

**FINANCE COMMITTEE**  
Tuesday, February 21, 2024  
Brookfield High School Media Center

**MINUTES**

- I. **Call to Order:** The meeting was called to order at 6:30 PM
- II. **Roll Call:** Board members Rosa Fernandes, Wendy Youngblood, and Robert Fishchetto were present along with Kasey Diotte, Director of Business & Operations was present
- III. **Public Comment:** Irene Corea spoke regarding the budget freeze
- IV. **Board of Education Financial Reports**
  - A. *Check registers - Over \$1,000 Report:* Committee members asked clarifying questions regarding identification of several checks written
  - B. *January YTD Financial Report:* Committee members received and reviewed the report which summarized an approximate \$493,000 operating budget shortfall and a budget freeze of discretionary items. Mrs. Diotte reported that no requests for necessary items have been denied but departments have been asked to hold off on purchases of items like textbooks that may need replacement and other similar supplies.
- V. **2023-2024 Budget Transfers:** Mrs. Diotte shared a list of all fund transfers between accounts within the operating budget. The Board of Education has historically only viewed and approved of large transfers between accounts but the committee felt this information would be useful once or twice a year.
- VI. **Miscellaneous Discussion:** Rosa Fernandes suggested the committee consider changing the term "Teacher Turnover Savings", a negative value line item within the operating budget, to something that more accurately reflects the purpose of this account which is to offset all salary savings not just those from teacher turnover, such as leaves and vacancies.
- VII. **Adjournment:** The meeting was adjourned at 6:54 PM