

Business Operations/Resource  
Management Subcommittee Meeting  
Thursday, February 16, 2017 6:00 PM Eastern

New Fairfield Community Room  
3 Brush Hill Road  
New Fairfield, CT 06812

Mr. Steve Burfeind: Present  
Mr. Dominic Cipollone: Present  
Mr. Douglas DeRito: Absent  
Mr. Kevin Hearty: Absent  
Mrs. Samantha Mannion: Present  
Mr. Edward Sbordone: Present  
Susan Starr: Absent  
Dr. Amy Tozzo: Present  
Dr. Jay Voss: Absent  
Present: 5, Absent: 4.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - II.A. January 19, 2017 - Regular
- III. ACTION ITEMS
- IV. INFORMATION ITEMS
  - IV.A. Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2016-17 at January 31, 2017
  - IV.B. Feasibility Study for Auditorium Renovation
  - IV.C. Copier Replacement Proposal
- V. OTHER
- VI. ADJOURNMENT



**New Fairfield Board of Education**  
**Summary of Budget vs. Actual for Salary & Non-Salary Accounts**  
**Fiscal 2016-2017 at January 31, 2017**

	Approved Budget	2016-2017 Adjusted Budget	Year-to-Date Expenditure	Percentage Expense	Current Encumbrances	Percent Encumbered	2016-2017 Remaining Unexpended	Percent Committed
<b>Regular Education - Non-Payroll</b>								
2000 Consolidated School	115,905	115,905	63,605	54.9%	38,012	32.8%	14,287	87.7%
3000 Meeting House Hill School	89,944	89,944	60,899	67.7%	10,477	11.6%	18,568	79.4%
4000 Middle School	85,310	85,310	56,940	66.7%	16,337	19.2%	12,033	85.9%
5000 High School	267,991	267,991	134,014	50.0%	69,145	25.8%	64,833	75.8%
5500 Interscholastic Athletics	182,314	182,314	49,108	26.9%	46,490	25.5%	86,716	52.4%
6000 District Wide / Benefits / Insurance	1,925,192	1,925,192	1,387,246	72.1%	106,629	5.5%	431,317	77.6%
6100 Board of Education	37,692	37,692	33,948	90.1%	334	0.9%	3,410	91.0%
6200 Central Office	82,960	82,960	24,987	30.1%	9,178	11.1%	48,795	41.2%
6300 Fiscal Services from Town	283,676	283,676	146,204	51.5%	137,472	48.5%	-	100.0%
6400 Personnel / Business Office	21,670	21,670	22,673	104.6%	3,914	18.1%	(4,917)	122.7%
6500 Technology	335,733	335,733	279,583	83.3%	31,506	9.4%	24,644	92.7%
6600 Transportation	1,287,980	1,287,980	505,411	39.2%	429,790	33.4%	352,779	72.6%
6700 Copiers / Postage	157,445	157,445	109,485	69.5%	39,169	24.9%	8,790	94.4%
6800 Utilities	899,559	899,559	409,159	45.5%	160,344	17.8%	330,056	63.3%
7000 Curriculum & Staff Development	194,157	194,157	121,729	62.7%	15,450	8.0%	56,979	70.7%
9000 Buildings & Grounds	586,908	586,908	378,514	64.5%	144,417	24.6%	63,978	89.1%
<b>Subtotal - Reg Ed - Non-P/R</b>	<b>6,554,436</b>	<b>6,554,436</b>	<b>3,783,504</b>		<b>1,258,664</b>		<b>1,512,268</b>	
8000 <b>Special Education - Non-Payroll</b>	1,781,743	1,792,438	715,506	39.9%	846,633	47.2%	230,298	87.2%
<b>TOTAL NON-PAYROLL</b>	<b>8,336,179</b>	<b>8,346,874</b>	<b>4,499,010</b>	<b>53.9%</b>	<b>2,105,297</b>	<b>25.2%</b>	<b>1,742,567</b>	<b>79.1%</b>
<b>TOTAL PAYROLL</b>	<b>24,866,946</b>	<b>24,856,251</b>	<b>12,375,156</b>	<b>49.8%</b>	<b>0</b>		<b>12,481,095</b>	<b>49.8%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>33,203,125</b>	<b>33,203,125</b>	<b>16,874,166</b>	<b>50.8%</b>	<b>2,105,297</b>	<b>7.3%</b>	<b>14,223,662</b>	<b>57.2%</b>

## **OVERVIEW of ENCUMBRANCES for JANUARY 2016-2017**

2000 Consolidated	\$82 Student Durables (Kdg); \$115 Raptor visitor badges multi-box; \$2,525 Spring Forward - Grade K set; \$2,748 18 Books for implementing the Reading Curriculum; \$335 IRA Kindergarten Reading Curriculum; \$62 ink cartridge for postage machine
3000 Meeting House	\$49 Uker lighting/USB cable; \$207 Stone Fox - Scholastic Reading; \$66 black office pens and White Out; \$2,270 Scholastic Reading titles (26); \$308 literacy notebooks; \$782 library books
4000 Middle School	\$110 transportation for Winter Concert; \$210 School Counselors Conference; \$285 True Colors Conference; \$61 pens, index cards and sharpeners; \$208 calculator and ruler kits
5000 High School	\$1,500 repairs for sewing machines; \$1,700 repair to water distiller; \$75 science supplies; \$80 white board; \$63 Quad graph paper; \$2,000 Secondary School Collection Journal; \$1,368 Choral and Chamber Octavos; \$1,150 library books and e-books; \$1,267 office supplies; \$28 Blue Goodie Bags; \$152 Swingline trimmer
5500 Athletics	\$535 Vision Pro helmets; \$1,025 golf equipment; \$945 protective batting screen; \$2,037 hockey supplies; \$1,949 baseball/softball equipment
6000 Districtwide	\$545 Leadership Drive tuition reimbursement; \$456 Leadership Perspective tuition reimbursement; \$1,000 Teaching Children with Learning Disabilities tuition; \$1,247 Students Matter Leadership tuition; \$1,247 Internship 2 tuition reimbursement; \$510 scripts - 5th Grade play; \$120 presentation boards and glue; \$300 Enrichment - Parents' Night
6500 Technology	\$21,855 E-rate Quantity 50 Access Points plus support; \$465 cables, ports and adapters; \$1,798 Ultimate Studio lens, microphone tripod and splitter
6800 Utilities	\$3,171 commission to Bay State - 4-year electric energy contract CCM
7000 Curriculum	\$1,197 Interchange NYC 2017 conference; \$500 Coaching of Writing Institute; \$620 Project Adventure Workshop; \$920 Project Adventure course inspection NFMS; \$573 office supplies
8000 PPS/Special Ed	\$633 Personalized i-Pad Air 32 Gig Wifi; \$33 Wilson Magnetic Journal; \$630 Nurse's Office supplies; \$161 dry erase board, standard; \$2,600 behavior evaluation; \$700 hearing evaluation; \$9,500 education evaluation; \$2,950 education evaluation; \$3,500 education evaluation; \$420 World Trade Center field trip; \$1,287 WISC V record forms & protocols
9000 Buildings & Grnds	\$500 emergency drain cleaning; \$1,000 roofing material for CONS; \$2,000 electric motor and pump repairs; \$1,000 emergency services to pre-treatment plant; \$2,500 HVAC repair parts; \$210 cellular telephone contract; \$43 panic patch relay - HS Science; \$555 tires for red van; \$1,000 replacement of classroom clocks; \$1,450 hardware all schools; \$100 testing supplies; \$1,000 custodial supplies; \$481 painting & office supplies



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10 Chase River Road  
Waterbury, CT 06704  
P: 203.573.9960  
Toll Free 800.874.4936  
F: 203.573.9903

**COPIER REPLACEMENT PROPOSAL  
FEBRUARY 7, 2017**

1. **EQUIPMENT LEASE AND PRODUCTION COST:** ALL TERMS AND CONDITIONS OF THE CURRENT LEASE AND COST PER COPY AGREEMENT REMAIN AS ORIGINALLY ACCEPTED APRIL 2, 2009 WITH NO INCREASES OR CHANGES.
2. **CUSTOMER REBATE CHECK:** \$25,000.00 PAYABLE TO NEW FAIRFIELD PUBLIC SCHOOLS.
3. **REPLACEMENT OF KYOCERA COPIERS:** 80 PAGE PER MINUTE UNITS WILL BE **UPGRADED TO XEROX, FACTORY NEW, 90 PAGE PER MINUTE UNITS**. 65 PAGE PER MINUTE UNITS WILL BE **UPGRADED TO XEROX, FACTORY NEW, 75 PAGE PER MINUTE UNITS**. 35 PAGE PER MINUTE UNITS WILL BE **UPGRADED TO XEROX, FACTORY NEW, 47 PAGE PER MINUTE UNITS**.
4. **COST PER COPY PROGRAMS:** WILL REMAIN UNCHANGED AND INCLUDE ALL PARTS LABOR, SUPPLIES AND STAPLES. EXCLUDES: PAPER ONLY.
5. **BILLING:** COPIES OVER 500,000 PER MONTH WILL BE BILLED AT \$.0075 PER COPY AS PER ORIGINAL BID.
6. **REFURBISH EQUIPMENT:** JANCO WILL CONTINUE TO REFURBISH EQUIPMENT AS NEEDED DURING THE TERM OF THE AGREEMENT IN ACCORDANCE WITH MANUFACTURERS PREVENTATIVE MAINTENANCE SCHEDULE.
7. **CUSTOMER ABUSE:** WILLFUL DESTRUCTION OR CUSTOMER ABUSE OF THIS EQUIPMENT WILL RESULT IN CHARGEABLE SERVICE AT OUR CURRENT HOURLY RATE OF \$140.00 PER HOUR PLUS THE COST OF PARTS INSTALLED.
8. **CUSTOMER SATISFACTION:** JANCO/XEROX REPLACEMENT GUARANTEE WILL BE COVERED UNDER THE MAINTENANCE PROGRAM OF THE ORIGINAL AGREEMENT.
9. **RESPONSE TIME:** JANCO WILL RESPOND TO SERVICE CALLS PLACED WITHIN 4 BUSINESS HOURS AND WILL CONTINUE TO PROVIDE A DEDICATED SERVICE ENGINEER TO NEW FAIRFIELD PUBLIC SCHOOLS.
10. **LOANER MACHINES:** JANCO WILL PROVIDE LOANER MACHINES LIKE-FOR-LIKE AS NEEDED.
11. **INSTALLATION:** JANCO WILL HAVE ALL MACHINES CONFIGURED BEFORE INSTALLATION. THIS WILL NOT REQUIRE IT DEPARTMENT ASSISTANCE. WE WILL REQUIRE ASSISTANCE TO LOAD THE UNIVERSAL DRIVER ON THE NFPS SERVER. THIS MAY REQUIRE IT DEPARTMENT ASSISTANCE FOR THE PASSWORD NEEDED TO LOG INTO THE SERVER.



January 5, 2017

Mr. James Jannetty  
Janco Business Systems, Inc.  
14 Town Line Road  
Wolcott, CT 06716

Mr. Craig McClain  
New Fairfield Public Schools  
3 Brush Hill Road  
New Fairfield Ct 06812

Dear Mr. Jannetty and Mr. McClain:

I am writing to inform you that pursuant to the current terms and conditions of Lease #21787-001 between GSG Financial LLC and Town of New Fairfield, New Fairfield Public School District, you can upgrade your equipment with no financial penalty. Under the agreement, you have the ability to amend the lease to include new equipment and a new start and end date. At your convenience, let me know if you would like to pursue an amendment.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Bender", written in a cursive style.

Andrew A. Bender

53 W 36<sup>th</sup> Street, Suite 701  
New York, NY 10018

RE: COPIER LEASE BID WAIVER

**Craig McClain**

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**From:** Patty Mota  
**Sent:** Friday, February 10, 2017 9:17 AM  
**To:** Craig McClain  
**Cc:** jimj  
**Subject:** RE: PEPPM Technolgy bidding and Purchasing Program

Yes you can process, it is PEPPM a contract under CREC.

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**From:** Craig McClain [mailto:[cmccclain@newfairfield.org](mailto:cmccclain@newfairfield.org)]  
**Sent:** Friday, February 10, 2017 9:04 AM  
**To:** Patty Mota  
**Cc:** jimj  
**Subject:** RE: PEPPM Technolgy bidding and Purchasing Program

Hi, Patty:

May the Board of Education proceed – on the basis of the JANCO’s PEPUM program contract – to extend the current copier agreement at its discretion?

Thank you.

CMc

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**From:** Patty Mota [mailto:[pmota@newfairfield.org](mailto:pmota@newfairfield.org)]  
**Sent:** Friday, February 10, 2017 9:00 AM  
**To:** Jim Jannetty  
**Cc:** Craig McClain  
**Subject:** RE: PEPPM Technolgy bidding and Purchasing Program

Thank you

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**From:** Jim Jannetty [mailto:[jimj@janco.us](mailto:jimj@janco.us)]  
**Sent:** Thursday, February 09, 2017 4:25 PM  
**To:** 'Patty Mota'  
**Cc:** 'Craig McClain'  
**Subject:** PEPPM Technolgy bidding and Purchasing Program

Hi Patty,

Below is the PEPPM Xerox National Cooperative Contract number.

Contract # 527418-002

Contract Term: Sept 18, 2015 to Sept 18, 2018

If you have any questions please let me know . Thanks

Jim Jannetty  
Janco Business Systems, Inc.  
14 Townline Road  
Wolcott , CT 06716  
P: 800-874-4936  
F: 203-573-9903  
[www.janco.us](http://www.janco.us)