

**Connecticut State Board of Education
Finance, Audit and Budget Committee Meeting – Draft Minutes of 11/18/25**

**Tuesday, November 18, 2025
450 Columbus Boulevard, Hartford, CT
Plaza North - Meeting Room A**

Draft Minutes (Subject to change)

Member Present: Mr. Donald Harris, Jr., Chair
Via TEAMS: Ms. Bonnie Burr
Mr. Roger Persson, Chief of Fiscal and Administrative Services
Jessica Brunetti, Chief of Fiscal and Administrative Services
Dr. Andrew Carlson
Dr. Evan Pitkoff

Others Present: Keith Norton, Acting Interim Director for Office of Internal Audits
Justin Cleary, Associate Accounts Examiner
Kerrian Denham, Administrative Assistant, Office of Internal Audits

The meeting was called to order at 10:02am by Chairperson, Donald Harris.

I. Approval of Minutes – 8/26/25

A motion was made by Bonnie Burr, seconded by Donald Harris, and unanimously adopted to approve the minutes of the Finance, Audit and Budget Committee meeting held on 8/26/25.

Vote: Yes: 2

No: 0

III. Office of Internal of Internal Audit (OIA) – Status of Current Activity

Keith Norton shared the staffing updates in his capacity as acting interim director of the office of internal audits as Monique Coates extended her absence to late January. The department has acquired a career CSDE employee who previously worked with the department. Additionally, he shared the current assignments and tracking that aid with workflow.

Justin Cleary gave a brief overview of the purpose of OIA collaborating with the Turnaround Office on Charter Renewals. The department visited six charter schools; two reports were issued and preliminary findings of the remaining schools discussed.

IV. Financial Matters (Mr. Roger Persson)

Roger Persson and Jessica Brunetti shared that the fiscal department is actively recruiting for the special education rate setting unit. They are making progress although vacancies remain. The fiscal department is being strategic and is prioritizing how and when the positions are filled.

The November OPM update indicates accounts are in a good place despite the slight deficit created by the added assistance to two districts. It is anticipated that transportation funding will be released. PSIS is now available for student counts.

At 10:32am a motion was made by Bonnie Burr to adjourn the FABC mtg and seconded by Donald Harris. The meeting unanimously adjourned.

Recorded by Kerrian Denham, Administrative Assistant - Office of Internal Audit