

**Brookfield Board of Education  
Business & Facilities Committee  
Minutes - Regular Meeting, Monday, September 11, 2017**

**Members Present:** Paul Checco, Bob Belden, and Eve Sturdevant. Also present were Superintendent John Barile, Business and Operations Director Ken Post, Interim Facilities Director Dan Caldwell, and Accounting Supervisor Joan Reynolds.

**Call to order:** Meeting called to order at 5:31 by Mr. Checco.

**Public Comment:** None

**Board of Education Financial Reports**

**August Financial Report:** The committee discussed the financial report and asked questions about health benefits, workers comp and special education expenditures.

**Check registers:** The committee discussed the check register report.

**Old Business**

**Update on BHS Water Project:** The committee discussed the urgency of the project and the options for completing it.

**BHS Roof Project:** Mr. Caldwell reported the project is substantially complete with "punch list" items remaining. He also reported the request for construction grant payment has been submitted.

**Munis Update:** Mr. Post updated the committee on the training and setup work being done to migrate Human Resources and Payroll to Munis.

**16-17 Audit Update:** Mr. Post updated the committee on the status of the audit preparations.

**Student Activity Accounts:** Mr. Post reported he has begun the review of student activity accounts.

**Water Sanitary Inspections:** Mr. Caldwell reported that the annual inspections are complete. We have not received the final report yet but all of the findings appear to be minor "housekeeping" issues, many of which have already been addressed.

**Huckleberry Portables:** Mr. Post reported we have received detailed bid specifications from the architect. The committee decided to split the bid into demolition and reconstruction projects.

**Huckleberry Hill Elevator:** Mr. Caldwell reported the elevator is working and safe.

**Center School Roof Repairs:** Mr. Caldwell reported the repairs are under way.

**Parks & Rec/BOE maintenance responsibilities:** The committee discussed the lack of clearly defined maintenance responsibilities between the Board of Education and the Parks and Recreation Department.

**Center School Floor:** Mr. Post reported Interim Facilities Director Mr. Caldwell has asked the floor manufacturer for specifications so that we can issue an RFP.

### **New Business**

**Partnership Plan Changes:** Mr. Post reported there are changes to the Partnership Plan that will lower the cost to the District and employees. We have the option of adopting the changes on October 1st and have spoken to our unions about this.

**Huckleberry Hill mold:** The committee discussed the response to the mold found in a classroom at Huckleberry Hill school.

**Bus Depot Water System:** Mr. Caldwell reported the District received a notice from the State that the well head at the bus depot needs to be upgraded. We have engaged a contractor to perform the work.

### **Miscellaneous Discussion**

**Ad Hoc Committee:** Mr. Barile reported that no funding has been budgeted for the Ad Hoc committee and the facilities study it intends to perform.

**Center Elementary School Floor:** The committee determined that Mr. Post should work through CIRMA to pursue this since the project was originally financed through an insurance claim.

**High School Cleaning:** The committee discussed the discovery of some areas in the high school that had not been adequately cleaned. Mr. Caldwell will address the issue.

**Adjournment:** 7:02PM

Respectfully submitted

Kenneth J. Post  
Director of Business Operations