

BROOKFIELD BOARD OF EDUCATION

Finance Committee

Minutes - Monday December 11, 2023

Members Present: Rosa Fernandes and Wendy Youngblood. Also present were Superintendent Dr. John Barile, Director of Business and Operations Kasey Diotte, Accounting Supervisor Joan Reynolds, Board of Finance member Eileen Koch, and Town Treasurer John Lucas.

Call to Order: Meeting called to order at 5:32PM by Mrs. Youngblood

Public Comment: None

Mrs. Youngblood moved and Mrs. Fernandes seconded that Mrs. Fernandes be appointed Chair of the Finance Subcommittee. The motion passed unanimously.

Board of Education Financial Reports

Check Registers: The committee reviewed the check register report.

November 2023 Financial Report: Mrs. Diotte reported an expected budget shortfall of approximately \$369,875. Mrs. Diotte reported this is largely due to higher than expected costs in special education transportation and tuition, and lower than expected savings in teacher turnover. Mrs. Diotte noted that this shortfall is an improvement over the previous month due to an increase in expected Excess Cost Grant Revenue. The committee questioned the short-term substitute account and noted that those funds are already 75% spent for the year. Mrs. Diotte shared that the short-term substitute account is expected to be in-line with what was spent the previous year, and that a budget transfer will be required to fund that account. Mrs. Diotte will be bringing transfer requests to the Committee in January for consideration.

New Business

Superintendent's 2024-2025 Proposed Budget: Mrs. Fernandes explained the committee's role in the budget review process. At this time, the budget will be divided amongst the committee members and each line item will be reviewed. Questions will be added to a shared document that Mrs. Fernandes will be creating and sharing with the committee and

Administration. This document will be part of the budget packet that is shared with the Board of Finance and Board of Selectmen. The committee split up the budget sections for review.

Miscellaneous Discussion: The committee discussed upcoming meetings. The following dates will be scheduled for Finance Committee:

Monday, December 18, 2023 @ 5:30PM

Tuesday, January 2, 2024 @ 5:30PM

Monday, January 8, 2024 @ 5:30PM

If additional meetings are needed prior to bringing the budget to the Board of Education, the committee will schedule accordingly.

Adjournment: 6:30 PM

Respectfully submitted,

Kasey Diotte

Director of Business and Operations