

Brookfield Board of Education
Finance Committee
Minutes - Regular Meeting, Monday, October 11, 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, and Town Treasurer John Lucas.

Call to order: Meeting called to order at 5:39PM by Mr. Belden

Public Comment: None

Board of Education Financial Reports

Check Registers: The committee reviewed the check register.

September Financial Report: Mr. Post reported that he is projecting a surplus of \$151,101. He reported this was largely driven by an unexpected e-rate reimbursement of \$122,075. Other positive variances were salary savings due to turnover and leaves of absence. He reported that these positive variances will be partially offset by projected overages in Substitutes, Professional Services, Special Education Tuition, and \$21,916 in unbudgeted Covid costs.

Old Business:

Special Education cost update: Mr. Post reported that the status of the Outplacement Tuition account had changed very little from his prior report.

ARP ESSER update: Mr. Post updated the Committee on several proposed changes to the ARP ESSER grant application. The Committee recommended taking this item to the full Board for approval.

Bus RFP update: Mr. Post reported that due to the age of the bus fleet and increasing maintenance costs, our current contractor could not agree to a one year extension. The Committee asked Mr. Post to proceed with the RFP process.

Student Activity Fund update: Mr. Post updated the Committee on the steps that have been taken to move non-student oriented revenues and expenses out of the Activity Fund and into the General Fund. The Committee asked to see a year-end report on the Activity Fund balances at its next meeting. Mr. Post also reported that the Athletic Department is using an online ticket service to reduce the amount of cash handled. Responding to a question that had been raised, Mr. Post advised the Committee that Booster clubs are separate entities and they have control over, or access to Student Activity Fund money.

ARP IDEA grant: Mr. Post reported that due to changing needs at the high school, this grant will be used to fund a Special Education Teacher for two years. In two years, the status will be re-assessed to determine if the position should be eliminated or added to the operating budget. The Committee recommended taking this item to the full Board for approval. The Committee also recommended using a standard format for taking grants to the full Board for approval.

New Business:

BHS facilities issues: Mr. Post reported that the quote to re-roof the area above the high school main office was higher than expected and is being revisited by the Facilities Director with the roofing contractor.. He also reported that they have obtained a quote to replace the Media Center air conditioning unit. He and Dr. Barile have approached Mr. Dunn about using Town ARP funds for the project. The Committee asked Mr. Post to get a timeline from the vendor to ensure the unit would be operational by May.

Grant approvals: Previously discussed under other grant agenda items.

Center School Roof: Mr. Post reported that attempts to repair the roof above the Nurse's office have not fixed all of the leaks. He reported that the Facilities Director is obtaining a quote to re-roof that section. The Committee will be advised when the quote is received.

After School Grant: The Committee recommended taking this item to the full Board for approval.

Contact Tracing update: Dr; Barile advised the Committee that he wanted to create a temporary Contact Tracing position at each school to alleviate the afterhours burden on Administrators and Nurses. Mrs. Marien suggested that a Health District Grant might be used to pay for these positions. The Committee supported Dr. Barile's idea.

Enrollment study: Dr. Barile reported that he had been in contact with Peter Prowda regarding an enrollment study to provide projections for the 2022-2023 operating budget. Dr. Barile advised the committee that Mr. Prowda would charge \$1,500 to provide the projections. The Committee supported Dr. Barile's proposal.

Miscellaneous Discussion:

Mrs. Fernandes suggested that budget transfers be prepared to fund the CAFE policy service, enrollment study, and contact tracer positions.

Adjournment: 6:51PM

Respectfully submitted,
Kenneth J. Post
Director of Business Operations