

Brookfield Board of Education
Finance Committee
Minutes - Regular Meeting, Monday, November 8, 2021

Members Present: Bob Belden, Rosa Fernandes, and Jen Laden. Also present were Superintendent Dr. John Barile, Business and Operations Director Ken Post, Accounting Supervisor Joan Reynolds, Town Controller Marcia Marien, Board of Finance member Eileen Koch, and Town Treasurer John Lucas.

Call to order: Meeting called to order at 5:33PM by Mr. Belden

Public Comment: None

Board of Education Financial Reports

Check Registers: The committee reviewed the check register and asked questions about cleaning service, instructional supplies, grants, and pool rental.

October Financial Report: Mr. Post reported that he is projecting a surplus of \$114,229. He reported the change from the prior month report was due to an increase in Special Education Transportation and the cost of the Interim High School Principal. The committee also discussed reporting of Special Education Outplacement costs and potential exposures.

Old Business:

Bus RFP update: Mr. Post reported that he and Mrs. Reynolds reviewed a draft RFP with the Purchasing Agent and would send the final draft to the committee members for review. Mr. Belden requested that Mr. Post find out if it was feasible to still implement the new start times with the grade 5 students remaining at Whisconier in 2022-2023.

Student Activity Fund update: Mr. Post provided the committee members with a year end balance report. The committee requested that Mr. Post continue to work with the principals to clear dormant accounts and develop strategies to reduce high balance accounts. He was asked to report on progress later in the year.

Center School Roof: Mr. Post reported that the problematic section of roof has been replaced and no leaks have been reported.

New Business:

2022-2023 Budget process update: Mr. Post reported that budget requests were submitted by the Principals and the review process has begun.

Budget transfers: Mr. Post requested that the committee approve a budget transfer from salary savings to fund the CAFE policy service, the enrollment study, and the cost of the Interim high School Principal.

Miscellaneous Discussion:

Mr. Post updated the committee on the status of the fiscal year 2021 results.

Mr. Post updated the committee on the status of the electronic time and attendance system that the Board of Education and Town are implementing together. Mr. Post reported that the implementation is progressing smoothly thanks to the efforts of Eric Conklin, Joan Reynolds, and Heather Berner.

Adjournment: 6:25PM

Respectfully submitted,
Kenneth J. Post
Director of Business Operations