

**Brookfield Board of Education**  
**Finance Committee**  
**Minutes - Regular Meeting, Monday, April 9, 2018**

**Members Present:** Bob Belden, Colette Sturm, and Jen Iaden. 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 5:30 by Mr. Belden.

**Public Comment:** None

**Board of Education Financial Reports**

**March Financial Report:** The committee discussed concerns about heating oil and other line items that are over 100% spent. The committee also discussed magnet and vo-ag school tuition and whether or not the District should have a policy limiting the number of students who can attend the vo-ag school.

**Check registers:** The committee discussed the payment to Newtown Public Schools for job coaching for students in the transition program.

**Old Business**

**Munis update:** Mr. Post reported the Town will continue doing the bank reconciliations through the end of the current fiscal year. He also reported that report writer training is scheduled for financials as well as Human Resources/Payroll. Mr. Post also reported that he and Mrs. Reynolds will be attending training on the State's new financial reporting system which will replace the year end ED001 report.

**2018-2019 Proposed Operating Budget:** The committee discussed the Board of Selectmen's \$180,000 cut to the Board of Education budget request. The Board of Education will not decide on what to cut until the agreement on the non-lapsing fund is complete.

**Balance Sheet Accounts Update:** Mr. Post reported that the opening balances have been loaded into the system. The committee requested to see a trial balance.

**New Business:**

**Free and Reduced Lunch Update:** Mr. Post reported the State recently provided all school districts with a list of their students who are on Medicaid. They advised us that these students

would be automatically eligible for free or reduced lunch. This will approximately double the number of students we have receiving free or reduced price lunch.

**Special Education Costs:** Dr. Barile and Mr. Post advised the committee of a recent unexpected increase in Special Education costs related to outplacements and evaluations. They also discussed the need to hire a temporary Paraprofessional to comply with IEP requirements.

**Miscellaneous Discussion:**

**Student Activity Accounts:** The committee requested an in depth update at its next meeting.

**Common Budget Reporting:** Mrs. Sturm reported that the Board of Finance Chairman attended a workshop on budgeting practices. The BOF would like to engage with the other boards to explore using common budget formats. The committee agreed that it should represent the full Board of Education in this matter.

Mrs. Sturm made a motion to add Executive. Mr. Belden seconded the motion.

Mrs. Sturm made a motion, seconded by Mr. Belden to enter executive session at 6:21PM. Mr. Barile was invited to join the executive session.

The committee returned to regular session at 6:30PM

**Adjournment:** 6:30PM

Respectfully submitted

Kenneth J. Post  
Director of Business Operations