

MINUTES OF THE REGULAR MARCH MEETING OF THE BOARD OF EDUCATION'S BUSINESS AND FACILITIES COMMITTEE

Monday, March 14, 2016

Chairman Checco called the meeting to order at 5:36PM.

Members in attendance were Paul Checco, Tara Lerner and Eve Sturdevant. Also in attendance were Superintendent John Barile, Business and Operations Director Allan Cameron and Facilities Director Tom Tibolla.

There was a Public Comment portion of the meeting; Rich Saluga spoke regarding the BOE's Recommended Budget and the possibility of first offender status being granted to two former Board employees.

After months of examining Town and BOE financial policies and procedures, Jeff Ziplow and Sam Weil of Blum Shapiro summarized their findings. They distributed a document entitled "Town and School District of Brookfield" Financial Operational Controls Review Executive Summary" (copy attached). They discussed their methodology, identified the processes and controls they reviewed and evaluated and described their "risk assessment".

The areas assessed as "High Risk", were those where "several key control processes are lacking and a new set of procedures needs to be implemented and enforced". High Risk areas are: Purchasing/AP/Credit Cards, Payroll, Benefits Administration, Student Activity Funds, Inventory, Other Expenses, Closing Procedures and Grants Management.

Areas identified as "Medium Risk" were those areas where "some control processes are lacking and would benefit from supplementary procedures". The "Medium Risk" areas include: Miscellaneous Revenue (fund raisers) and Accounts Receivable, Cash Management, Capital Assets/Projects, Reconciliations (Bank and General), Budget, General Ledger/Chart of Accounts, Contract Administration and Financial Reporting.

"Low Risk" areas where "limited changes to procedures are required" were Systems Interfaces/Technology and Food Service.

A discussion took place around the steps that are recommended and some of the actions the administration is taking to implement them. Significant staffing recommendations, i.e. the need for a Purchasing Agent, Benefits Coordinator and Technology Director have been addressed in the recommended BOE Budget. Other steps being taken by the administration, particularly around the transition to MUNIS and the Uniform Chart of Account were also discussed.

Mrs. Learner asked that discussion around the YTD Object Summary and Check Registers be tabled.

Mr. Tibolla reported on the BHS water project. The engineering documents are being reviewed by the state. After the state approves the documents they will be put out to bid so that the work can be done over the summer. Mr. Checco and Mrs. Learner expressed concern over timely completion of the project; they asked Mr. Tibolla to investigate the feasibility of incentives and penalties to assure timely completion.

Mr. Tibolla reported on the TSO security project and the BHS Roof project. The ED049 for the roof project has been submitted; a resolution is necessary, by the Town's fiscal authority, establishing a building committee (done) authorizing the preparation of the plans and specifications for this project and authorizing the BOE to request grant funding for this project.

A discussion took place concerning the BHS auditorium sound and lighting project. Mr. Tibolla reported that he has been meeting with Mr. Lamendola to identify the needs of the production. He has ordered replacement

lamps to address the lighting issues and met with an audio specialist to obtain a quote for a sound system rental. Mr. Checco noted that it may be possible to secure a bid waiver for this project because the project is a specialty area.

A discussion took place around a list of potential athletic field projects; field toilets, a lighting upgrade, possible relocation of the press box, and the need for an additional scoreboard, flag pole and extended electricity.

There was a brief of review of the School Dude reports.

Mr. Cameron noted that the BOE is scheduled to meet with the Brookfield Finance Committee - answering questions on the 2016-17 budget - on Thursday, March 17 at 7:00PM.

Mr. Cameron reported the transition to the Ct. Partnership 2.0 Health Insurance plan has started. An informal "kick off" conference call was held on Thursday, March 10. The next call is scheduled on Tuesday, March 14; open enrollment sessions for employees and retirees are scheduled on March 22, 23 and 28.

On Friday, March 11 The Food Service RFP was approved by the state. By the close of business on March 14 we had e-mailed the RFP and supporting documents to each of the six companies identified by the state as doing business in CT.

Supt. Barile reported that he is working to secure funding for technology renewal through a LOCIP grant.

A discussion took place about the need for and funding of the AIS Bus Aide in 2016-17.

Although the report on the YTD Object Summary was tabled, Mr. Cameron brought two items to the attention of the Committee. There have been unanticipated costs in Special Ed. As a result of these additional costs, close monitoring and careful management will be required to insure that the budget is not overspent. In conjunction with the Special Ed items, Mr. Cameron also reported a difficulty in forecasting total year expenses -due to the Board's long- standing practice of paying employees in advance. This practice is unusual; it requires further investigation and careful consideration to insure that the transition to more normal payroll practices, i.e. paying employees for hours worked, is accurate and equitable.

The meeting adjourned at 7:30PM.

Respectfully submitted,

Allan Cameron
Secretary