

**Brookfield Board of Education**  
**Finance Committee**  
**Minutes - Regular Meeting, Monday, November 9, 2020**

**Members Present:** Bob Belden, Rosa Fernandes, and Jen Laden. Also present were Superintendent Dr. John Barile, Business and Operations Director Ken Post, Accounting Supervisor Joan Reynolds, Special Services Director Gina Wygonik, Town Controller Marcia Marien, and Board of Finance member Eileen Koch.

**Call to order:** Meeting called to order at 5:33PM by Mr. Belden

**Public Comment:** None

**Board of Education Financial Reports**

**Check Registers:** The committee reviewed the check registers and had no questions.

**October Financial Report:** The committee reviewed the October Financial report which showed a projected variance of \$201,764 over budget, primarily due to Covid related costs and Special Education Professional Services. The committee discussed how we can get more notice on programmatic changes that might result in increased costs.

**Old Business:**

**COVID Purchases Update:** Mr. Post gave the committee an updated on the status of Covid purchases.

**Special Education Costs Update:** Mr. Post gave the committee an updated report showing that at this time, Special Education Outplacement Tuition is over budget by \$12,746. The committee asked Mrs. Wygonik about the evaluation process and potential outplacements that may not be on Mr. Post's report. They also discussed exploring an in house 18-22 program.

**New Business:**

**Substitute costs:** Mr. Post reported on an analysis of substitute costs prepared by Mrs. Reynolds. They asked to have substitute costs reviewed monthly with the committee.

**Budget format:** The committee discussed altering the existing BOE budget documents to align with the format used by the Town.

**Miscellaneous Discussion:**

The committee discussed the annual audit.

**Adjournment:** 6:49PM

Respectfully submitted,

Kenneth J. Post

Director of Business Operations