

# **BROOKFIELD BOARD OF EDUCATION**

## **Finance Committee**

### **Minutes - Monday November 13, 2023**

**Members Present:** Rosa Fernandes, Bob Belden and Joy Greenstein. Also present were Superintendent Dr. John Barile, Director of Business and Operations Kasey Diotte, Accounting Supervisor Joan Reynolds, and Town Controller Marcia Marien.

**Call to Order:** Meeting called to order at 5:32PM by Mrs. Fernandes

**Public Comment:** None

#### **Board of Education Financial Reports**

**Check Registers:** The committee reviewed the check register report and requested details on the following checks: Brookfield Glass Works, Inc (\$2,173.71), Regional School District No. 12 (\$137,098), Avant Assessment LLC (\$11,741), and Brookfield Soccer Club (\$2,710.62). After reviewing, Mrs. Diotte will follow up with the committee to provide further details.

**October 2023 Financial Report:** Mrs. Diotte reported an expected budget shortfall of approximately \$497,300. Mrs. Diotte reported this is largely due to higher than expected costs in special education transportation and tuition, and lower than expected savings in teacher turnover. Mrs. Diotte shared a detailed report showing the impact of teacher turnover to-date, as well as a review of SPED tuition and transportation changes to-date.

#### **Old Business**

**Food service contract/RFP:** Mrs. Diotte reported that the District has been permitted to apply for a 6-month renewal of our existing contract with Whitson's, rather than go out to bid for a new contract which would begin January 1, 2024. Mrs. Diotte and Mrs. Reynolds has been working with Julian Capadose, the district's purchasing manager, to submit the necessary documentation to the CSDE for approval and we are awaiting a response from the State.

**Pay Rate Guidelines:** Mrs. Diotte reviewed a document detailing proposed changes to the Pay Rate Guidelines schedule. Changes to pay rates are necessitated by the increase in CT minimum wage taking effect January 1, 2024. All other proposed updates were changes to

language. If approved, these changes will be incorporated into the previously adopted Pay Rate Guidelines schedule that is used across the district.

Mrs. Fernandes moved and Mr. Belden seconded, that the committee bring the proposed pay rate guidelines changes to the Board of Education for approval. Approved unanimously.

### **New Business**

**Review updated Capital Requests (24-25 and 10-year plan):** Mrs. Diotte shared that the Town has requested an approved list of capital requests for 2024-2025 by the end of the week, which has prompted the need for the Board to review and approve the capital requests sooner than previously expected. Mrs. Diotte shared that there had been one addition to the 24-25 request list since having last been reviewed by the Board, which is additional funding of \$35,900 to complete the cafeteria flooring at WMS. These additional funds are needed to address a moisture issue with the floor. There is currently \$35,000 approved for this project in the 2023 capital budget.

Mrs. Fernandes moved and Mr. Belden seconded, that the committee bring the proposed 2024-2025 Capital Request List to the Board of Education for approval. Approved unanimously.

In the 10-year plan, Mrs. Diotte shared that a project has been added to replace the seating and flooring in the seminar room at WMS. There is currently \$10,000 in the capital budget for repairs to this room, however the district has been unable to engage a contractor willing to do repairs to smaller sections of seating. The committee requested that Mrs. Diotte direct Mr. Caldwell to continue to seek alternatives to a full remodel of this room.

**Miscellaneous Discussion:** None

**Adjournment:** 6:51 PM

Respectfully submitted,  
Kasey Diotte  
Director of Business and Operations