

**Brookfield Board of Education
Business & Facilities Committee
Minutes - Regular Meeting, Monday, November 13, 2017**

Members Present: Paul Checco, Bob Belden, and Eve Sturdevant. Also present were Superintendent Dr. John Barile, Business and Operations Director Ken Post, Special Services Director Dr. Christine Sipala, Interim Facilities Director Dan Caldwell, and Accounting Supervisor Joan Reynolds.

Call to order: Meeting called to order at 5:35 by Mr. Checco.

Public Comment: None

Board of Education Financial Reports

October Financial Report: Mr. Post reported that Special Education costs for outplacements and transportation were over budget.

Check registers: The committee discussed the check register report.

Old Business

Special Education Budget: Dr. Sipala discussed the Special Education cost variances from budget. The committee discussed several options to make up for the shortfall and decided that the BOE should request a supplemental appropriation.

BHS Roof Project: Mr. Caldwell reported the project is complete and the final paperwork has been sent to the State for reimbursement.

Munis Update: Mr. Post updated the committee on the training and setup work being done to migrate Human Resources and Payroll to Munis. They expect to begin parallel testing soon.

Huckleberry Portables: Mr. Caldwell reported he has changed the scope of work to demolition only and expects to receive updated specifications soon.

Update on BHS Water Project: Mr. Caldwell reported there has been no movement on the project. The committee suggested that since the capital project freeze has ended the First Selectman should sign the contract with the contractor.

ECS Update: The committee briefly discussed the State budget and the ECS funding.

Strategic Steering Committee Recommendation: The committee discussed funding options for the planned facilities study.

10 Year Capital Project Update: The committee discussed the high school athletic field needs. They suggested that Parks and Recreation should bring forward a plan and the Board of Education would offer support.

Old Capital Project Update: The committee discussed the status of capital projects approved in prior years. Mr. Caldwell and Mr. Post will bring a plan to the next B&F Committee meeting.

New Business

Rollover Budget: Dr. Barile discussed the format for his presentation of the budget at the Board of Education's December 6, 2017 meeting.

BHS Track Patch: Mr. Caldwell reported he has worked with Parks and Recreation to have repairs made to a section of the high school track.

Kindergarten Enrollment/Sections/Contingency: Dr. Barile discussed expected enrollment and its effect on sections and staffing needs.

Budget Roundtable Format: Dr. Barile discussed the budget roundtable format. He intends to keep it similar to last year. Technology Director Eric Conklin will take notes and project them on a screen for all to see.

ADA Voluntary Corrective Action Plan: Mr. Caldwell reported we have developed a solution to the high school press box handicap access issue. We will be installing a ramp to provide access. He has communicated this to the State.

Security Grant: Mr. Caldwell reported he was recently contacted by the State regarding security grant money due from the State. He completed the required paperwork and submitted it to the State. The Town should receive approximately \$6,000.

Miscellaneous Discussion: None

Adjournment: 7:15PM

Respectfully submitted

Kenneth J. Post
Director of Business Operations