

**FINANCE COMMITTEE**  
Tuesday, March 12, 2024  
100 Pocono Road, Brookfield - BOE Curriculum Room  
**MINUTES**

- I. **Call to order:** The meeting was called to order at 6:30 pm
  
- II. **Roll call:** Board of Education members Rosa Fernandes and Dr. Wendy Youngblood were present. Robert Fischetto was absent. Also present was Dr. John Barile - Superintendent of Schools, Kasey Diotte - Director of Business & Operations, Joan Reynolds - Accounting Supervisor, and Eileen Koch - Brookfield Board of Finance.
  
- III. **Public Comment:** Irene Corea spoke regarding the public's access to financial statements prior to their approval.
  
- IV. **Board of Education Financial Reports:**
  - Check registers - Over \$1,000 report
    - Committee members asked several clarifying questions regarding some of the checks but no follow up was necessary on any items
  - February YTD Financial Report
    - Mrs. Diotte summarized and the committee reviewed the February Financial report which detailed a projected net budget shortfall of approximately \$615,000. The change from previous month's report (+\$127,000) was due to 2 new outplaced students with special needs and changes to another student's special needs professional services.
    - Most of the Board's budgetary shortfall is due to unbudgeted costs related to special education. The Boards of Finance, Selectman, and Education had previously established a budgeting strategy that removes all contingency for special education costs from the BOE budget with assurances that budgetary shortfalls in this area will be funded with town appropriations at the end of each fiscal year, if necessary.
    - Another large portion of the Board's budgetary shortfall this year is due to unrealized savings in teacher turnover. Each year, the Board of Education adds a negative contingency in the budget of \$200,000 that assumes savings due to the cost difference from retiring teachers and new hires. The current budget reflects no savings from this turnover and instead reflects an unbudgeted increase in salaries of approximately \$25,250.
    - Though there are other contributing factors to this year's budgetary shortfall (e.g., electricity, athletic transportation, substitutes), the '23-'24 budget also recognizes *savings* in various accounts which partially offset the gross budget exposures (~\$1.167MM in total) described above. Those savings, together with savings from a budget freeze of all non-essential purchases, yield a forecasted offset of approximately \$551,000.

**V. New Business:**

- 2023-2024 Budget Transfers
  - Mrs. Diotte provided a report of the budget transfers to be included in the February financials for the Board of Education's approval at its next regular meeting
- 2024-2025 Budget
  - Adjustments to-date
    - Mrs. Diotte reported that there will be ongoing fluctuations in special education related accounts. There is already both savings and exposures that will need to be made and the committee is awaiting a briefing on the net impact to the '24-'25 budget.
  - Teacher Turnover / Leaves & Vacancies
    - The committee was informed of 1 teacher retirement so far. The net impact to the '24-'25 budget has yet to be determined but will be influenced by the replacement teacher hired in the coming months.

**VI. Old Business:**

- Food Service RFP
  - The committee received notification that 8 vendors are interested in the RFP.

**VII. Miscellaneous Discussion:** Dr. Barile informed the committee that the RFPs for legal services are due 3/13.

**VIII. Adjournment:** The meeting was adjourned at 7:12 pm