

Brookfield Board of Education
Finance Committee
Minutes - Monday, September 11, 2023

Members Present: Rosa Fernandes and Bob Belden. Also present were Superintendent Dr. John Barile, Business and Operations Director Ken Post (outgoing) and Kasey Diotte (incoming), Accounting Supervisor Joan Reynolds, Town Controller Marcia Marien, and Board of Finance member Eileen Koch.

Members Absent: Joy Greenstein

Call to order: Meeting called to order at 5:32PM by Mrs. Fernandes

Public Comment: None

Board of Education Financial Reports

Check Registers: The committee reviewed the check register report.

June 2023 Financial Report: Mr. Post after recording the supplemental appropriation of \$397,579, the Board of Education ended the fiscal year with a surplus of \$7,033. These surplus funds remain in the Town's General Fund.

Old Business:

2023-2024 Preliminary outlook: Mr. Post reported that there are potential exposures in athletic transportation, special education tuition and transportation, and salary saving. Health insurance will be reviewed in October to determine any potential exposure. The committee also discussed regular transportation costs.

New Business:

2024-2025 Budget development calendar: Mrs. Diotte reviewed the calendar with the committee. The committee recommended one amendment to the February 2024 joint meeting. Mr. Belden motioned and Mrs. Fernandez seconded recommending that the calendar be brought to the full Board for approval at the September 20, 2023 regular meeting. The motion was approved unanimously.

Education Financial Report (EFS) 22-23: Mr. Post reported that the EFS report was filed on time on September 1, 2023.

2022-2023 Audit: Mr. Post reported that the auditors will be onsite this coming week to do their field work and review the EFS and high cost special education students eligible for the excess cost grant.

Food service contract/RFP: Mr. Post reported that we were recently informed by the state that we will have to do another RFP for food services as a result of going from 4 to 3 schools. Because we were close to the start of the school year, the state permitted us to execute a short term contract through December 31st with our current vendor, Whitson's. Mrs. Diotte will be working with Jules, our Purchasing Agent, to put together the RFP and award the contract to the successful bidder. The committee asked that high standards for food quality be included in the scoring rubric of the RFP.

Miscellaneous Discussion: None

Adjournment: 6:18PM

Respectfully submitted,
Kasey Diotte
Director of Business Operations