

Newtown Board of Education
CIP/Facilities/Finance Sub-Committee Minutes
October 14, 2021 6:00 p.m.
Virtual Meeting

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

Participants: Dan Delia, Sub Committee Chair and BOE Vice Chair, Deborra Zukowski, Sub Committee & Board Member, Tanja Vadas, Director of Business, Robert Gerbert, Director of Facilities, Dr. Lorrie Rodrigue, Superintendent.

Pledge of Allegiance

Item 1: Approval of August 12, 2021 Minutes

Mr. Delia made a motion to approve the minutes of August 12, 2021 Minutes. Ms. Zukowski moved the motion. Mr. Delia seconded the motion. Motion passes to approve the minutes of August 12, 2021.

Item 2: Updates to 2021 Year-end Maintenance Plan, 2021 Summer Facilities & Maintenance and Items Included In The 2021-2022 Maintenance Plan.

Mr. Gerbert presented the committee with a spreadsheet that he used to track the 2021-2022 B&G projects that were approved in the budget. The spreadsheet was organized by school, and then shown the actual cost vs. what the budgeted amount.

Mr. Gerbert told the committee that they had to put a pause on fixing the gym floor at Head O'Meadow because the estimated cost was too high.

He also outlined some emergency repairs that needed to be done at NMS and NHS.

The remaining end balance of the budgeted amount for the B&G Projects is currently \$28,968.96.

Ms. Zukowski asked Mr. Gerbert to add in explanations in the "notes section" as to why some projects were not worked on. Mr. Gerbert agreed.

Ms. Zukowski also asked if the emergency repairs came out of the B&G budget or the Emergency Repair line item. Mr. Gerbert stated that the listed emergency repair items came directly out of the budgeted amount from B&G.

Mr. Delia suggested using the emergency repair line item for the stair treads damaged from a leaky roof. The monies spent on that could be transferred to use for the gym floors at Head O'Meadow. Mr. Delia asked Dr. Rodrigue for her input.

Dr. Rodrigue agreed with the idea of using the emergency fund for these projects.

Mr. Delia agreed with Ms. Zukowski about adding in notes to this spreadsheet, as well as shifting over any emergency repairs to the emergency fund line item so the gym floor can be replaced at HOM.

Mr. Zukowski asked how disruptive it is to repair the gym floor now that school is in session. Mr. Gerbert said it would be highly disruptive and they would have to start the project once school is finished. The project would take around 2-3 weeks to complete.

Ms. Zukowski shared her concerns about classifying the emergency projects as a maintenance item; the emergency repairs may be missed in the calculations for the budget.

After some shifting of funds for emergency vs. maintenance projects, the committee was able to add to the remaining funds and now totaled \$46,195.84.

Dr. Rodrigue stated that is very important to make sure all funds are displayed correctly because it can be confusing when we look back and try to figure out a proper budget for the following year.

Item 3: Discussion on how In-Kind Services Is Accounted For In State Reports

Ms. Zukowski asked Ms. Vadas for clarification on In-Kind Services and how it is reported. Ms. Zukowski noticed that Newtown's budgeted amount was always 5-10% less than what EdSight reported. When asked, Ms. Zukowski was told that the number includes money from In-Kind Services.

Dr. Rodrigue remembers this conversation and was able to obtain a list of the services in the "In-Kind Service". The services include: police protection, public works, fire safety, fiscal services and repairs and maintenance services.

Ms. Zukowski stated that she is more comfortable knowing that the 5-10% increases are an accumulation of things like grants as well as In-Kind services.

Ms. Zukowski asked Ms. Vadas to share this information with the Board. Ms. Vadas agreed.

Item 4: Financial Reports:

Ms. Vadas presented the committee with the financial report. Ms. Vadas started by stating that not a lot was happening because they are limited with their anticipated obligations. By next month, the report will show a much larger amount in that category.

Ms. Vadas included the pay raise for the District Substitutes that was approved at the last BOE meeting.

Ms. Zukowski asked if the \$343,080 in anticipated obligation category was for the increase in salaries.

Ms. Vadas answered by saying that it was not and she added a projection this month because she knew the number it would cost for the daily substitute pay increase and what the interns would cost the District.

Ms. Zukowski also asked for a clarification regarding the Transfers. Ms. Zukowski asked if the \$73,000 that was transferred out the Teacher & Specialist salary would be necessary to pay the early retirement package to the teachers.

Ms. Vadas answered yes.

Ms. Zukowski asked how many early retirees there were.

Ms. Vadas and Dr. Rodrigue said they planned on twenty but think only about fourteen teachers took advantage of the early retirement package.

Ms. Zukowski asked for Ms. Vadas to include these numbers in the Board report for other members.

Ms. Vadas reported that Special Education Out of District Tuition has a positive balance but it is very early and in the October report, you will see that number even out.

Ms. Vadas also stated that the “anticipated obligation” column will be filled at the next meeting.

Ms. Vadas said that she is able to do smaller transfers between the same object if need be.

Ms. Zukowski asked if she was obligated to make other transfers because of Newtown’s current policy. Ms. Vadas went to the policy committee meeting and make some edits to the policy so it was less stifflingly.

Mr. Delia and Ms. Zukowski did not remember seeing the updated policy. Ms. Connell, Central Office Project Coordinator, informed the committee that the edited policy was approved by the BOE in July and should be on the Newtown School website.

Ms. Vadas updated the committee with the Food Service account. The meal count actually soared. For the first time in many years, Newtown actually made a profit. Typically in August and September, there is a loss. This year the profit is \$46,000. The meal counts are soaring, about 20% higher.

Mr. Delia asked if they are running out of food with this volume of sales.

Dr. Rodrigue said that there were instances that were food supply issues. There was also a supply issue with snacks but it is not happening at this point.

Ms. Vadas said they are overwhelmed and understaffed and the meal count is extremely high.

Ms. Vadas is confident with Joe Stango and his team.

Ms. Vadas made the committee aware that the LC approved the water assessment in Fairfield Hills. This means there will be a yearly payment for all users which includes Reed School and the warehouse. The payment is minimal (\$2500) but the interest (\$11,000) is substantial.

Mr. Delia asked if it is wise to just pay it off.

Ms. Vadas would like to but will bring it to the Board.

Public Participation:

None

Adjournment:

Mr. Delia made a motion to adjourn the meeting. Ms. Zukowski moved the motion. Mr. Delia seconded the motion. The meeting was adjourned at 7:12 pm.

Respectfully Submitted,
Sarah Connell

THESE ARE DRAFT MINUTES AND ARE SUBJECT TO THE APPROVAL OF THE BOE CIP/CFE
SUBCOMMITTEE