%
6700 Business Machines	156,188	156,188	71,267	45.6%	213,271	136.5%	(128,350)	182.2%
6800 Utilities	1,121,502	1,121,502	241,750	21.6%	259,354	23.1%	620,398	44.7%
7000 Curriculum	255,227	255,227	85,966	33.7%	10,099	4.0%	159,162	37.6%
7001 Enrichment Services	8,058	8,058	0	0.0%	0	0.0%	8,058	0.0%
9000 Buildings & Grounds	806,994	806,994	239,985	29.7%	464,997	57.6%	102,012	87.4%
Subtotal - Reg Ed - Non-P/R	8,215,092	8,215,092	3,426,230	41.7%	2,517,770	30.6%	2,271,093	72.4%
Special Education - Non-Payroll								
8001 SPED - Admin/Central	162,582	162,582	1,698	1.0%	33,026	20.3%	127,859	21.4%
8002 SPED - Contracted Svcs	699,028	699,028	36,361	5.2%	191,261	27.4%	471,406	32.6%
8003 SPED - Out of District	2,236,084	2,236,084	299,608	13.4%	1,692,998	75.7%	243,478	89.1%
8004 SPED - Transportation	1,749,107	1,749,107	152,382	8.7%	1,077,701	61.6%	519,024	70.3%
8005 SPED - Program Costs	79,647	79,647	28,383	35.6%	41,815	52.5%	9,449	88.1%
8006 PPS - Other Programs	28,045	28,045	2,799	10.0%	23,766	84.7%	1,479	94.7%
Subtotal - Special Ed - Non-P/R	4,954,493	4,954,493	521,231	10.5%	3,060,566	61.8%	1,372,696	72.3%
TOTAL NON-PAYROLL	13,169,585	13,169,585	3,947,461	30.0%	5,578,336	42.4%	3,643,789	72.3%
TOTAL PAYROLL	30,948,819	30,948,819	3,700,582	12.0%	21,164,024	68.4%	6,084,213	80.3%
TOTAL OPERATING BUDGET	44,118,404	44,118,404	7,648,043	17.3%	26,742,360	60.6%	9,728,001	78.0%



**New Fairfield Public Schools
Fiscal Year 2027 Budget Assumptions**

Develop and present a budget request to the Board of Education (BOE) that is fiscally responsible, ensures continuous improvement and reflects the mission, vision, priorities and strategic plan of the District.

As in previous years, the budget will be developed using a needs-based, zero-based approach. This means we build the budget from the ground up, justifying every expense and aligning resources with student and district needs, rather than relying on prior year spending levels.

While the District continues to seek efficiencies and explore cost avoidance opportunities, the Fiscal Year 2027 (FY 27) budget will reflect contractual increases in salaries and benefits that represent the majority of operating costs. These increases are non-discretionary costs that must be included in the budget to fulfill contractual obligations and maintain high-quality staff to support student learning.

The following factors will be considered in developing the Superintendent’s Recommended FY 27 operating and capital budgets:

1. The recommended budget will be framed by the New Fairfield Public Schools (NFPS):
 - a. Vision of a Learner - Graduates of NFPS are: Knowledgeable Scholars; Talented Communicators; Critical and Creative Thinkers; Engaged Global Citizens; and, Self-determined & Self-Reliant Individuals.
 - b. Strategic Plan - Three aspirational goals, addressing curriculum, instruction, and wellness, have been established in support of the NFPS Vision of a Learner.
 - c. Special Education Goal - Provide a cohesive, student-centered system of support that ensures high-quality, standards-aligned instruction, promotes inclusion, strengthens IEP development, and actively engages families in the educational process.
 - d. Attendance Goal - Continue efforts to reduce the student chronic absenteeism rate to under 8% and achieve at least a 95% staff attendance rate.
 - e. Resources for Learning - Defined as finances, facilities, operational systems, technology, and human resources. Adequate resources are a foundational component for New Fairfield to achieve its Vision of the Learner.

2. The District will continue to explore and implement opportunities to be more cost effective, as well as avoid and contain costs wherever possible.
 - a. Staffing - Staffing levels will ensure compliance with state and federal mandates, maintain reasonable class sizes, and preserve the programs and support essential to student success and well-being. Contractual obligations and negotiated agreements establish the baseline for personnel costs, and reductions beyond these levels would directly impact the district’s ability to meet educational and legal responsibilities.
 - b. Operations - Areas for exploration for cost containment include transportation, energy, technology services and continuing to partner with the town agencies to achieve the greatest efficiencies possible.
 - c. Programs and Services - The schools and departments will develop strategies to accomplish the same results with efficient and effective approaches, employing innovative strategies to optimize outcomes at the lowest cost to the community.
 - d. Grants - In order to reduce the strain on the operating budget, the District will explore alternative funding sources including grants and incentive programs from the state and federal governments as well as private organizations.
3. Enrollment for the current school year is comparable to last year. Stable enrollment provides an opportunity to maintain consistent class sizes and program offerings that have proven effective in supporting student achievement. The FY 27 budget will sustain the staffing and instructional capacity necessary to preserve this stability.
4. Class size goals (K-5) are employed in determining the appropriate number of elementary sections at each grade level. The table below lists the class size goals that have been applied in the past as well as the current average class sizes on October 1, 2025.

Grade	K	1	2	3	4	5
Class Size Goals	18-20	18-20	20-22	20-22	20-22	20-24
25-26 Average Class Sizes	18	18	19	22	21	21

5. Salaries and benefits are the primary driver of the FY 27 operating budget. The District’s five bargaining units have negotiated contracts with fixed increases, which represent non-discretionary, unavoidable costs that must be included in the budget to honor agreements and maintain high-quality staff to support student learning.

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6. The District will continue to meet all federal and state mandates under IDEA and Section 504 by providing appropriate Pupil Services and Special Education programs that address the individual needs of students. While these services are legally and ethically required, they also represent an area of significant cost variability. The District has experienced an increase in unanticipated outplacements during FY 26, which may continue to impact expenditures in FY 27.

To mitigate these costs and better serve students within their community, the district seeks to expand in-district programming and support whenever feasible. However, some outplacements remain necessary when student needs cannot be appropriately met within the district.

7. Revenue generated from student tuition will be applied as an offset to related staffing costs incurred for the operation of the Early Learning Center (ELC) program. Staffing costs associated with the ELC program were offset by \$129,000 in the FY 26 budget.
8. The cost of consumable goods and services will be based on existing contracts and estimated to reflect inflation costs where we do not have contractual increases in place.
9. The BOE and the Town continue to operate under a shared financial services model in which 50% of the finance department's employee salaries are funded through the BOE budget. For FY 27, the District will continue to budget at the 50% level in accordance with the existing agreement.

The BOE and the Town are actively collaborating to codify a new shared services agreement that more accurately reflects the actual level of financial support and services provided to the BOE. This updated agreement will ensure transparency and fiscal integrity for both entities once mutually approved.

10. Turnover savings reflect anticipated salary reductions when retiring or departing staff are replaced at lower pay levels. To ensure greater budget accuracy and sustainability, the District implemented a three-year plan to gradually adjust turnover savings to reflect actual trends. The FY 27 budget represents the third year of this plan, reducing the projected amount to \$150,000.
11. Provide all staff with an ongoing high-quality professional learning program in support of the district's strategic plan.
12. The District is committed to maintaining and improving its facilities at an appropriate level to ensure safe and functional learning environments. Capital investments will be prioritized based on health and safety, educational requirements and long-term cost avoidance. The goal is to fund capital projects to protect the community's investment in its school buildings and prevent higher deferred-maintenance costs in future years.