

Business Operations/Resource  
Management Subcommittee Meeting  
Thursday, May 18, 2017 6:00 PM Eastern

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

Mr. Steve Burfeind: Present  
Mr. Dominic Cipollone: Absent  
Mr. Douglas DeRito: Present  
Mr. Kevin Hearty: Absent  
Mrs. Samantha Mannion: Present  
Mr. Edward Sbordone: Present  
Susan Starr: Absent  
Dr. Amy Tozzo: Present  
Dr. Jay Voss: Present  
Present: 6, Absent: 3.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - II.A. April 20, 2017 - Regular
- III. ACTION ITEMS
  - III.A. 2016-17 FY Budget Transfers
  - III.B. School Lunch Prices and Healthy Food Certification
  - III.C. District Transition Teacher
- IV. INFORMATION ITEMS
  - IV.A. Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2016-17 at April 30, 2017
  - IV.B. DEEP Notice of Violation Regarding the MHHS Septic System
  - IV.C. Energy Purchase Contracts 2017-18
- 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: 4/20/17

Place of Meeting: NF Community Room

Minutes submitted by: Alicia Roy

Members present: Doug DeRito, Ed Sbordone

Members absent: Dominic Cipollone

Other attendees: Alicia Roy, Craig McClain, Steve Burfeind, Amy Tozzo, Jay Voss

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

Ed Sbordone elevated Amy Tozzo to voting status.

**II. Approval of Minutes**

A. March 16, 2017 - Regular

**Motion:** To approve minutes of the March 16, 2017, regular meeting as presented

Made by: Doug DeRito

Seconded by: Ed Sbordone

**Recording of vote:** All in favor

**III. Action Items**

A. 2016-17 FY Budget Transfers - The budget transfers were presented for review.

**Motion:** To recommend to the full board the 2016-17 FY budget transfers as presented

Made by: Doug DeRito

Seconded by: Ed Sbordone

**Recording of vote:** All in favor

**IV. Information Items**

A. Summary of Budget vs. Actual Expenditure/Encumbrances for FY 2016-17 at March 31, 2017 – The current expenditures are on target.

B. Comparison of Anthem and CT Partnership Health Insurance Plans - A detailed comparison of the Anthem and CT Partnership Health Insurance plans was reviewed.

C. Special Education Review - The quarterly report of special education costs included changes to required transportation or tuition, settlements, and attorney fees.

**V. Other**

**Motion to adjourn:** Made by: Ed Sbordone

Seconded by: Doug DeRito

Recording of vote: Aye – Unanimous

Meeting adjourned at: 6:50 p.m.

**NEW FAIRFIELD BOARD OF EDUCATION  
2016 / 2017 BUDGET TRANSFERS  
May 18, 2017**

SOURCES of FUNDS			USES of FUNDS		
Account	Account Name	Transfer From	Transfer To	Account	Account Name
<b>Non-salary to Non-salary transfers</b>					
6200-331-2300-600-01	Board of Education Legal	\$15,000			
6000-520-2300-600-06	Liability, Auto & Property Ins.	\$4,000	\$19,000	9000-430-2600-600-00	Repair/Maint. Buildings emergency repairs to HS HVAC system
9000-430-2600-600-00	Repair/Maint. Buildings	\$1,300	\$1,300	9000-431-2620-600-02	Service Contracts - Grounds infield conditioner required for baseball and softball fields
3000-611-1000-000-03	MHHS Instructional Supplies	\$600	\$600	3000-510-2720-000-03	MHHS Field Trips Pen Pal trip destination relocated
5000-611-1000-000-05	HS Instructional Supplies	\$1,500	\$1,500	5000-641-1000-000-05	HS Textbooks/Workbooks purchase AP Computer Science texts
1000-999-1000-000-01	Regular Education Adjustment	\$24,550			
6800-626-2600-600-06	Fuel Oil	\$16,700			
6000-690-2300-600-01	District Office Supplies	\$2,800			
6700-440-1000-600-06	District Copiers	\$2,550			
6100-810-2305-600-01	Bd. of Education Dues & Fees	\$1,800			
6300-330-2500-600-01	Town Fiscal Services	\$2,200			
6000-330-2131-600-06	Employee Physicals	\$1,000	\$51,600	9000-450-2620-600-00	Grounds Projects repairs and necessary paving HS/MS driveway & parking areas
6000-220-2300-600-06	FICA/Medicare	\$24,220	\$24,220	9000-430-2600-600-00	Building Repairs emergency repairs to Consolidated School roof
1000-999-1000-000-01	Regular Education Adjustment	\$18,924	\$18,924	7000-641-2210-000-07	Curriculum Implementation purchase Social Studies Curriculum materials
8001-815-1200-000-00	SpEd Contingency	\$30,538	\$30,538	8001-700-1200-200-06	SpEd Technology Hardware purchase 2 Smartboards, 3 Smarttables & Touch Screen PC
8005-610-1212-100-06	PPS Testing/Assessment	\$890	\$890	8005-610-1251-200-06	Speech & Language Testing additional student testing
5000-330-2120-000-05	HS Prof. & Technical Services	\$1,200	\$700	5000-430-1000-000-05	HS Repairs/Maint - Instructional
			\$500	5000-510-2720-000-05	HS Field Trips unanticipated repairs to paper cutters for Desktop Publishing; expected cost of Graduation Walk
5000-640-1000-000-05	HS Magazines/Subscriptions	\$300			
5000-550-1000-000-05	HS Printing --Instructional	\$275			
5000-580-1000-000-05	HS Conf/Travel-Instructional	\$490	\$1,065	5000-700-1000-000-05	HS Furniture table and whiteboard
5000-642-2220-600-05	HS Library Books/E-books	\$2,250	\$2,250	5000-730-1000-000-05	HS Instructional Equipment replacement of broken music keyboard
5000-690-2410-000-05	HS Office Supplies -- General	\$1,600	\$650	5000-700-1000-000-05	HS Furniture
			\$950	5000-810-1000-000-05	HS Dues/Fees - Instructional chair replacement additional software for World Language performance assessments
5000-810-2410-000-05	HS Dues/Fees -- Principal	\$399			
5000-611-1000-000-05	HS Instructional Supplies	\$2,450	\$2,849	5000-730-1000-000-05	HS Instructional Equipment purchase of chimes to support instrumental music program
		\$157,536	\$157,536		

Requested by:

Craig McClain

Board of Education

Date:

May 18, 2017

Approval Date:



# New Fairfield

2017-2018 Food Service Budget

# Goals

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Increase speed of service

Focus on self service at HS/MS

Labor allocated to cashier points to expedite lines

Institute new items

Institute smoothie options

Incorporate additional variety of ethnic meals into menu

Focus on additional items geared towards lighter eating

Enhance menu items

Chicken patties from whole muscle chicken

Increased variety of fruits and vegetables – i.e. Kiwi, Asparagus, etc.



# 17-18 Food Service Budget

	FY17 Act/Proj	FY18 Budget	FY18 Bud vFY17 Act/Proj
Service Days	172	172	-
Total Meals	196,430	203,705	7,275
MpSD	1,142	1,184	-
Total Client Revenue	643,044	676,391	33,347
Food Costs	187,694	221,545	33,851 +
FCPM	0.96	1.09	0.13
% of Revenue	29.2%	32.8%	357 bps
Client Labor			
Aramark Labor	344,191	339,090	(5,101)
Total Labor	344,191	339,090	(5,101)
LCPM	1.75	1.66	(0.09)
% of Revenue	53.5%	50.1%	-339 bps
Client Directs			
Aramark Directs	66,055	69,026	2,971
Management Fee	15,000	15,380	380
Admin Fee	30,300	31,060	760
Total Directs	111,355	115,466	4,111
DCPM	0.57	0.57	(0.00)
% of Revenue	17.3%	17.1%	-25 bps
<b>Client Return</b>	<b>(196)</b>	<b>290</b>	<b>486</b>
CPM	3.27	3.32	0.04
Margin	0.0%	0.0%	7 bps

# Steps to achieve budget

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Alter buying patterns to be focused on meals vs. a la carte

Packaging –

Items offered for sale with three components to ensure a reimbursable meal

Retail style containers for grab and go items

Pricing – recommended to allow additional resources for food purchases as well as maintaining compliance with the Federal Paid Lunch Equity Process, which strives for selling prices to be equal to federal reimbursement for a free meal, currently \$3.16 for the 2016-2017 school year.

BF – elementary      \$2.20 (assuming program continuation)

BF – HS/MS            \$2.50 (assuming program continuation)

L – elementary        \$2.90

L – HS/MS              \$3.25

Lunch only pricing brings \$11,900 of additional revenue



# Grab and Go examples



# Other considerations

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## Breakfast

Currently, the breakfast service at the elementary level is utilized by approximately 15 students per day. Elimination of this service would save approximately \$5,700 annually, 90% of which is attributable to labor costs. Shelf stable offerings could be provided to schools for those children that might experience hunger prior to lunch

*Conrad*

As New Fairfield does not have a severe need population, there is no government mandate for a breakfast program

## Healthy Food Certification – annual process

Subject to available funding at state level

Restricts sales of any food on any school property.

Previously opted out due to uncertainty regarding reimbursement funding as well as impact to a la carte sales and all other functions that offer food, such as vending, fund raisers, school stores, catering, etc.



**Jay Gustaitis**  
District Manager

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May 9, 2017

Mr. Craig McClain

New Fairfield Public Schools

4 Brush Hill Road

New Fairfield, CT 06812

Dear Craig:

Below is a proposed budget for the 2017-2018 school year, compared to the current year program, projected through the remainder of the school year. Some highlights:

Daily meal growth of 40 meals in the lunch category

Additional resources budgeted towards food. An increase in the availability of a varied amount of fresh fruits and vegetables will help to stimulate interest and satisfaction. Smoothies will be implemented for the 17-18 school year and a move towards chicken products produced from whole muscle meat will be instituted.

Labor will experience a slight decrease year over year. Achievement of this will come through an analysis of service and modifying some areas to be geared more towards self-service. The intent is to move the majority of labor, during service times, to cashier positions to expedite speed of service.

Direct costs will experience a slight increase as we move to improve the packaging materials to be more retail oriented.

Meal prices of: BF elem \$2.20, M/H \$2.50; Lunch elem \$2.90, M/H \$3.25



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Service Days	172	172	-
Total Meals	196,430	203,705	7,275
MPSD	1,142	1,184	-
Total Client Revenue	643,044	676,391	33,347
Food Costs	187,694	221,545	33,851
FCPM	0.96	1.09	0.13
% of Revenue	29.2%	32.8%	357 bps
Client Labor			-
Aramark Labor	344,191	339,090	(5,101)
Total Labor	344,191	339,090	(5,101)
LCPM	1.75	1.66	(0.09)
% of Revenue	53.5%	50.1%	-339 bps
Client Directs			-
Aramark Directs	66,055	69,026	2,971
Management Fee	15,000	15,380	380
Admin Fee	30,300	31,060	760
Total Directs	111,355	115,466	4,111
DCPM	0.57	0.57	(0.00)
% of Revenue	17.3%	17.1%	-25 bps
Client Return	(196)	290	486
CPM	3.27	3.32	0.04

As we have discussed over the last year, the breakfast program at the elementary level is currently a service that does not support itself financially. Between the two schools we serve approximately 10-15 meals per day, yet must devote labor to this program. I recommend that consideration be given to the elimination of the program at this level, which would result in a projected return of \$6,048. To compensate for the program not being in place, we could provide shelf stable products to the schools for them to distribute to exceptionally hungry children. A budget of \$1,000 annually would be adequate for this consideration.

Please review the information and contact me with questions that you may have.

Sincerely,

Jay

# SCHOOL LUNCH PRICES 2011 - 2017

	<u>Elementary</u>	<u>Secondary</u>
2011 - 12	\$ 2.30	\$ 2.55
2012 - 13	\$ 2.40	\$ 2.65
2013 - 14	\$ 2.45	\$ 2.70
2014 - 15	\$ 2.45	\$ 2.70
2015 - 16	\$ 2.75	\$ 3.00
2016 - 17	\$ 2.75	\$ 3.00
<i>Recommended</i> 2017 - 18	\$ 2.90	\$ 3.25

## ***District Transition Teacher*** ***(new position)***

According to the Transition Bill of Rights developed by the Connecticut State Department of Education supporting IDEA, students with an individual education plan (IEP) have rights to a free and appropriate education up to the age of 21, which must include post-school goals in postsecondary education/training and employment and independent living skills, if appropriate. The least restrictive environment would be for these students to continue to be educated within the New Fairfield community. This position would provide individualized appropriate transition services for students in grade 9 through age 21, as required by law. Additionally, by increasing transitional opportunities within our district for adult students with disabilities (ages 18-21), we allow more students to be educated in district, rather than being outplaced for these services.

**REPORTS TO:** Director of Pupil Personnel Services

### **GENERAL DESCRIPTION:**

The Transition Teacher is responsible for the coordination of transition activities within a team comprised of the student, parent/guardian, educators, and service providers to ensure that transition activities and services are addressed and implemented for each eligible student.

**SALARY:** Negotiated through teachers' contract

### **QUALIFICATIONS:**

- Certification as a special education teacher in the State of Connecticut
- Knowledge of appropriate professional practices in all of the areas of responsibility
- Knowledge of State and Federal statutes and regulations regarding special education, especially transition services

### **GENERAL DUTIES:**

- Facilitates transition programming for students who are eligible for special education services and for whom the IEP team has established transition goals and objectives
- Administers career skill and interest inventories and additional transition assessments, conducts career exploration activities and provides vocational programming
- Acts as a liaison with community agencies and organizations
- Works closely with High School and Middle School administrators, teachers, and related services staff to facilitate transition programming
- Attends IEP meetings in the role of the Transition Coordinator
- Provides training and ensures that the IEP team develops and implements the transition outcomes, instructional areas, and services needed for students with disabilities
- Coordinates school and community work-based learning opportunities
- Provides written reports of vocational assessments and identifies job placements
- Monitors student job performance based on student need as designated in the IEP
- Coordinates and supports the teaching of pre-vocational and daily living skills
- Develops and maintains a working relationship with businesses, agencies, and organizations which provide post-secondary services for students with disabilities
- Communicates with parents, students, staff, community/adult service providers and agencies about issues related to the successful transition of students with disabilities
- Serves as a resource to families, parents and students in accessing transition services as well as providing information about transition topics
- Trains and directs paraprofessionals to support transition programming
- Other duties as may be assigned by the Director of PPS or building principal

**New Fairfield Board of Education**  
**Summary of Budget vs. Actual for Salary & Non-Salary Accounts**  
**Fiscal 2016-2017 at April 30, 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	77,680	67.0%	24,396	21.0%	13,829	88.1%
3000 Meeting House Hill School	89,944	89,944	72,133	80.2%	10,684	11.9%	7,127	92.1%
4000 Middle School	85,310	85,310	63,877	74.9%	14,947	17.5%	6,486	92.4%
5000 High School	267,991	267,991	166,396	62.1%	53,884	20.1%	47,711	82.2%
5500 Interscholastic Athletics	182,314	182,314	130,212	71.4%	58,678	32.2%	(6,576)	103.6%
6000 District Wide / Benefits / Insurance	1,925,192	1,934,941	1,704,663	88.1%	14,964	0.8%	215,315	88.9%
6100 Board of Education	37,692	37,692	34,703	92.1%	509	1.4%	2,480	93.4%
6200 Central Office	82,960	82,960	31,480	37.9%	34,641	41.8%	16,839	79.7%
6300 Fiscal Services from Town	283,676	283,676	281,219	99.1%	0	0.0%	2,457	99.1%
6400 Personnel / Business Office	21,670	35,543	27,486	77.3%	5,322	15.0%	2,736	92.3%
6500 Technology	335,733	336,194	295,274	87.8%	30,820	9.2%	10,101	97.0%
6600 Transportation	1,287,980	1,287,980	1,016,360	78.9%	283,041	22.0%	(11,421)	100.9%
6700 Copiers / Postage	157,445	157,445	144,986	92.1%	3,641	2.3%	8,818	94.4%
6800 Utilities	899,559	899,559	760,924	84.6%	106,874	11.9%	31,762	96.5%
7000 Curriculum & Staff Development	194,157	209,094	137,179	65.6%	46,579	22.3%	25,336	87.9%
9000 Buildings & Grounds	586,908	586,908	467,179	79.6%	77,906	13.3%	41,823	92.9%
<b>Subtotal - Reg Ed - Non-P/R</b>	<b>6,554,436</b>	<b>6,593,456</b>	<b>5,411,751</b>		<b>766,883</b>		<b>414,823</b>	
8000 <b>Special Education - Non-Payroll</b>	1,781,743	1,792,438	1,302,818	72.7%	315,278	17.6%	174,341	90.3%
<b>TOTAL NON-PAYROLL</b>	<b>8,336,179</b>	<b>8,385,894</b>	<b>6,714,569</b>	<b>80.1%</b>	<b>1,082,161</b>	<b>12.9%</b>	<b>589,164</b>	<b>93.0%</b>
<b>TOTAL PAYROLL</b>	<b>24,866,946</b>	<b>24,817,231</b>	<b>18,187,184</b>	<b>73.3%</b>	<b>0</b>		<b>6,630,047</b>	<b>73.3%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>33,203,125</b>	<b>33,203,125</b>	<b>24,901,753</b>	<b>75.0%</b>	<b>1,082,161</b>	<b>3.8%</b>	<b>7,219,211</b>	<b>78.3%</b>

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

2000 Consolidated	\$227 Motorola two-way radio batteries ; \$2,718 grade 2 units of study books; \$330 Reading A-Z.
3000 Meeting House	\$641 pencils, Expo markers and Post-its; \$939 white copier paper; \$290 school take-home folders; \$457 glue sticks & markers; \$990 library books; \$630 reading / writing center; \$304 shredding confidential information.
4000 Middle School	\$426 dry erase set, laminating pouches, cleaners & index cards; \$90 physical science Argument Drive 1; \$187 Sharpies, dividers, filing tabs and labels.
5000 High School	\$51 open side booklet envelope; \$188 foil paper and certificates; \$1,102 office supplies - index cards, rubber bands and batteries; \$1,400 graduation programs.
5500 Athletics	\$1,000 athletic training services; \$1,812 girls tennis uniform tops; \$3,495 pole vault replacement pad.
6000 Districtwide	\$1,050 contractual tuition reimbursement.
6400 Human Resource	\$3,000 Celebration of Excellence; \$1,009 end of year ceremony.
6500 Technology	\$400 amplifier repair; \$220 standing desk attachment.
7000 Curriculum	\$58,377 Foss science curriculum grades K-3; \$324 Purposeful Play teacher's guide; \$111 Butterfly and Ladybug kit.
8000 SpEd / PPS	\$75 LCDA conference.
9000 Bldgs / Grnds	\$690 7Q HVAC expansion joints; \$300 plumbing repair parts; \$500 power equipment repairs; \$1,500 HVAC repair parts all schools; \$1,150 septic pumping pre-treatment plant; \$1,300 infield conditioner application; \$1,263 Philips Defibrillator; \$7,145 Snorkel power utility lift.

## ENERGY PURCHASE CONTRACTS

COMMITMENTS for FY 2017 - 2018

### #2 Fuel Oil

### ULS Diesel

	Gallons	Price per	Gallons	Price per	
Contract 1	35,000	\$1.8722	10,000	\$1.9200	
Contract 2	35,000	\$1.8250	22,500	\$1.8725	
Contract 3	17,500	\$1.7682	10,000	\$1.8065	
Contract 4	17,500	\$1.7265	10,000	\$1.7482	
Blended \$ / gal.		\$1.815		\$1.845	
Budgeted ppg		\$1.88		\$1.91	
Budget excess		<b>\$6,841</b>		<b>\$3,397</b>	<b>\$10,238</b>