

Newtown Board of Education
CFF/CIP/Facilities/Finance Sub-Committee Minutes
March 10, 2022
3 Primrose Street,
Newtown, CT 06470

Call to Order: Mrs. Larkin called the meeting to order at 6:01 p.m.

Participants: Jennifer Larkin, Deborrah Zukowski, Don Ramsey, Bob Gerbert, Tanja Vadas, Dr. Lorrie Rodrigue (called in)

Item 1 Approval of CFF/CIP Minutes of January 13, 2022

Mrs. Zukowski made a motion to approve the minutes of January 13, 2022. Mr. Ramsey seconds the motion. All in favor.

Item 2 CFF Roles and Responsibilities Description

Mrs. Zukowski made a motion to table the discussion of the CFF Roles and Responsibilities to let Mrs. Vadas discuss Item 4, Item 5, Item 6, and Item 7 of this agenda first. Mr. Ramsey seconds the motion. All in favor.

Item 3 Town Inventory Group Update

Mrs. Zukowski made a motion to table the discussion of the Town Inventory Group Update to let Mrs. Vadas discuss Item 4, Item 5, Item 6, and Item 7 of this agenda first. Mr. Ramsey seconds the motion. All in Favor.

Item 4 Financial Report

Mrs. Vadas presented the financial report. She said we are looking at a new projected balance of \$232,130. She stated the majority of our movement was found in salaries. The Certified Salaries saw a change of \$36,573 with the majority of that with certified substitutes. She added that there are still about 13 positions that still have not been filled.

She stated that another big change came in with our Educational Assistants account. This is due to an encumbrance audit that happens every few months. We look at their remaining days and we calculate what they have not worked due to early dismissals as Paras are not required to work a full day. We adjusted about \$30k in encumbrances. This is normal and happens every year.

Another area was the nursing change. This was due to our nursing supervisor taking the new position of Director of Health and Wellness and moving a high school nurse to the Supervisor position which was all internal. She added there was a change in salaries which gave us a negative effect.

Mrs. Vadas stated the custodial account is stable. The balance of \$43K in the custodial account will be offset by overtime. This is due to employees on medical leave, storms that roll over into the weekend etc., so therefore we have spent a lot in overtime. She stated the forecast for the custodial overtime (balance of the year) will see a deficit of \$76K. However, this negative balance will be offset by the positive balance in custodial salaries.

Mr. Gerbert made a comment that we are now fully staffed in Facilities.

Mrs. Vadas stated another change was in the special services salaries. This was primarily found in our B.T's (Behavioral Therapists) which is not a Union but an hourly group of employees. We allocated \$5K more from the Excess Cost Grant and we had an additional resignation. Again due to the encumbrance audit we adjusted the days as they are hourly employees.

Mr. Ramsey asked about the difficulty of finding subs and if we have to pay teachers to cover those classes and if that exceeds the amount that you would pay the substitutes.

Mrs. Vadas stated teachers are on a different salary rate. Mr. Ramsey asked about increasing the amount for the subs. Dr. Rodrigue stated we raised the sub rate twice over the last 2 years. We went from \$91/day to \$100/day.

Mrs. Larkin asked if that helped. Dr. Rodrigue stated it was really related to the pandemic at the time. She said we did look at area towns and saw that we are in the middle and maybe even a bit higher in the sub rate. In our DRG we are doing okay. It is really more about the pandemic and that other towns saw and continue to see a reduction in staffing.

For Contracted Services, Mrs. Vadas stated transportation had a small change balance, increasing the year end projection. This was found in the out-of-district transportation accounts.

Mrs. Vadas stated there was also a change in our Out-of-District Tuition.

She stated the Excess Cost Grant had been adjusted at the State level. The estimated reimbursement rate came in at 81.98% which is the highest she has ever seen. However, the State's estimate was reduced by about \$80K from our January submission.

She said overall the total year end projected balance in other purchased services was reduced by only \$7,800.

Mrs. Zukowski asked about oil and gas prices and if that was impacting our budget in any way. Mrs. Vadas stated we are protected. We have contracts with the town for gas and diesel which we use very minimal amounts. Our gasoline contract runs through the end of December and the oil/diesel contract will expire in June of this year. We currently have a contract for propane (bus fuel) for 21-22. We have the ability to extend this contract for one year.

Item 5 Transportation Award

The discussion centered around the issues with the lack of bus drivers, buses and how the pandemic has impacted our transportation. They also talked about the new transportation bid with All-Star being the only bidder. Mrs. Zukowski made a recommendation to bring the transportation topic to the Board of Education for a full board discussion and recommendation with Board action. All were in favor.

Dr. Rodrigue left the meeting at 6:58 p.m

Item 6 Lunch Program Subcommittee

Mrs. Vadas asked for two board members of this committee to be a member of the lunch program committee to evaluate and recommend to the Board a Food Service Management Company for the new contract which would begin on July 1, 2022. She explained the committee would review the bids and grade them based on criteria that the state has given us and score them. Mrs. Vadas would then analyze the score sheets and give the results back to the committee. At that time the committee would make a recommendation to the Board.

Mrs. Larkin and Mr. Ramsey volunteered to be a part of the lunch program committee.

Item 7 Activity Calendar

Mrs. Vadas presented the activity calendar of the food service RFP (Request for Proposal) with the timeline of the process.

Mrs. Vadas left the meeting at 7:10p.m.

Item 3 Town Inventory Group Update

Mrs. Zukowski asked to move the town inventory group update off the table. Mr. Ramsey seconds. All in favor.

Mr. Gerbert presented an interactive database with an overview of the town inventory group that he is a member of. He said that this has been developing for over a year and was commissioned by Dan Rosenthal. He said they went around and catalogued town assets such as buildings, property, large equip etc. to know what kind of liabilities there are and the life cycles so we can try and predict when replacements etc., need to happen which will help prepare the budget process. Mr. Gerbert said the group came to a conclusion that they wanted assets that were going to be on the CIP such as roofs, mechanical equip, boilers, with higher dollar amounts. He added what we are trying to avoid is opinions and have more concrete evidence with what needs to be done and this database will help us get there. He stated Gram Clifford, an IT guru built the database. Mr. Gerbert went through the database and how it captures all materials and calculates real time. He stated everything is in one location now with this database.

Mr. Gerbert stated the way the database is built there is a search criteria which will help when we develop the CIP and build out our plan. Reports can be generated for presentations at meetings.

Mrs. Zukowski asked how long it will take to get all of the data in and who will do this. Mr.

Gerbert stated there is someone who the Town has in mind to hire to do the data entry on this.

Mrs. Zukowski asked how long it would take to get the data in. He added he thought a couple of months to get the schools information in and that it might take longer on the town side.

Item 2 CFF Roles and Responsibilities Description

Mrs. Zukowski asked to move the CFF Roles and Responsibilities Description off the table. Mr. Ramsey seconds. All in favor.

Mrs. Zukowski stated this is really about this group being a part of the shepherding mechanism for the CIP projects and who would work with Mr. Gerbert per each different project and to also have the flexibility within this group to decide if we should have someone going to the meeting themselves and how much of a value there would be in having a Board of Education member attend.

Mrs. Zukowski made a motion to append the following to the CIP Facilities Finance Committee Responsibilities; *Provide oversight to the BOE Capital Improvement Projects, working with the Director of Facilities and, as needed, the Town Public Building and Site and other Town comminssions.* Mr. Ramsey seconds the motion. All in favor.

Public Participation: none

Adjournment: Mr. Ramsey made a motion to adjourn meeting. Mrs. Zukowski seconds. All in favor. The meeting was adjourned at 7:27 p.m.

Respectfully Submitted,
Joanne Morris

THESE ARE DRAFTMINUTES AND ARE SUBJECT TO THE APPROVAL OF THE BOE
CFF/CIP SUB COMMITTEE

Newtown Board of Education
CFF/CIP/Facilities/Finance Sub-Committee Minutes
January 13, 2022
Virtual Meeting

Call to Order: The BOE CIP Sub Committee meeting was called to order at 6:00pm by Mrs. Larkin

Participants: Jennifer Larkin, Sub Committee Chair & BOE Member, Deborra Zukowski, Sub-Committee Member & BOE Chair, Donald Ramsey, Sub Committee Member & BOE Member, Tanja Vadas, Director of Business, Robert Gerbert, Director of Facilities, Dr. Lorrie Rodrigue, Superintendent

Pledge of Allegiance

Item 1: Approval of October 14, 2021 Minutes

Mrs. Zukowski motioned to approve the minutes of October 14, 2021. Mr. Ramsey seconds the motion. Ms. Zukowski stated there was a typing error on page 2 in the first paragraph of Item 3, in the first sentence with the word more. The sentence should read Mrs. Zukowski noticed that Newtown's budgeted amount was always 5-10% *less* than what EdSight reported. Mrs. Zukowski motioned to approve the minutes with the change. Mr. Ramsey second the motion. All in favor.

Item 2 Approval of 2022 BOE CFF/CIP Meeting Calendar

Mrs. Larkin presented the BOE CFF/CIP Sub Committee meeting calendar for 2022. She suggested moving the meetings to business hours to conduct on Thursday afternoons.

Mrs. Zukowski made a motion to accept the calendar as presented in the agenda. Mr. Ramsey seconds the motion.

Mrs. Vadas stated August 18th is important as she presents the year-end financial report. She then asked to take out the July 7 date as there is nothing to report.

Mrs. Zukowski moved to amend the motion to strike July 7 from the calendar. Mr. Ramsey seconds the motion. All in favor

Mrs. Larkin talked about the April 7th meeting and asked if this would be enough time since it is so early to present the financial report.

Mrs. Vadas said the April date would work and possibly the Assistant Director of Business would present this report.

Mr. Gerbert asked about the council chambers room listed on the calendar and noted that we can use the BOE conference room instead as this is a small group.

Mrs. Larkin stated she wanted to have the meetings virtually and during the day.

Dr. Rodrigue stated her calendar is the worse and has a lot of meetings during the day already.

Mrs. Zukowski suggested we could do a hybrid meeting during the evening and bring our laptops and the option would be there for anyone to work from home.

Mrs. Larkin agreed and asked if we should leave these meetings for 6pm and in the BOE conference room.

Mrs. Zukowski stated Thursday at 6pm and hybrid would work for everyone.

Mrs. Zukowski moved to amend the calendar and that the meetings will be at 6pm and the place of the meetings will be determined by the chair in booking the room.

Mr. Ramsey seconds the motion.

All in favor.

Mrs. Larkin made a motion to accept the calendar as amended. All in favor.

Item 3 Review of 2021/2022 Facilities Projects

Mrs. Zukowski moved to table the discussion of the facilities project until after the discussion of the CFF/CIP responsibilities.

Mr. Ramsey seconds... All in favor.

Item 4 Discussion of CFF Responsibilities

Mrs. Larkin wanted to use this discussion to understand the expectations of the Director of Operations and the Director of Business within this committee. She then asked Mr. Gerbert if he attends monthly to these meetings whereas Charter states he only needs to attend on a quarterly basis.

Mr. Gerbert stated he has attended anytime the group has had a meeting. He stated everyone who is here now would be the regular participants excluding public participation. He stated he is happy to come every month.

Mrs. Larkin asked Mrs. Vadas about her ideas around how to view the financial report and how other towns report on the financial report.

Mrs. Vadas stated she has reached out to other districts. She stated that the financial sub-committee is used to understand the nuts and bolts of the movements of the financial statements and all of the detail. It is then brought to the board and the chair of the sub-committee would speak in detail to the board in conjunction with the Business Manager.

She said this is a good time to figure what she can do for the subcommittee and what she can offer and provide.

Mrs. Larkin asked we would use this sub-committee to do the deep dive into the financials and report out to the board with a recap and eliminate the business manager from having to go through a deeper dive into the financials and we could then field questions together with the board.

Dr. Rodrigue stated as long as the public gets a good understanding as we don't want to diminish the importance of this information. It might be better to recap in a different way.

Mrs. Larkin stated she did not know if that provided more efficiency for the business manager and asked if there is a way to do a single slide summary and provide the whole financials in the board packet. She then said aside from the board members being able to read the financial we would make sure what we report to the public is not to the in-depth that the business manager would present but a thorough recap of what we have discussed here in this meeting.

Mrs. Zukowski stated that this board needs to understand the finances thoroughly so that we can be the Director of Business's backup and ask questions and have a good discussion. In addition, having the chair of this committee basically call out the salient issues that arose for the particular month to the board with the assistance of the finance director.

Mrs. Larkin asked about the presenting of the facilities.

Dr. Rodrigue explained how Mr. Gerbert currently reports to the Superintendent on the facilities which are put in the Superintendent report.

Mrs. Zukowski stated during the CIP meetings Mr. Gerbert would attend.

The discussion continued with how the CIP is prepared and the timeline.

Mrs. Zukowski asked to make a recommendation that this committee consider being the agency to provide board oversight of major projects. She stated an ad-hoc committee was made earlier in the year with a few members of this committee and now that committee is not necessary as this committee could have a member be the one to work with the agency to provide the board oversight in capital and other large projects.

Mrs. Larkin asked what the responsibility would be to assist Mr. Gerbert in this committee.

Mrs. Zukowski stated this person would listen in on Public Bldg & Site meetings, doing walk throughs, getting a scope of the project and providing resources and information for Mr. Gerbert to do the job well.

Mrs. Larkin asked if we would have to bring this back to the board which would mean removing the ad-hoc committee.

Mrs. Zukowski will look into the timeline of when the ad-hoc committee was established and how it was established.

Mrs. Zukowski then asked about having a conversation to officially provide a liaison-ship to this committee for town boards that would have an interest in the types of things we are doing which could include the Legislative Council for anything related to appropriations. This would be a way to bring them in. We also might want to include the Board of Selectman since they are owners of the buildings. She also said if we had an official liaison-ship across with the other town boards we could address the communication issues that are at the heart of some of the problems. She also thought the more formal way to address this would be if the other boards would designate an official to attend our meetings.

Mr. Ramsey stated that they are public meetings anyway and have access to agendas and would it not be possible to make that decision and attend the meeting as a participant.

Mrs. Larkin stated that would mean they would only be able to participate during public participation where as if they were part of the meeting there could be better dialogue.

Mr. Gerbert stated we would not need them monthly but only for the CIP talks. That would be the time to extend the invitation. This is the Board of Ed CIP and priorities need to come out of this sub-committee and should not be skewed by a visitor being present.

Dr. Rodrigue stated she agrees with Mr. Gerbert. She said we have invited them for historical purposes and there is a distinction having someone on the committee permanently or inviting them. We are asking for only one liaison and that one liaison does not represent the entire board.

Mrs. Zukowski stated the role of this person would be to gather the information and take that information back to their board and they should not be influencing our material of content. She also agreed that they would not need to come to every meeting but only regarding certain issues such as buildings and the CIP.

Mrs. Larkin stated from what she is understanding it should be driven by the agenda and not based on each of the sub-committee monthly standing meetings.

Mr. Gerbert stated in terms of the CIP the setting of the priorities should come from the membership of the sub-committee. He said we will present the information and give opinion on

and where things should go but decisions will rest on the sub-committee and this is approach he wants to take.

Item 3 Review of 2021/2022 Facilities Projects

Mrs. Zukowski moved to remove from the table the review of 2021-22 facilities project. Mr. Ramsey seconds the motion.

Mr. Gerbert presented a spreadsheet of tracking the costs of the projects that were approved by the board in the operating budget last year. The total amount was cut by Legislative Council and was refunded by the town non-recurring funds. He stated all projects have been completed except for the gym floor at HOM which will be completed this summer. He stated he grossly underestimated the \$15K amount and the project came in at a \$30-\$40K range. He then discussed the projects that have been completed in detail.

He stated in the area at the HS f-wing there was a guidance suite reception area where they needed an office for an additional staff member and his staff did that in house which made the cost low. He stated we have an outstanding maintenance and custodial staff and when possible we try and do as much as we can with our own forces, which gives us better control and cost savings and the staff love it.

He said overall we have a balance of \$57K and reached out to original contractors for the gym at HOM to refresh their quotes for the summer time which is a 3-4 week project and couple that with any projects that are approved in budget cycle this year.

Mr. Ramsey stated noteworthy of the refurbish of f-wing administrative office and that Mr. Gerbert saved so much money, he wondered if the town would use that as leverage to take back money from the budget.

Mr. Gerbert stated he has had to pick and choose what staff can and can't do as it is a staff of five. He said we don't want to put too much on their plate where they can't do it and it comes back at us.

The discussion carried on regarding repairs and emergency repairs.

Mrs. Zukowski verified with Mr. Gerbert that we have \$57K left and we will need \$40-50K to finish up what is on the projects list.

Mr. Ramsey stated the distinction between emergency repair and something that is about to become an emergency if we don't repair it is a function of finesse on Mr. Gerbert and his staff kind of hold off until such a time that they need to do it so it does not become an emergency.

Mrs. Larkin noted that Sandy Hook needs nothing and it is great to be a new building. Mr. Gerbert stated even though the school is still new there are a few things we need to start reviewing.

Item 5 Review of Financial Report

Mrs. Vadas presented the financial report and explained what happens for each month in order to build the financial report with discussion of the categories within the major drivers and objects and how it is all structured.

She then talked about the major movers for the month of December. We had 2 students out-placed which was a total of \$117K along with some other offsets that is driving the balance down.

Mrs. Zukowski asked about the excess cost grant that we would be expecting and would that be changed due to this out of district tuition?

Mrs. Vadas stated we have to meet a threshold and she does not think we will meet that threshold.

Mrs. Vadas then turned to the transportation account. She stated we are seeing a credit from All-Star from Sept through December which is now at \$111K due to buses that have not run. She stated she has two options she would like to use the credit for. One being the i-Ready program. The cost of that is \$84K. The second is a new box truck. The current truck was purchased in 2004 and has about 150K miles on it.

The discussion continued regarding the credit and if it would be needed in an emergency before the end of the school year.

Mr. Ramsey stated opportunity is there because of uncertain economic conditions in the future that could prohibit the purchase of the box truck so he is in support of the box truck with the Hawley project coming up with moving classroom etc.

Mr. Gerbert explained the need for the truck right now with COVID supplies, ice melts for the buildings, and the town has used the truck a few times.

Mrs. Larkin asked how we were going to originally pay for i-Ready

Mrs. Vadas stated it is an annual subscription. It was in the 22-23 budget but was removed. We would pay next year's subscription now.

Mrs. Vadas went over the transfer she is requesting. We had 3 positions at the MS in SPED para union that are not being utilized and would like to move that money to cover some of the nurses' salaries from increases, also we moved a para over to Hawley and to cover a tutor which the total transfer would be \$49K

Mrs. Zukowski stated she supported the transfer. Mr. Ramsey agreed and Mrs. Larkin agreed. This will be added to the transfer request that will go to the Board.

Item 6 Discussion of Topics for Upcoming Meetings

Mr. Gerbert stated he is working with a group in town and they are building an inventory and he will provide information of what is happening there. A lot of what we have from our buildings have a big role in this.

He also stated he would have some numbers for the gym floor for HOM and could have a quick discussion on that.

Mrs. Vadas stated she would discuss financials and should have excess cost grant numbers.

Public Participation: None

Adjournment:

Mrs. Zukowski made a moved to adjourn the meeting. Mr. Ramsey second. Motion passes. The meeting was adjourned at 7:52 pm.

Respectfully Submitted,
Joanne Morris

THESE ARE DRAFT MINUTES AND ARE SUBJECT TO THE APPROVAL OF THE BOE
CFF/CIP SUB COMMITTEE.

**NEWTOWN BOARD OF EDUCATION
2021-22 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING FEBRUARY 28, 2022**

OBJECT CODE	EXPENSE CATEGORY	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
<u>GENERAL FUND BUDGET</u>								
100	SALARIES	\$ 52,183,415	\$ 29,499,419	\$ 21,450,793	\$ 1,233,204	\$ 950,307	\$ 282,897	99.46%
200	EMPLOYEE BENEFITS	\$ 11,665,232	\$ 8,669,718	\$ 2,203,820	\$ 791,694	\$ 816,745	\$ (25,052)	100.21%
300	PROFESSIONAL SERVICES	\$ 687,417	\$ 265,191	\$ 61,308	\$ 360,918	\$ 363,106	\$ (2,188)	100.32%
400	PURCHASED PROPERTY SERV.	\$ 1,847,678	\$ 1,034,611	\$ 316,892	\$ 496,175	\$ 500,608	\$ (4,433)	100.24%
500	OTHER PURCHASED SERVICES	\$ 9,429,686	\$ 6,197,491	\$ 3,778,097	\$ (545,902)	\$ (421,629)	\$ (124,273)	101.32%
600	SUPPLIES	\$ 3,381,039	\$ 1,875,321	\$ 175,108	\$ 1,330,610	\$ 1,313,550	\$ 17,060	99.50%
700	PROPERTY	\$ 329,112	\$ 62,994	\$ 140,486	\$ 125,632	\$ 137,514	\$ (11,882)	103.61%
800	MISCELLANEOUS	\$ 74,119	\$ 54,130	\$ 466	\$ 19,523	\$ 19,523	\$ -	100.00%
910	SPECIAL ED CONTINGENCY	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	0.00%
TOTAL GENERAL FUND BUDGET		\$ 79,697,698	\$ 47,658,874	\$ 28,126,970	\$ 3,911,854	\$ 3,679,724	\$ 232,130	99.71%
900	TRANSFER NON-LAPSING							
GRAND TOTAL		\$ 79,697,698	\$ 47,658,874	\$ 28,126,970	\$ 3,911,854	\$ 3,679,724	\$ 232,130	99.71%
100	SALARIES							
	Administrative Salaries	\$ 4,236,559	\$ 2,829,600	\$ 1,400,400	\$ 6,560	\$ 12,798	\$ (6,238)	100.15%
	Teachers & Specialists Salaries	\$ 32,891,949	\$ 17,639,597	\$ 15,071,144	\$ 181,207	\$ 32,766	\$ 148,441	99.55%
	Early Retirement	\$ 81,000	\$ 81,000	\$ -	\$ -	\$ -	\$ -	100.00%
	Continuing Ed./Summer School	\$ 94,233	\$ 78,355	\$ 15,878	\$ -	\$ -	\$ -	100.00%

**NEWTOWN BOARD OF EDUCATION
2021-22 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING FEBRUARY 28, 2022**

OBJECT CODE	EXPENSE CATEGORY	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
	Homebound & Tutors Salaries	\$ 159,858	\$ 60,194	\$ 27,528	\$ 72,136	\$ 71,494	\$ 643	99.60%
	Certified Substitutes	\$ 642,310	\$ 375,046	\$ 172,332	\$ 94,932	\$ 198,780	\$ (103,848)	116.17%
	Coaching/Activities	\$ 662,356	\$ 362,163	\$ 1,333	\$ 298,860	\$ 298,860	\$ -	100.00%
	Staff & Program Development	\$ 150,083	\$ 94,478	\$ 105,405	\$ (49,801)	\$ 1,350	\$ (51,151)	134.08%
	CERTIFIED SALARIES	\$ 38,918,348	\$ 21,520,432	\$ 16,794,021	\$ 603,894	\$ 616,047	\$ (12,153)	100.03%
	Supervisors & Technology Salaries	\$ 1,101,338	\$ 713,639	\$ 290,039	\$ 97,661	\$ 52,526	\$ 45,134	95.90%
	Clerical & Secretarial Salaries	\$ 2,318,762	\$ 1,451,123	\$ 848,756	\$ 18,884	\$ 1,200	\$ 17,684	99.24%
	Educational Assistants	\$ 2,939,688	\$ 1,633,281	\$ 1,084,880	\$ 221,527	\$ 73,103	\$ 148,424	94.95%
	Nurses & Medical Advisors	\$ 927,175	\$ 506,351	\$ 407,988	\$ 12,837	\$ 36,613	\$ (23,776)	102.56%
	Custodial & Maint. Salaries	\$ 3,331,418	\$ 2,065,222	\$ 1,170,548	\$ 95,648	\$ 18,920	\$ 76,728	97.70%
	Non-Certied Adj & Bus Drivers Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	Career/Job Salaries	\$ 134,711	\$ 73,460	\$ 80,835	\$ (19,585)	\$ (25,998)	\$ 6,413	95.24%
	Special Education Svcs Salaries	\$ 1,449,812	\$ 810,753	\$ 519,726	\$ 119,332	\$ 21,754	\$ 97,578	93.27%
	Security Salaries & Attendance	\$ 676,153	\$ 415,778	\$ 246,916	\$ 13,459	\$ 3,471	\$ 9,988	98.52%
	Extra Work - Non-Cert.	\$ 118,010	\$ 69,172	\$ 7,083	\$ 41,755	\$ 48,505	\$ (6,751)	105.72%
	Custodial & Maint. Overtime	\$ 236,000	\$ 221,481	\$ -	\$ 14,519	\$ 90,892	\$ (76,373)	132.36%
	Civic Activities/Park & Rec.	\$ 32,000	\$ 18,728	\$ -	\$ 13,272	\$ 13,272	\$ -	100.00%
	NON-CERTIFIED SALARIES	\$ 13,265,067	\$ 7,978,986	\$ 4,656,771	\$ 629,309	\$ 334,259	\$ 295,050	97.78%
	SUBTOTAL SALARIES	\$ 52,183,415	\$ 29,499,419	\$ 21,450,793	\$ 1,233,204	\$ 950,307	\$ 282,897	99.46%
200	EMPLOYEE BENEFITS							
	Medical & Dental Expenses	\$ 8,532,018	\$ 6,426,941	\$ 2,099,405	\$ 5,673	\$ 17,798	\$ (12,125)	100.14%
	Life Insurance	\$ 86,760	\$ 58,845	\$ -	\$ 27,915	\$ 27,915	\$ -	100.00%
	FICA & Medicare	\$ 1,641,519	\$ 964,103	\$ -	\$ 677,416	\$ 677,416	\$ -	100.00%
	Pensions	\$ 869,471	\$ 852,021	\$ 750	\$ 16,700	\$ 26,700	\$ (10,000)	101.15%

**NEWTOWN BOARD OF EDUCATION
2021-22 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING FEBRUARY 28, 2022**

OBJECT CODE	EXPENSE CATEGORY	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
	Unemployment & Employee Assist.	\$ 102,000	\$ 35,083	\$ -	\$ 66,917	\$ 66,917	\$ -	100.00%
	Workers Compensation	\$ 433,464	\$ 332,725	\$ 103,665	\$ (2,927)	\$ -	\$ (2,927)	100.68%
	SUBTOTAL EMPLOYEE BENEFITS	\$ 11,665,232	\$ 8,669,718	\$ 2,203,820	\$ 791,694	\$ 816,745	\$ (25,052)	100.21%
300	PROFESSIONAL SERVICES							
	Professional Services	\$ 518,402	\$ 204,466	\$ 44,990	\$ 268,946	\$ 268,946	\$ -	100.00%
	Professional Educational Serv.	\$ 169,015	\$ 60,725	\$ 16,318	\$ 91,972	\$ 94,160	\$ (2,188)	101.29%
	SUBTOTAL PROFESSIONAL SERV.	\$ 687,417	\$ 265,191	\$ 61,308	\$ 360,918	\$ 363,106	\$ (2,188)	100.32%
400	PURCHASED PROPERTY SERV.							
	Buildings & Grounds Contracted Svc.	\$ 678,563	\$ 486,637	\$ 148,611	\$ 43,315	\$ 47,472	\$ (4,157)	100.61%
	Utility Services - Water & Sewer	\$ 151,157	\$ 61,765	\$ -	\$ 89,392	\$ 89,392	\$ -	100.00%
	Building, Site & Emergency Repairs	\$ 475,000	\$ 249,490	\$ 42,192	\$ 183,318	\$ 183,571	\$ (253)	100.05%
	Equipment Repairs	\$ 275,366	\$ 97,399	\$ 39,691	\$ 138,276	\$ 138,299	\$ (23)	100.01%
	Rentals - Building & Equipment	\$ 267,592	\$ 139,320	\$ 86,398	\$ 41,874	\$ 41,874	\$ 0	100.00%
	Building & Site Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	SUBTOTAL PUR. PROPERTY SERV.	\$ 1,847,678	\$ 1,034,611	\$ 316,892	\$ 496,175	\$ 500,608	\$ (4,433)	100.24%
500	OTHER PURCHASED SERVICES							
	Contracted Services	\$ 831,975	\$ 543,969	\$ 122,681	\$ 165,325	\$ 248,036	\$ (82,711)	109.94%
	Transportation Services	\$ 4,461,980	\$ 2,703,415	\$ 1,410,300	\$ 348,265	\$ 273,265	\$ 75,000	98.32%
	Insurance - Property & Liability	\$ 385,500	\$ 306,871	\$ 81,538	\$ (2,909)	\$ 30,000	\$ (32,909)	108.54%
	Communications	\$ 128,815	\$ 126,755	\$ 29,969	\$ (27,908)	\$ (17,756)	\$ (10,152)	107.88%
	Printing Services	\$ 26,169	\$ 4,087	\$ 6,442	\$ 15,640	\$ 15,640	\$ -	100.00%
	Tuition - Out of District	\$ 3,373,676	\$ 2,406,592	\$ 2,076,729	\$ (1,109,645)	\$ (1,036,144)	\$ (73,501)	102.18%

**NEWTOWN BOARD OF EDUCATION
2021-22 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING FEBRUARY 28, 2022**

OBJECT CODE	EXPENSE CATEGORY	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
	Student Travel & Staff Mileage	\$ 221,571	\$ 105,803	\$ 50,439	\$ 65,329	\$ 65,329	\$ -	100.00%
	SUBTOTAL OTHER PURCHASED SERV.	\$ 9,429,686	\$ 6,197,491	\$ 3,778,097	\$ (545,902)	\$ (421,629)	\$ (124,273)	101.32%
600	SUPPLIES							
	Instructional & Library Supplies	\$ 773,786	\$ 478,408	\$ 96,163	\$ 199,215	\$ 209,155	\$ (9,940)	101.28%
	Software, Medical & Office Supplies	\$ 214,816	\$ 113,288	\$ 34,164	\$ 67,365	\$ 67,365	\$ -	100.00%
	Plant Supplies	\$ 391,100	\$ 278,166	\$ 23,260	\$ 89,674	\$ 89,674	\$ -	100.00%
	Electric	\$ 1,043,970	\$ 554,336	\$ -	\$ 489,634	\$ 475,634	\$ 14,000	98.66%
	Propane & Natural Gas	\$ 416,899	\$ 231,360	\$ -	\$ 185,539	\$ 182,539	\$ 3,000	99.28%
	Fuel Oil	\$ 63,000	\$ 46,240	\$ -	\$ 16,760	\$ 16,760	\$ -	100.00%
	Fuel for Vehicles & Equip.	\$ 202,401	\$ 108,458	\$ -	\$ 93,943	\$ 83,943	\$ 10,000	95.06%
	Textbooks	\$ 275,067	\$ 65,066	\$ 21,521	\$ 188,480	\$ 188,480	\$ -	100.00%
	SUBTOTAL SUPPLIES	\$ 3,381,039	\$ 1,875,321	\$ 175,108	\$ 1,330,610	\$ 1,313,550	\$ 17,060	99.50%
700	PROPERTY							
	Technology Equipment	\$ 130,960	\$ 24,255	\$ 28,710	\$ 77,996	\$ 77,996	\$ -	100.00%
	Other Equipment	\$ 198,152	\$ 38,739	\$ 111,777	\$ 47,636	\$ 59,519	\$ (11,882)	106.00%
	SUBTOTAL PROPERTY	\$ 329,112	\$ 62,994	\$ 140,486	\$ 125,632	\$ 137,514	\$ (11,882)	103.61%
800	MISCELLANEOUS							
	Memberships	\$ 74,119	\$ 54,130	\$ 466	\$ 19,523	\$ 19,523	\$ -	100.00%
	SUBTOTAL MISCELLANEOUS	\$ 74,119	\$ 54,130	\$ 466	\$ 19,523	\$ 19,523	\$ -	100.00%
910	SPECIAL ED CONTINGENCY	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	0.00%

**NEWTOWN BOARD OF EDUCATION
2021-22 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING FEBRUARY 28, 2022**

OBJECT CODE	EXPENSE CATEGORY	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
TOTAL LOCAL BUDGET		\$ 79,697,698	\$ 47,658,874	\$ 28,126,970	\$ 3,911,854	\$ 3,679,724	\$ 232,130	99.71%

SPECIAL REVENUES

EXCESS COST GRANT REVENUE	STATE PROJ 18-Jan	PROJECTED 1-Mar	ESTIMATED Total	VARIANCE to Budget	FEB DEPOSIT	MAY DEPOSIT	% TO BUDGET
51266 <i>Special Education Svcs Salaries ECG</i>	\$ (2,857)	\$ (7,170)	\$ (7,170)	\$ (29,540)	\$ (5,860)	\$ (1,310)	19.53%
54116 <i>Transportation Services - ECG</i>	\$ (339,660)	\$ (333,218)	\$ (333,218)	\$ (29,399)	\$ (259,137)	\$ (74,081)	91.89%
54160 <i>Tuition - Out of District ECG</i>	\$ (1,270,593)	\$ (1,193,144)	\$ (1,193,144)	\$ (68,349)	\$ (944,836)	\$ (248,308)	94.58%
<i>Total</i>	\$ (1,613,110)	\$ (1,533,532)	\$ (1,533,532)	\$ (127,288)	\$ (1,209,833)	\$ (323,699)	92.34%
	Variance Jan - March	\$ 79,578			Total*	\$ (1,533,532)	

*75% of Jan Proj

SDE MAGNET TRANSPORTATION GRANT	\$ (13,000)	\$ (9,100)	\$ (9,100)	\$ (11,700)	\$ (6,500)	\$ (2,600)	43.75%
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OTHER REVENUES

<u>BOARD OF EDUCATION FEES & CHARGES - SER'</u>	<u>APPROVED BUDGET</u>	<u>ANTICIPATED</u>	<u>RECEIVED</u>	<u>BALANCE</u>	<u>% RECEIVED</u>
LOCAL TUITION	\$32,430		\$38,882	(\$6,452)	119.89%
HIGH SCHOOL FEES FOR PARKING PERMITS	\$30,000		\$30,000	\$0	100.00%
MISCELLANEOUS FEES	\$6,000		\$2,148	\$3,852	35.79%
TOTAL SCHOOL GENERATED FEES	\$68,430		\$71,029	(\$2,599)	103.80%

OTHER GRANTS

	<u>21-22 BUDGET</u>	<u>YTD EXPENSE</u>	<u>ENCUMBER</u>	<u>BALANCE</u>	
214 ESSER II	\$625,532	\$368,934	\$208,151	\$48,447	92.26%
ESSER III (estimated \$809k for 21-22 use)	\$809,095	\$472,652	\$229,357	\$107,086	86.76%

**FOOD SERVICES
REQUEST FOR PROPOSAL
AND
CONTRACTOR SELECTION 2022**

**ACTIVITY CALENDAR
Subject to Change**

2/17/22	ASSEMBLE REQUEST FOR PROPOSAL AND SEND TO STATE
3/5/22	BUREAU OF HEALTH/NUTRITION RFP APPROVAL BY STATE
3/11/22	PUBLISH RFP IN NEWTOWN BEE, DANBURY NEWS-TIMES, STATE WEBSITE?
3/11/22	PROPOSAL FORMS AND SPECIFICATIONS AVAILABLE TO VENDORS
3/10/22	CREATE SELECTION COMMITTEE (at CFF Meeting)
3/24/22	MANDATORY MEETING WITH VENDORS, AND WALK THROUGH AT NEWTOWN BOARD OF EDUCATION
3/28/22	QUESTIONS FROM BIDDERS DUE
3/31/22	RESPONSES FROM SFA TO BIDDERS QUESTIONS DUE
4/20/22	PROPOSALS DUE BY 2:00 PM
4/22/22	DISTRIBUTE PROPOSALS AND EVALUATION SHEETS TO SELECTION COMMITTEE
4/27/22	COMMITTEE MEETING TO REVIEW & EVALUATE VENDORS AWARD OF CONTRACT BY SCHOOL COMMITTEE
4/28/22	PREPARE CONTRACT DEVELOPE/FINALIZE
5/12/22	EXECUTE CONTRACT DUE TO CSDE
6/7/22	ADWARDED VENDOR TO PRESENT TO BOARD AND MOTION TO BOARD OF EDUCATION TO ACCEPT FOOD SERVICE CONTRACT
6/8/22	SUCCESSFUL BIDDER NOTIFIED

6/14/22

SIGN CONTRACT AND SEND TO STATE FOR FINAL EXECUTION

07/01/22

CONTRACT COMMENCES

CIP/FACILITIES/FINANCE COMMITTEE

1. Financial Responsibilities

a) Time permitting, review monthly line item expenditure report from the BOE Business Director;

b) Time permitting, review all budget transfers between line items and make recommendations for such transfers;

c) Review financial reporting mechanisms and yearly budget documentation for clarity and content and present any recommendations;

d) Review contracts prior to recommendation to the Board;

e) Review reports from contracted services as needed.

2. CIP/Facilities Responsibilities

a) Review capital expenditures and proposals for the Town's five and ten year capital improvement plan (CIP) in accordance with the Town's CIP Regulation timeline;

b) Review quarterly, building and maintenance needs with the Building and Grounds Facility Director.

c) Provide oversight to BOE Capital Improvement Projects, working with the Director of Facilities and, as needed, the Town Public Building and Site and other Town commissions.

Note: The language in 2(c) provides the ability of the committee to decide if the oversight can be accomplished with updates from Bob in the meetings or if one or more members should represent the board at related Town committees. We can talk at the meeting to decide if such language is worthwhile.