

Brookfield Board of Education
Finance Committee
Minutes - Regular Meeting, Monday, September 14, 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, Town Controller Marcia Marien, and Board of Finance member Eileen Koch.

Call to order: Meeting called to order at 5:39PM by Mrs. Fernandes

Public Comment: None

Board of Education Financial Reports

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

June Financial Report: The committee reviewed the June Financial report which showed a variance of \$638,381 under budget. The committee discussed the individual variances that drove this projected result, and asked Mr. Post to create a document showing the changes from the May Financial Report.

Old Business:

COVID 19 Purchases Update: Mr. Post gave the committee an update on the status of Covid purchases. This included the result of the RFP for cleaning services, the second order of student desks, and desk shields, and outside labor needed to install hand sanitizer and repair and replace many exhaust fans in all of the schools.

Special Education Costs Update: Mr. Post reported that we have incurred costs for 34 outplaced students this year. Preliminary estimate is that this will put us \$7,000 over budget. Mr. Post will continue to update the committee every month.

403(b) Update: Mr. Post reported that Mrs. Reynolds had contacted OMNI, the Administrator of the Board's 403(b) plan to obtain a list of fees. OMNI reported that they do not charge our employees any fees and that they would contact our providers to get fee information for us. Mrs. Reynolds contacted OMNI again last week and was told that we would have the information before the end of this week.

New Business:

Transportation Invoices: Mr. Post reported that All Star has given us a credit of \$29,716 based on our change from 182 to 177 school days. Mr. Post also reported that he had inquired with All Star if there would be additional relief for the Wednesdays during the hybrid model when they are not transporting students. All Star replied that they are still paying their drivers for Wednesdays, they would like us to pay the full contract. The committee asked Mr. Post to check with other school districts to see if anyone else is getting a credit.

Budget Development Calendar: The committee reviewed the draft Budget Development Calendar and decided to add a special Finance Committee meeting on December 7, 2020 to do a thorough review of the Superintendent's Recommended Budget.

Food Service Waiver Application: Mr. Post reported that he had applied for a waiver that would allow the food service to provide free lunches to all students through 12/31/20.

Miscellaneous Discussion:

The committee asked if there was an estimate of substitute costs. Mr. Post did not have an estimate at this time but would provide it at the next committee meeting.

The committee asked Mr. Post and Mrs. Marien to create a standard report for grants.

Adjournment: 6:52PM

Respectfully submitted,
Kenneth J. Post
Director of Business Operations