

**Brookfield Board of Education
Business & Facilities Committee
Minutes - Regular Meeting, Monday, June 12, 2017**

Members Present: Paul Checco, Tara Lerner, and Eve Sturdevant. Also present were BOE Chairman Bob Belden, Superintendent John Barile, Business and Operations Director Ken Post, and Accounting Supervisor Joan Reynolds.

Call to order: Meeting called to order at 5:34 by Mrs. Lerner.

Public Comment: None

Board of Education Financial Reports

May Financial Report: Mr. Post reported based on the information he has, he is projecting a \$70,000 fund balance at the end of the fiscal year. This projection assumes that the District will get the remainder of the Excess Cost Grant and the full \$235,000 health insurance contingency from the Town.

Check registers: The committee questioned expenditures on heating oil, diesel fuel and graduation supplies.

Old Business

Update on BHS Water Project: Mr. Post reported the letter of intent has been sent to the low bidder. He has asked the Town Controller about availability of funds and is awaiting a response.

BHS Roof Project: The committee requested a more detailed project schedule than previously provided by the contractor. Principal Balanda sent a letter to parents regarding availability of the high school over the summer.

School Dude: There was no discussion.

Huckleberry Portables: The architect provided us with a detailed proposal which will be forwarded to the committee members.

Whisconier Paving/Site Work: No update was reported. This will be a priority of the new Facilities Director.

MUNIS Conversion: Mr. Post reported the chart of accounts conversion is substantially done and training was ongoing for the next several weeks.

Elected Official Inquiries and Communication Protocols: Mr. Barile shared a draft document with the committee. The committee suggested that different protocols might be needed for the Town and Schools.

Restroom Renovations: The committee is still waiting for a scope of work document.

High School Roof Warranty Repairs: Mr. Post reported we have received 2 quotes and are awaiting the third.

High School Auditorium HVAC Controls: There was no update.

Tick Spraying: Mr. Post will follow up with Parks & Rec.

New Business

Facilities Director: Mr. Post reported that we have received 16 applications. He will forward the resumes to the B&F Committee and will be putting together an interview committee.

Miscellaneous Discussion

Center School Floor: Mr. Post will follow up with our attorney.

Student Activity Accounts: The committee discussed performing a review of the student activity accounts.

Adjournment: 6:25PM

Respectfully submitted

Kenneth J. Post
Director of Business Operations