

MINUTES OF THE REGULAR MARCH MEETING OF THE BOARD OF EDUCATION'S BUSINESS AND FACILITIES COMMITTEE

Monday, April 11, 2016

Chairman Checco called the meeting to order at 5:36PM.

Members in attendance were Paul Checco, Tara Lerner and Eve Sturdevant. Also in attendance were Superintendent John Barile, Business and Operations Director Allan Cameron and Accounting Supervisor Joan Reynolds.

There was a Public Comment portion of the meeting; nobody spoke.

Mr. Cameron began a discussion regarding the YTD Object Summary. He reported Teacher and Administrator Salaries budgets are expected to be expended but not exceeded. He reported that Support Staff Salaries are also expected to be fully expended but that the Board's practice of "salarizing" hourly employees makes it difficult to manage and project the hourly payroll.

With respect to Employee Benefits, he reported the Board's contractual contributions to the employees HSAs, already paid by the Town, were not recorded on the BOE books; an additional \$302,000 will be added to the Health Insurance line in April. He also reported that a journal entry in the amount of ~\$190,000 needs to be made for Worker's Compensation expenses already paid to CIRMA by the Town.

He reported \$192K is available in the Instructional Materials account. Dr. Ruby has been working closely with the schools to insure that any expenditures align with and support the District Goals. In Professional Services he reported there is \$157K available in the Program Improvement & Professional Development portion of the account; there is a projected \$268K overspend in the Special Services portion of the account.

Under Student Transportation he reported the Board has been reimbursed by the Town for a payment made by the Board on a Town lease. There continues to be a projected over-budget situation in the Special Ed. Transportation. In the Tuition account \$95K in expenses were added in March; again, the budget is being exceeded by Special Education expenditures.

Expenditures in Administrative Services and Supplies increased very slightly since February.

In summary, he reported that although many of the major budget areas are under control, the projected overages in Special Education Professional Services, Transportation and Tuition are likely to exceed the BOE Spec. Ed budget plus the Special Education Excess Cost grant - exposing the total BOE budget to a potential over-budget situation. To avoid this, reductions will be required in other areas of planned spending, such as Instructional Materials and Program Improvement and Staff Development.

Mr. Checco requested Mr. Cameron and Supt. Barile make every effort to improve the accuracy of the projections so, if a supplemental appropriation is required, it can be requested as soon as possible.

Mrs. Lerner reported she has completed her review of the February Object Summary and Check Register and found everything in order.

In Old Business Mr. Cameron reported the BHS water project is out to bid. There was no report on security projects. Regarding the BHS roofing project, Mr. Cameron reported Mr. Tibolla is working to ensure that this portion of the roof project will qualify for a 30% state reimbursement grant. Following the state's protocol, he has submitted the Ed. Spec. and municipal resolutions to the School Facilities Unit. He has received a project number. The next step is for the state to meet with representatives of the Town Building Committee and the project architect to review preliminary project plans, specifications and budget projections. Mr. Checco reported

in addition to the two proposals already received in response to the Districts RFP, he has sought two architectural proposals. He has received one and is waiting for the other. An award will be made after the final proposal is received.

There was conversation around the BHS auditorium sound and lighting project. Mr. Cameron reported the rental equipment used for the play seemed to work out well. Mr. Checco asked about the status of a permanent solution. Mr. Cameron reported that Mr. Tibolla was working on it but he was not sure of the status.

The committee members reported they have received recent School Dude reports.

Mr. Cameron reported the public hearing on the BOE budget took place on April 5. The Town Finance Board met on the BOE Budget on April 6 and a Town meeting is scheduled for May 3.

Supt. Barile reported on the transition to the Ct. Partnership 2.0 Health Insurance plan. The 2016-17 rates came in at 4:02 this afternoon; there has not been an opportunity to evaluate them. The open enrollment period is nearly over; we are closely monitoring the number of new enrollments to determine the financial impact.

Mr. Cameron reported that the Food Service Management Company proposals are due tomorrow, April 12. The unpaid lunch balances are beginning to creep up again; they are approaching \$10,000. Whitson's will be redoubling their efforts to collect after the students return from vacation.

Mr. Cameron reported on "Business Office Activities". He provided a status report on a number of activities that are normally associated with the school business office and where the Brookfield business office stands with respect to them. The report underscored the need for a benefits administrator, a purchasing agent and the need to immediately address the payroll issue(s) - paying the employees in advance for decades.

The final item discussed was the payroll situation. Mr. Cameron and Supt. Barile reported on options the administration is considering to correct the situation. The Committee expressed a desire to have the situation resolved before the end of the school year - if that is not possible, then by the end of September.

The meeting adjourned at 6:44PM.

Respectfully submitted,

Allan Cameron
Secretary