



Newtown Public Schools

BOE CFF Sub Committee Meeting
September 16, 2025

Shared Meeting Room 3
3 Primrose St.
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. **PUBLIC PARTICIPATION**
3. **NEW BUSINESS**
 - A. Approval of BOE CFF Sub Committee Meeting Minutes of August 11, 2025
 - B. FY 25 Final Budget
 - C. Transportation Update
 - D. Review and Possible Recommendation on RFP for Redundant Boilers at Middle School
 - E. Facilities Update
 - F. MP Planning Update
4. **PUBLIC PARTICIPATION**
5. **ADJOURNMENT**

**Newtown Board of Education
CFF Sub-Committee Minutes
August 11, 2025, 6:00 PM
BOE Conference Room**

PRESENT: Alison Plante, Shannon Tomai (Remote), Brian Leonardi (Remote), Anne Uberti, Tanja Gouveia, John Barlow, Steve Goodridge, (BOF), Jill Soderholm (LC)

CALL TO ORDER: Ms. Plante called the meeting to order at 6:04 pm.

PUBLIC PARTICIPATION: None.

NEW BUSINESS:

Approval of BOE CFF Subcommittee minutes of July 21, 2025

Mrs. Tomai made a motion to approve the minutes of July 21, 2025 Mrs. Plante seconds the motion. All in favor. Motion passes to approve the BOE CFF minutes of July 21, 2025.

Year-End Itemized Estimate and Transfers

Ms. Gouveia presented the year-end report of itemized estimates and transfers.

In June the BOE spent \$10.2M. We had \$8.7M allocated towards salaries and \$1.5M on all other activities. Year to date expenditures totaled \$86,931,985 or 99.73% of the total budget. Remaining encumbrances are \$240,849. We don't have any more in the anticipated obligations and our total ending balance is \$236,231. This balance is recommended to be transferred into the BOE Non-lapsing account. Mrs. Gouveia gave a reminder that last year there was new legislation that was put in place that the Boards of Education no longer require approval from the Board of Finance or the Legislative Council in order to transfer the unexpended funds into the Non-lapsing account.

She discussed the details of the larger variances of the budget. In the salaried accounts certified salaries did end in a deficit of -\$204,367 partly due to an administrative transition at Reed and elementary school levels where we had to support additional salaries through a negotiated settlement. There was less turnover than anticipated and we fell short of our turnover budget by \$141,000.

Mrs. Plant asked what our budget assumption was. Mrs. Gouveia stated last year we budgeted about 20 employees to retire or resign at \$25K per employee which is the turnover of \$500,000 where we fell short. Mrs. Plant asked what is in place for the new year and will we fall short. Mrs. Gouveia stated that we used \$550K for FY26. We increased it because we offered the early retirement incentive package.

Another area we fell short is the substitute line. We have daily, building and intern sub accounts within this line item. The building subs and interns were fine but the daily subs had a high overage and we are hoping in the upcoming year the new sub calling system will offset some of the increased costs.

For the Non-certified accounts which is still the driver of our positive balances. We have had ongoing staff shortages in paraeducators and behavior tech areas. Also, some strategic vacancy holds in the business office, para union and custodians in preparation for the upcoming budget year are showing high areas. Overages were shown in the custodial overtime of -\$38,609, and also in civic activities which is money that we pay

custodians for overtime with park & rec activities which we are over by -\$13,620. The overall balance for non-certified salaries stands at \$363,169.

Employee Benefits has an overall savings of \$57,596. The FICA Medicare savings is due to the vacant certified rolls and unemployment compensation has a surplus of \$16,749. We were anticipating that to be a deficit but the last quarter came in as a credit.

Professional Services has a positive balance of \$37,332. This area houses a lot of consultants and student evaluations. Professional Educational Services consists of staff training and PD. However, in the upcoming year we are looking to move a lot of this into central office.

Mrs. Plante asked how we plan to manage the staff training for next year.

Mrs. Uberti stated historically money has been budgeted at the building level for staff training. This is an area we need to be looking at to bring that money back to central office and manage it by the Assistant Superintendent which gives us an oversight of the money and how it is being spent while also providing equitable access to training for the teachers.

Purchased Property Services we had a year in surplus which ended us with \$139,744, with a majority coming from our building and grounds contracted services. This budget was a roll over from our prior facilities director and we have renegotiated a lot of contracts and our facility director even brought some of the work in-house and eliminated some contracts.

The Water and Sewer line item had a small surplus of \$24,288. The cost of the sewers has been coming in a bit less than what was budgeted.

Building Site & Emergency Services ended with a budget deficit of -\$12,075. We were on target in May but when June came around expenses arose with the high school chiller units at \$34,000, Reed school chiller units at \$35,000 and Sandy Hook chillers at \$25,000.

Equipment repairs we have a balance of \$38,644.

Other Purchased Services was in a difficult place with our contracted services due to BTs that we have not filled positions with and we are always bringing in services to provide for our students. This year we had a deficit of over -\$357K in contracted services. We did transfer from our contingency account to cover some of these costs but it was not enough. She stated the BTs are unionizing so that may draw some attraction.

Mrs. Uberti stated we have other employees who could be trained to be BTs and would therefore make more money so this may help us attract more people to the role. The other is the move of the PAL program from Middle Gate to Sandy Hook Elementary. Middle Gate was close quarters and not the greatest working environment. Students in the PAL program learn communication skills as well as life skills. Sandy Hook Elementary provides a kitchen, laundry and private nursing quarters. There is something to be said about the change in the environment from night to day and she is hoping that will help with the retention of BTs and maybe bring in more.

Transportation we have a balance of over \$161K which can be attributed to our out-of-district transportation. Out of district tuition has a balance of \$138,092 due to student placements and additional funding received through the Excess Cost Grant. The overall balance for Other Purchase Services ended at a \$65,255 balance.

In our Supply account the final number came in for our electricity at a deficit of -\$348,373. Our demand increases implemented by PURA brought our electricity costs almost 44% over budget. Our virtual net metering credit came in at just under 44% which was lower than expected. When the supply rate for the utility company goes down so does our virtual net metering credits. We were lucky to have some small relief from our propane and gas accounts. All of the other supply accounts came in around \$3K collectively with a deficit balance of the supply account of -\$202,371.

The Property account exceeded our original budget by almost -\$25K. In technology we spent an additional \$8,500 for unanticipated Chromebook purchases for our sped department and other equipment was spent for security enhancements at the Central Office which was previously approved by the Board.

The excess cost grant approved budget was set at a 70% reimbursement. We anticipated our excess cost grant to come in at just over \$1.5M. The state came in at 70.74% which increased our total excess cost grant expectations and we exceeded the out-of-district tuition budget by just over \$118K.

Ms. Gouveia presented the spreadsheet of the Non-lapsing account history over time. Mrs. Gouveia is recommending that the balance from the budget of \$236,231 be put into the non-lapsing account with \$20K of that balance be put into the Special Ed reserves for a total balance in SpEd reserves of \$400K. The total balance into the non-lapsing account after this deposit will be \$727,897 less the \$400K of special education which leaves us with a \$327,897 balance for general use. At the July Board of Education meeting the board approved some expenditures to come out of the non-lapsing for: \$48K for MP Planning; \$60K for NMS a/c units; \$14,913 for timeclocks for the timekeeping system; \$30K for workflow analysis costs. These expenditures were calculated out of the non-lapsing account prior to the final balance of \$727,897.

Mrs. Plante stated her thought on this year's deposit was that we could deposit it all in the unrestricted general side of the non-lapsing account because she believes we have a good healthy balance on the SpEd side.

Mrs. Tomai stated she did not have a strong opinion to use it either way.

Mrs. Uberti stated we can always move money into the SpEd reserves if needed.

Mrs. Plante made the motion that this committee recommends to the full Board that we deposit \$236,231 into the non-lapsing fund all for general use.

Mrs. Tomai seconds the motion.

All in favor

Motion passes unanimously.

Transportation

Ms. Gouveia stated communication would go out soon regarding the parent app for transportation buses.

Mrs. Uberti stated there would be something in the weekly newsletter letting parents know that we are offering a parent app which will allow them to see their child's school bus in real time. It is basically a tracking tool. It is secure and parents can only get the app if they are invited by the district. There is still a lot of detailed information to view but she believes this will make parents very happy.

Ms. Gouveia stated we should be live by the start of the first day of school for the district.

Ms. Gouveia stated we have had a shift in the management of All-Star. We have a new terminal manager Colleen Peck, and also a new regional manager who is from STA.

She stated they have a lot of good programs in place and she is hoping that everything will go a lot smoother this year. She was informed that we would start the year fully staffed for drivers. We will have better access through STA to the 'travel drivers' who are like subs drivers as we had last year. We currently have 40 routes that have been filled. 6 Routes are currently unfilled but we have the travel drivers coming in and two new drivers licensed. The regional manager has also informed us that we will have drivers for athletic runs.

Ms. Gouveia proceeded to discuss that she is working with All-Star to try and consolidate areas such as cul de sacs or areas that we could condense. She said we are trying to follow our board policy and eliminate some of these. We thought we would do it more of a phase-in process. She stated we decided to look at all the HS/MS 2nd tier cul de sacs and combine them to a consolidated stop. For elementary students we would still be going to the established stops and not making any changes. In Newtown we have about 15 cul de sacs and after looking at all of the stops we are only consolidating four (4) of those stops.

Mrs. Uberti stated we will monitor over time and as kids get older they can walk to the stop at the end of the street. She stated it is difficult to take things away when parents are used to them. We will take a conservative approach to this.

CIP Preview

Mr. Barlow presented a revised CIP for 2026 through 2029. He stated he did receive from the town that year 2030 is a non-funded year. He stated that the items in 2030 are now moved into 2036. He went on to discuss the various projects and costs through year 2029. See attached.

Mr. Barlow discussed 2026 projects. He stated our Grant Specialist worked to get a \$3.3M reimbursement grant for the HVAC projects. The town offered back to us \$2M of this grant to use for CIP funded projects. A replacement program was started for the RT units at the HS due to their end of life. With the roof at the HS which had to be replaced it absorbed so much of the money that we were not able to continue with the RT units. The units for C- & D wings have been included in the 2026 CIP along with HOM roof restoration, A chiller in F-wing at the High School along with roof replacement for A, B and C wings and Middle school boilers.

In 2027 Mr. Barlow discussed the HOM oil tank which would need to be removed and replaced. This tank is underground so along with the removal the parking lot will then need to be paved. He discussed the HS pool and how the main drains have issues, along with pumping issues and piping issues in the bottom of the pool that need replacement, the air handler would also need replacement. He discussed the fire alarm system at the high school along with the intrusion system to get all of the field devices replaced. Middle Gate school has not received a lot of attention over the years and we are in desperate need of bathroom renovations while making them ADA compliant. The millwork in the classrooms over the years have deteriorated and need replacement.

Mrs. Plante questioned if the bathroom renovation included all bathrooms. Mr. Barlow stated the \$220K would include the 4-gang bathrooms, 2 boys and 2 girls and 2 staff bathrooms.

Mrs. Uberti stated it is not all bathrooms but it is a start.

He discussed year 2028 and 2029. We have had some issues with the Reed Roof. It is an asphalt roof and we will be at our 25 year life for the asphalt. He stated it should be on the CIP for 2028 so that we don't run into the same problem we had with the HS roof.

Mrs. Plante asked if this was the full bldg. Mr. Barlow stated yes and it includes the flat roofs.

He further discussed the 1997 wing of Hawley roof. The HS window replacement in B-wing and exterior doors of the HS.

For 2029 we looked at the Accessibility Study (ADA) and we pushed that out as we are waiting for what MP Planning has to say. He also looked at district security camera software upgrades, window film, access control upgrades which will all be at their end of life and need replacements. He reviewed the Hawley drainage improvements and Hawley parking lot repave.

He stated there was not much else beyond that and pushed a lot of the larger projects out further that were sighted in the facility study.

Mrs. Plante asked for the process of the CIP and timeline.

Mrs. Gouveia stated the first read with our Board is September 3rd, September 16th the second read with BOE and approval, September 25th will be presented to the BOF; November 19, BOF recommends CIP to LC.

Facilities Update

Mr. Barlow stated there were a total of 66 classrooms we were looking to purchase a/c units for. He stated that when we went and walked the building we found that there was one room that we will have to come up with a different solution for and some rooms had air conditioning already so the list went down to 50 classrooms. As of the end of this current week the entire second floor of the A-wing will be complete at the Middle School.

Mr. Barlow stated he could not thank his team enough for the incredible job they do. The maintenance staff and the custodians. They step up to the plate every time and they get things done. They are the ones that have made this happen. They receive all the credit.

He stated if we get some time we will try and focus on the lower A-wing as our next step.

The roofs are substantially complete and still working on the flashing metal at the HS and HOM. He stated the buildings look fantastic. The custodians have worked hard again with painting projects, flooring projects, and installing new mats in the ga-ga pit at MG, playground repairs, playground installed at Reed, and completed all of the moves. The guys have just done an amazing job.

PUBLIC PARTICIPATION: None

ADJOURNMENT:

Mrs. Plante made a motion to adjourn the meeting. Mrs. Tomai seconds the motion. All in favor. The meeting was adjourned at 7:33 pm.

Respectfully Submitted,
Joanne Morris

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