

**Brookfield Board of Education**  
**Finance Committee**  
**Minutes - Regular Meeting, Tuesday, October 9, 2018**

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

**Call to order:** Meeting called to order at 5:30PM by Mr. Belden.

**Public Comment:** None

**Board of Education Financial Reports**

**August Financial Report:** Mr. Post reviewed the report with the committee. The committee requested an analysis of the salary savings realized from staff turnover. The committee also requested future reports to include more budget overage risks and under runs. They also requested Mr. Post provide a forecast four times per year.

**Check Registers:** The committee discussed the check register including questions on transportation and food service costs.

**Old Business:**

**Sales Tax Update:** Mr. Post reported he met with the High School Principal and the DECA club advisors to discuss the sales tax implications of their fund raising/business activities. He also reported that sales of school yearbooks are taxable in Connecticut. He will be meeting with the representative from Jostens this week to discuss this. Mr. Post also reported on the status of the school stores, none of which are currently making sales that would be subject to sales tax.

**New Business:**

**Fund Balances Update:** Mr. Post reviewed the status of the Building Use and Participation Fee/iPad funds. The committee decided that the revenues and expenditures that had been accounted for in these funds should be immediately transferred to the General Operating Fund. They requested Mr. Post to bring the committee a budget transfer request to formally establish these accounts in the operating budget.

**Special Education Update:** Mr. Post and Dr. Barile updated the committee on the status of Medicaid reimbursement, Special Education Outplacements, and Special Education Transportation.

**Miscellaneous Discussion:** Dr. Barile provided the committee with a draft Budget Assumptions document which will be discussed at the next regular Board of Education meeting.

**Adjournment:** 6:27PM

Respectfully submitted

Kenneth J. Post  
Director of Business Operations