

BROOKFIELD BOARD OF EDUCATION

Finance Committee

Minutes - Monday October 16, 2023

Members Present: Rosa Fernandez and Bob Belden. Also present were Superintendent Dr. John Barile, Director of Business and Operations Kasey Diotte, Director of Special Education Bill Roland, Accounting Supervisor Joan Reynolds, and Town Controller Marcia Marien.
Members Absent: Joy Greenstein

Call to order: Meeting called to order at 5:30PM by Mrs. Fernandes

Public Comment: None

Board of Education Financial Reports:

Check Registers: The committee reviewed the check register report.

September 2023 Financial Report: Mrs. Diotte reported an expected budget shortfall of approximately \$411,000. 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. Mr. Roland shared that there may be one additional outplacement which is not included in the current budget. Mr. Roland and his team are looking into measures to reduce transportation costs and will keep the committee apprised of these efforts. Mrs. Diotte reported that athletic transportation is forecasted to be over budget as a result of driver shortages with All-Star, which necessitates the use of higher cost vendors. Mr. Belden requested that Mrs. Diotte provide the committee with an in-depth cost analysis of special education transportation, including all rate changes to-date. Mrs. Diotte will provide this information at the next meeting.

Old Business:

Food service contract/RFP: Mrs. Diotte reported the food service RFP is set to be released with the expectation that a new contract will be awarded in December for a January 1, 2024 start date.

22-23 Audit: Mrs. Diotte reported the auditors are in receipt of all requested documents. Mrs. Marien shared the audit would likely be wrapped up by the end of the month.

New Business:

Security Grant Update: Mrs. Diotte reported a competitive security grant had been awarded in the amount of \$89,924.46. Mrs. Diotte stated these funds will be returned to the Town to cover security expenses previously incurred.

Budget Assumptions and Priorities: Dr. Barile reviewed the 2024-2025 Budget Assumptions and Priorities document with the committee. This document will be on the agenda for the Regular Meeting of the Board of Education on Wednesday, October 18, 2023.

Pay Rate Guidelines: Mrs. Diotte shared a draft of pay rate guidelines that had been shared with the committee in April 2023. Mrs. Diotte reported the CT minimum wage will be increasing on January 1, 2024, and recommended substitute rates for paras, teachers, and building substitutes be increased as a result. The committee requested follow up information on several of the categories and will review it again at their next meeting.

Miscellaneous Discussion: Mrs. Diotte presented the list of grant requests for 2023-2024. This will be discussed at the Regular Board Meeting on October 18, 2023.

Adjournment: 6:47PM

Respectfully submitted,

Kasey Diotte

Director of Business and Operations