

Brookfield Board of Education
Finance Committee
Minutes - Monday, July 11, 2022

Members Present: Rosa Fernandes, Joy Greenstein, and Bob Belden. Also present were Superintendent Dr. John Barile, Business and Operations Director Ken Post, Accounting Supervisor Joan Reynolds, and Town Controller Marcia Marien.

Call to order: Meeting called to order at 5:31PM by Mrs. Fernandes.

Public Comment: None

Board of Education Financial Reports

Check Registers: The committee discussed grant funded payments for a conference and after school programs.

Old Business:

21-22 Financial Update: Mr. Post reported that preliminary estimates show the Board will be over budget by about \$90,000 for fiscal year 2022. He noted that actual costs for salaries and substitutes were higher than he had forecasted. He also reported that he and Mrs. Reynolds would be doing a detailed review of the salary accounts to find out why the actual savings differed from the forecast. They will also be gathering data on teacher absences to use with the principals to see if there is another way to manage our resources. Mr. Belden asked Mr. Post to prepare a summary of variances from his May forecast to the current forecast. The committee asked Mr. Post to have substantially final results by July 27.

Follow up items from 6/13/22 meeting:

Student injuries on field trips: Mr. Post reported that the normal protocol when a student is injured on a field trip is that the parent's insurance is primary. If anything is not covered by their insurance, they submit a claim to our student accident insurance company. He also reported that the case discussed last month where an employee paid the co-pay was an anomaly and they have submitted to our insurance company for reimbursement.

Reimbursement of credit card purchases: Mr. Post reported that employees generally use their personal credit card when a supplier will not accept a purchase order or there is no time to set the supplier up as a vendor on our system. He also informed the committee about his plans to have new suppliers set up as vendors to minimize the need for employees to make credit card purchases.

New Business:

None

Miscellaneous Discussion:

None

Adjournment: 6:00PM

Respectfully submitted,
Kenneth J. Post
Director of Business Operations