



Newtown Public Schools

BOE CFF Sub Committee Meeting
July 21, 2025

BOE Conference Room
Municipal Building
3 Primrose Street
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 May 20, 2025
 - B. Review May Itemized Estimates & Transfers
 1. FEMA Flood Reimbursement
 - C. Facility Update
 1. Playground at Reed
 2. Hawley AC Update
 3. Newtown Middle School AC Update
3. **NEW BUSINESS**
 - A. New Insurance Broker - shared by Town & BOE
 - B. Student Athletic Insurance
 - C. Workflow Analysis Update
 - D. Frontline Time & Attendance Project (Time Clocks)
 - E. Increase to Lunch Prices
 - F. CIP Timeline
 - G. F-wing & C-wing Chiller Replacement FY26 - Using Town Funds
 - H. Transportation
 1. Terminal Manager
 2. Parent App

3. Route Analysis

4. **PUBLIC PARTICIPATION**

5. **ADJOURNMENT**

Newtown Public Schools
CFF Sub-Committee Meeting Minutes
May 20, 2025, 6:00 PM
Reed Intermediate, Rm 249A
Newtown, CT

PRESENT: Shannon Tomai, Alison Plante, Tanja Gouveia, Anne Uberti
1 Public

CALL TO ORDER: Mrs. Tomai called the meeting to order at 6:00 pm.

BUSINESS

Mrs. Tomai made a motion to approve the BOE CFF Subcommittee minutes of April 22, 2025 Mrs. Plante moved the motion. Mrs. Tomai seconds the motion to approve the minutes of April 22, 2025. All in favor. Motion passes.

NEW BUSINESS

Financial Report and Transfers

Ms. Gouveia presented the financial report. She stated for the month of April the projected balance stands at \$160,528 which was increased from the prior month by \$45,480 and we have expended 99.82% of the budget.

All anticipated obligations are up to date. We will have some adjustments coming up before we close out the end of the year.

In the salary accounts there was a substantial change of \$192,514. Some of it was for funds that were transferred, a large amount that came in was our sped teaching dept. We had to backfill a position at the MS and this position was with a certified teacher. The rate was with a tenure teacher on top step. That reduced the budget by about \$22K for our certified teaching staff. We had other changes included with that as well that occur this time of the year.

In non-certified salaries we hired a few Sped paras and 2 BTs. We are still seeing a large deficit in the custodial overtime which is based on contractual obligations.

She stated the Park & Rec activities are over budget this year. We budgeted \$32K and have expended \$41K.

She stated benefits are pretty stable and not much in change. She did indicate that there would be one more adjustment with FICA, Medicare, and 401A before the end of the budget year.

Professional Services went up by about \$50K from the prior month and is partially due to a transfer request of \$14,750 from homebound tutors for nursing services for a student. There was also an adjustment made for staff training.

Purchased Property Services balance went up by about \$116K over the prior month with the majority of that coming from building & grounds contracted services.

Other Purchased Services still has a deficit in the contracted services sub account and has changed by about \$14K due to behavior therapists and agency costs.

In Supplies she stated she increased the balance in the propane and natural gas estimate and with the lower cost for gas and combined with using less the projected balance is at \$111K. This will somewhat offset the electricity which she does not see any relief anticipated.

Ms. Gouveia discussed the transfer requests. She stated we are requesting a transfer of \$55,293 to cover for the pre-purchase of the Middle School Social Studies textbooks for the 25-26 school year. A transfer of \$14,750 from the Sped homebound tutor to cover for the payment for a hospitalized student who needs a tutor.

A transfer of \$1,089 from the Principals level to cover curriculum staff training.

Healthy Food Certificate Renewal

Ms. Gouveia stated each year we renew our Healthy Food Certification which expires on June 30th. We bring this to the board with two motions. One motion will state that we will comply with CT nutrition standards for all of our sales above and beyond reimbursable meals which applies to snacks and beverages.

She stated the incentive behind this is we have to accept this certification in order to receive \$0.10 cents for every reimbursable meal from the year before. This equates to about \$30K which goes back into the lunch fund.

The second motion states that the district is allowed to sell non-compliance foods and beverages after school hours which we would want to be able to do for fund raisers or other events that take place outside of the school day and hours.

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 6:28 pm

Respectfully Submitted,
Joanne Morris

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