

Brookfield Board of Education
Finance Committee
Minutes - Regular Meeting, Monday, June 10, 2019

Members Present: Bob Belden, Jen Laden and Colette Sturm. Also present were Superintendent Dr. John Barile, Business and Operations Director Ken Post, and Accounting Supervisor Joan Reynolds.

Call to order: Meeting called to order at 5:34PM by Mr. Belden.

Public Comment: None

Board of Education Financial Reports

May Financial Report: The Committee reviewed the Financial Report and the cover memo. The committee discussed variances in Substitutes, Teacher Salaries, Excess Cost Grant, Medicaid Revenue, and Legal Fees.

Check Registers: The committee reviewed the check register and discussed transportation reimbursements to special education parents.

Old Business:

2019-2020 Budget: Mr. Post informed the committee that the recently approved budget would be uploaded into the financial system shortly. The committee discussed possible exposures for 2019-2020 and the difficulty in budgeting for outplaced students.

New Business:

Remote Deposits: Mr. Post informed the committee that Central Office is equipped with a scanner from Union Savings Bank that allows us to deposit checks remotely without physically going to the bank.

Online Payments: Mr. Post informed the committee that beginning in August the District will be able to allow parents to pay for various school fees online, similar to their ability to fund their children's lunch accounts.

Merged Trial Balances: Mr. Post informed the committee that, working with the Town Finance office, a solution was developed that will eliminate the need for the Town to maintain a separate accounting of the Board of Education's financial records.

Substitute Service: Mr. Post informed the committee that the District is considering retaining an outside service to provide substitutes. The committee discussed the advantages and disadvantages of making this change. Dr. Barile discussed the organizational change process and the possible impact on the current substitute pool.

Kindergarten Enrollment: Dr. Barile informed the committee that Kindergarten enrollment is higher than projected in the 2019-2020 budget. The committee discussed the likelihood of needing to add a Kindergarten teacher to keep class sizes within Board guidelines. This discussion will continue with the full Board of Education at their next meeting on June 19, 2019.

Miscellaneous Discussion:

The Committee discussed possible uses for the non-lapsing fund.

The committee discussed capital projects.

Adjournment: 6:43PM

Respectfully submitted,

Kenneth J. Post

Director of Business Operations