

**Brookfield Board of Education
Business & Facilities Committee
Minutes - Regular Meeting, Monday April 17, 2017**

Members Present: Paul Checco and Tara Lerner. Also present were Superintendent John Barile, Business and Operations Director Ken Post, Facilities Manager Tom Tibolla, and Accounting Supervisor Joan Reynolds.

Call to order: Meeting called to order at 6:00 by Mr. Checco.

Public Comment: Rich Saluga said that he met with Mr. Post and was awaiting responses to his questions. He passed out a list of suggested budget reductions. He also asked if we could team up with Bridgewater for Elementary School. Rob Gianazza spoke about the need for the Town and Board of Education Finance offices to work together.

Board of Education Financial Reports

March Financial Report: Mr. Post reported the possibility that expenditures will exceed budget this fiscal year. In addition to the reasons discussed in previous meetings he reported that health insurance will be over budget by up to \$235,000. This is due to 17 existing employees joining our plan when the Board switched to the State of Connecticut Partnership Plan. Knowing that this might happen, the Board of Selectmen set aside a contingency of \$400,000. We will be notifying the First Selectman that we may need to use some of this contingency to offset the medical insurance expenditures.

Check registers: The committee asked about expenditures for special education, lighting repairs, copy paper, and equipment repair.

Old Business

Update on BHS Water Project: Mr. Tibolla reported the project has been broken into 3 components and will be put out to bid within the week. Bids will be due May 10, 2017.

BHS Roof RFP: Mr. Tibolla reported the Architects have received the contracts from the contractor. They will overnight them to us for the First Selectman's signature. Once signed, a project kick-off meeting will be scheduled.

School Dude: There was no discussion.

Architect RFP: Mr. Tibolla reported the letter of intent has been sent to Fuller and D'Angelo. He also reported that he has spoken to them about the Huckleberry portables and the Whisconier parking lot site plan.

Center School Floor: Mr. Post reported the contractor offered to redo the floor with a different product. Mr. Post directed our attorney to insist that the contractor either repay us or redo the floor with the specified product. He also reported that we have been contacted by the contractor's insurance company. They want to inspect the floor.

15-16 Audit Update: Mr. Post reported that he recently participated in an audit update conference call. On the call the audit firm partner said he was optimistic that the audit would be complete by the end of April.

Special Education Tuition: This will be discussed in executive session at the end of the regular meeting.

Huckleberry Hill Fire: Mr. Tibolla reported the new unit is scheduled for delivery on May 11, 2017 and installation on May 17, 2017. Mr. Tibolla also informed the committee about an elevator problem at Huckleberry.

Huckleberry Portables: There was no discussion.

Honeywell: Mr. Tibolla reported he was informed by Kingspan that new energy incentives will be available on May 19, 2017.

New Business

Marching Band: Mr. Barile reported that it was recently discovered students in the high school marching band program have been charged a \$200 participation fee. Since the District eliminated participation fees this year he recommended that these parents be refunded using surplus funds in the student activity account. The committee agreed that after a full accounting we should refund the parents.

Budget Development Committee: Mr. Barile suggested that the Board of Education have a Budget Development Committee to work with the administration for 3 or 4 months in the fall. Mr. Checco suggested a separate budget development meeting with the full Board would be a better alternative.

Budget Revenues and Expenses: Mr. Post reported there are several sources of revenues and expenses that are accounted for in funds other than the Board's general operating fund. He would like to recommend to the Board that these revenues and expenses be budgeted and accounted for in the General Fund. The committee agreed.

CIAC Pay Rate Guidelines: Mr. Barile explained that most athletic officials are paid through a service called Arbiter. The exception to this is track officials. They are paid by us according to CIAC guidelines.

Elected Official Inquiries and Communication Protocols: Mr. Barile spoke about the need to streamline communications between public officials and staff members. The committee suggested that Mr. Barile work with the First Selectman to develop procedures.

Miscellaneous Discussion

Non-Renewal of non tenured teachers: Mr. Barile informed the committee that the Board of Education will be directing him to give non-renewal notices to our non tenured teachers.

The committee adjourned into executive session to discuss an attorney client privilege-confidential student matter at 6:52PM.

The committee exited executive session at 6:55PM

Adjournment: 6:55PM

Respectfully submitted

Kenneth J. Post
Director of Business Operations