

Brookfield Board of Education
Finance Committee
Minutes - Regular Meeting, Monday, November 12, 2018

Members Present: Bob Belden, Colette Sturm, and Jen Laden. Also present were Superintendent Dr. John Barile, Business and Operations Director Ken Post, and Accounting Supervisor Joan Reynolds.

Call to order: Meeting called to order at 5:37PM by Mr. Belden.

Public Comment: None

Board of Education Financial Reports

October Financial Report: Mr. Post reviewed the report with the committee. The committee discussed the budget variances. The committee requested more information regarding the variance in Special Education Transportation at its next meeting.

Check Registers: The committee discussed the check register including questions on transportation and food service costs.

Old Business:

Sales Tax Update: Mr. Post reported that he met with the Jostens representative who works with the high school and middle school. Effective immediately, all yearbook sales will be directly from Jostens, and Jostens will be collecting sales tax. Mr. Post also reported that he met with the yearbook advisor at Huckleberry. Since their yearbook sells for less than \$20 it is exempt from sales tax. Mr. Post is working with the Brookfield High School DECA students to register with the State to collect sales tax on any applicable sales at the school.

New Business:

Budget Transfer Request: The committee discussed budget transfers to establish accounts for ChromeBook and building use revenues. They also discussed the need to request transfers to several accounts that are projected to be over budget at the end of the year.

2019-2020 Budget Update: Mr. Post reported about where the Administration is in the process of developing the budget that the Superintendent will present on December 5th. Dr. Barile reported on some of the possible additions the Administration is considering.

Special Education Funding Cooperative: Mr. Post reported on a workshop he attended that discussed a possible initiative to help school districts fund unexpected increases in special

education costs. There is no specific plan being considered and the purpose of the meeting was for the presenters to hear from school officials about the difficulty we have in managing special education costs.

Miscellaneous Discussion: The committee discussed the status of the high school graduation account in the student activity fund.

Adjournment: 6:26PM

Respectfully submitted

Kenneth J. Post
Director of Business Operations