



Newtown Public Schools

BOE CFF Sub Committee Meeting
May 20, 2025

Reed Intermediate School Room 249A
3 Trades Lane
Newtown, CT 06470
6:00 PM

As citizens of our community, we will conduct ourselves in accordance with Newtown's Core Character Attributes as displayed in our character tree. We will be responsible for our actions and show respect for each other. We will interact peacefully, productively, and politely. We will be trustworthy and honest and show compassion toward others. Newtown's continued success is contingent upon our ability to persevere, to follow through with our commitments, and to stay focused on the greater good.

AGENDA

1. **CALL TO ORDER**
2. **OLD BUSINESS**
 - A. Approval of BOE CFF Subcommittee Minutes of April 22, 2025
3. **NEW BUSINESS**
 - A. Financial Report and Transfers
 - B. Heathy Food Certificate Renewal
4. **PUBLIC PARTICIPATION**
5. **ADJOURNMENT**

Newtown Public Schools
CFF Sub-Committee Meeting Minutes
April 22, 2025, 6:00 PM
Council Chambers, 3 Primrose St.
Newtown, CT

PRESENT: Shannon Tomai, Alison Plante, Tanja Gouveia, Anne Uberti, Steve Goodridge, Board of Finance, Jill Soderholm, Legislative Council
1 Public

CALL TO ORDER: Mrs. Tomai called the meeting to order at 6:02 pm.

BUSINESS

Mrs. Tomai made a motion to approve the BOE CFF Subcommittee minutes of March 18, 2025. Mrs. Plante moved the motion. Ms. Tomai seconds the motion to approve the minutes of March 18, 2025. All in favor. Motion passes.

NEW BUSINESS

Financial Report and Transfers

Ms. Gouveia presented the March financials. There was a decrease in the projected balance of -\$155,653. The majority of this decrease came from the Salaries account of -\$74K and Other Purchased Services accounts of -\$125K. We have currently expended almost \$62M in our budget with \$23M encumbered and we have \$2.2M in anticipated obligations. The anticipated obligations are expenses that we don't encumber such as coaches, salaries, benefits and utilities. Our projected balance stands at \$115,048 expending 99.87% of the total budget.

She then discussed the sub accounts. Certified salaries currently has an overall decrease primarily attributed to an administrative coverage at our Middle Gate school for an Admin who is out on FMLA. The cost to the budget was \$62K, however we had an offset in the teachers account of about \$40K so there is about a \$20K differential.

In our non-certified accounts, we hired 3 SpEd Paras and a Behavioral Therapist. These accounts are now showing a decrease.

Ms Gouveia further stated the Custodial overtime account is currently seeing a bit of a deficit of -\$16.9K due to language in the custodial contract. We currently have two custodians that are out on workman's comp and will be out through the end of the year. The contract states when a custodian is out we can backfill those positions with up to 3 hours of overtime for each position.

She also pointed out that there is also a small deficit in the Civic Activities/Park&Rec. She stated anytime our custodians perform any work for Park&Rec they charge it to a special account. We

budget \$32K every year which has been about the same amount year after year. Last year we expended about \$35K and this year we are on track to spend \$37K. She stated this is one of our shared services with the town which we set money aside to assist with town activities. She stated our overall balance for the non-certified accounts has been reduced by \$54K based on all of the activities this month. The salary object code is still the largest driver of our budget right now and this account stands with a balance of \$384,083.

Moving on to benefits we adjusted our FICA, Medicare and Pensions. These are unencumbered accounts and we usually adjust them at this time of year.

Professional services – we allocated a portion of the Excess Cost Grant to this line item for a nursing service. The overall balance did increase by \$19K. We are currently showing a positive balance in our Professional Services of \$23,774.

In Purchased Services we anticipate to fully expend all of these accounts.

She stated there are a few expenses that are included in this forecast that she wanted to mention. We are currently looking to spend \$15K on condenser fans at the Sandy Hook School. This unit is approaching 10 years old and the fans that need replacing are not working at full capacity. The F-wing chiller at the High School should have been repaired earlier. This will cost us \$26K to bring the chiller back up to about $\frac{3}{4}$ of capacity. This is currently running at 125 tons and it is a 400-ton unit. This is on the CIP a few years out so we will be looking to replace it.

We also had to repair a door panel on the elevator at the high school which cost \$9,000.

Playground repairs – Hawley per inspection \$7,400 for a part. She stated we will be using the Hawley fund for this repair.

The Middle Gate spiral slide has been closed and this will need to be replaced. The cost will be \$17K. There are no other slides that can fit in that area.

Mrs. Plante mentioned talking to the PTA regarding helping out with this cost.

At HOM the rope climb is currently closed and will cost \$6,400 to fix.

The total playground repairs are about \$31K.

She talked about the Other Purchased Services account. We had to increase our purchase order for Behavioral Therapists for our contracted services. We are hoping this purchase order for \$65K will take us to the end of the year. This is a huge deficit area.

Transportation is looking good.

Within the communications sub line we have now closed 31 phone lines. She stated we will not see a reduction in the bill right away. She thinks next year we will see a potential for a decrease or at least bring us to budget. The audit to determine the lines to close out is complicated and a lengthy process.

Ms. Gouveia stated with the Out-of-District Tuition we have increase this area and included a \$65K encumbrance that is upcoming for a student who will be outplaced for the remainder of the school

year. We also saw a reduction in a portion of the Excess Cost Grant that is allocated to tuition in the amount of \$37,694. The net result was a decrease of \$80k over the prior month.

For Supplies there is not too many changes from the prior month. There is still a large deficit in our electricity and she is not anticipating any relief in this area.

Ms. Gouveia gave an update regarding the Excess Cost Grant. Back in December we anticipated a 68% reimbursement from the state. In January the state announced we would receive 59.96% reimbursement for SpEd students. In March we did a resubmission of our SpEd expenses and the State does a lot of calculations based on all of the districts that have submitted. The reimbursement percentage went up to 70.74%. She stated our budget was 70% so we are on budget.

Ms. Gouveia talked about 4 small transfers totaling \$8,126 to cover Building & Grounds, HS contracted Services, Curriculum for staff training, and Technology.

Transportation Update

Ms. Gouveia stated that she and Mrs. Uberti went to All-Star for bus driver appreciation day. She stated it is a nice event where they get to talk to the bus drivers and show their appreciation for all they do. The PTA provided a breakfast for the drivers.

She stated everything else is status quo right now. She stated she would be working with All-Star to look at routes later this year with some possible changes. She also stated we will continue to bill them for the parked buses and the athletic trips as outside companies are needed.

Discussion and Recommendation of Propane Contract

Ms. Gouveia stated they went out to bid for a propane contract. Our current contract is up this year. We have been with Hocon for 2 years as we extended our last year with them. The RFP was release on January 31st and we had a question answer period between Feb 7th and 11th. No questions came in. We received 2 bids. Hocon and Mitchell. Both bidders were very close in price...Ms. Gouveia made her recommendation to the lowest bidder. The subcommittee discussed the bidders and they agreed to bring this to the Board meeting for approval.

Discussion of Out-of-District Transportation RFP

Ms. Gouveia stated the RFP (Request for Proposal) was released on April 11th. There was a question/answer period between April 14th & 18th. There were some questions that came in primarily clarification questions. She stated the whole transportation landscape has changed and a bid was created that bidders could look at a couple of routes and not bid the entire route structure. We have about 40 locations. We currently have EdAdvance. They have not been able to fulfill the entire run so there are smaller vendors who have been filling in so we are hoping these vendors will continue to work with us.

Mrs. Plante asked if there are other providers who are able to bid on the full scope. Ms. Gouveia stated the bids were due this Friday the 25th.

Review Policy 3160

Mrs. Uberti gave a history of when the policy was brought to the policy committee. Back in November changes were made to this policy and approved. At that time Ms. Gouveia was not present at that policy meeting and has since noticed discrepancies between the language in the policy and our actual practice.

Mrs. Uberti stated she wants the language to be consistent with the way we are reporting the information and the goal would be to use the language such as in our agendas that is within the policy. The committee discussed the language and made corrections to the policy for further review and approval. The committee will bring this back to the Policy committee.

Facilities Update

Mr. Barlow was not present at the meeting so Mrs. Uberti gave a quick update. She stated the ac units have been installed in Middle Gate classrooms. They are ready to be functional.

We are still awaiting the final analysis of the wiring at the Middle School for potential installation of portable units. They are looking at the ability to use the existing wiring to the greatest degree possible. Mrs. Uberti then stated she is really pushing this as she would like to be able put units on the 2nd floor. She would keep the committee posted on updates.

Discussion of MP Planning Proposal

Mrs. Uberti stated that she and Ms. Gouveia met with MP planning regarding a demography study as well as a space utilization study to complement our facility conditions. She said they were very pleased with the presentation. It was exactly what we need and we heard from various boards in town to determine what next steps are needed. She further said they would like to start with the demography and do the space utilization study in the summer when the buildings are empty so they can walk through the buildings with the principals and then compare them across buildings so there is an equitable use of space.

She stated MP planning recently conducted enrollment projections for Monroe in the fall of 2024 and has also done utilization and capacity studies. She presented copies to the committee so they could see a sample of what they would be receiving. The proposal also includes them coming and speaking of their work to the board.

She stated the goal at the end of this is we start to look at what is the next step. Could we be looking at redistricting and space utilization in each elementary school and also across all 4 elementary schools.

She said all three of the studies will come into play and they will rely on our existing facility conditions assessment, enrollment projections, and space utilization could all work in tandem to help drive whatever the next part of the master facilities planning.

Mrs. Gouveia stated they submitted a proposal and the cost of the project all inclusive is \$45K for the entire demographics, enrollment projections, space utilization, and any presentations.

Mrs. Plante asked if that does not include facilitation of any master planning process on the back end. Mrs. Uberti said they did discuss that and their recommendation was that within an internal committee we would be looking at some of the options and narrowing it down to a certain number and then bringing that broader committee together to analyze.

She stated she spoke with the Monroe Superintendent and there are a lot of pieces and it is a lengthy process.

Mrs. Plante asked if the \$45k would get us to a set of options.

Mrs. Uberti stated yes, potentially.

Mrs. Uberti also stated they do not make the recommendations on their own. They would work with an internal group to narrow down some options. She further said they end in pointing the group in some direction so then the group can bring a community group together to focus on certain options is her understanding.

Mrs. Gouveia stated the \$45k was not due all at once. We would be billed in installment payments and it could be a good use of the non-lapsing account since we did not budget for it and is a one-time project.

Mr. Goodridge asked how long of a process is it with them.

Ms. Gouveia stated though October as they will wait for our October enrollment projections and include that into their report.

PUBLIC PARTICIPATION

None.

ADJOURNMENT: Mrs. Tomai made a motion to adjourn the meeting. Mrs. Plante moved the motion. Mrs. Tomai seconds the motion. All in favor. The meeting was adjourned at 6:58 pm

Respectfully Submitted,

Joanne Morris

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