

BRISTOL BOARD OF EDUCATION
REGULAR FINANCE COMMITTEE MEETING MINUTES
Wednesday, June 9, 2021

The regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, June 9, 2021, at 6:30 p.m. via the Zoom meeting platform.

PRESENT: Commissioners: Karen Vibert, Kristen Giantonio, Allison Wadowski and Jennifer Dube; **ALSO PRESENT:** Jill Browne, Dr. Catherine Carbone, Kim Culkin, Dr. Michael Dietter, and Melanie Vetrano

Call to Order:

Commissioner Vibert called the meeting to order at 6:32 p.m. and asked attendees to stand for the Pledge of Allegiance. Commissioner Vibert read the meeting norms.

Approval of Minutes: May 12, 2021 – Regular Finance Committee Minutes

Motion Passed: with a motion by Allison Wadowski and a second by Kristen Giantonio.

Public Comment – No members of the public wished to address the committee.

Update of 20-21 Budget

Mrs. Browne reported This month's report is taken from the May 31st snapshot in the 2020-21 fiscal year, in which the operational budget shows an available balance of \$2,165,652. All revenues have been updated for the end of April; we are awaiting the second installment of the Excess Cost grant – the state site has been updated and indicates we will receive \$3,601,565 in total (\$209,085 short of our anticipated Amount in the budget). The anticipated revenue in building rentals and student tuition will also fall short, and we will have a better forecast of Medicaid in June. Despite these revenue shortfalls, we continue to expect to have a surplus balance at year end. Once our final revenue installments are received, we will share forecast amounts for the expected surplus. The other areas of the budget continue to progress as expected.

At this point, we have asked all departments to close existing purchase orders; and for those awaiting final invoicing, we have asked for final PO amount expectations. Currently, we anticipate a surplus in the 2% range.

A question followed regarding carryover money. Dr. Carbone explained how we will use the ESSR funding and how the city may handle the extra funding.

Cafeteria Report

Mrs. Browne presented the Cafeteria Report. At this time, the cafeteria fund is running a deficit of \$194,536, an improvement over last month's report of a \$207K deficit. This follows a third month with participation numbers that exceed the prior year. Our cafeteria status continues to improve as we approach year-end.

Mrs. Browne shared a chart comparing monthly federal reimbursements for FY2020 to FY2021:

FEDERAL REIMBURSEMENT DOLLARS									
	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY
2019-20	\$321,694	\$372,135	\$278,185	\$190,368	\$332,203	\$301,003	\$229,311	\$201,529	\$137,712
2020-21	\$249,260	\$299,479	\$159,857	\$115,747	\$144,886	\$170,920	\$308,194	\$239,274	354,408
DIFF	\$72,434	\$72,656	\$118,328	\$74,621	\$187,317	\$130,083	\$78,883	\$37,745	\$216,696

A reminder that monies allocated to the district through ESSER II funding may be used to offset the cafeteria deficit. The improved year-end forecast could avail approximately \$50k in the ESSER II grant that had been earmarked for the café deficit.

During the month of May, for students attending in school, we served 34,365 breakfasts and 71,280 lunches; for students picking up grab & go meals, we served 3,436 breakfasts and 3,436 lunches, giving us a total in May of 37,801 breakfasts and 74,716 lunches served.

Appropriations and Transfers

Mrs. Browne reported on Appropriations and Transfers for May. There were several small transfers throughout the month to support academic needs. Commissioners were provided a list of transfers.

The following monies were transferred to BCCHS Professional Services to support language testing assessments:

- \$100 from BCCHS Instructional Supplies

The following monies were transferred to BEHS Professional Svcs to support language testing assessments:

- \$100 from BEHS Instructional Supplies

The following monies were transferred to DW Software/Licenses to support Powerschool needs:

- \$1,200 from DW Field Trips
- \$3,000 from DW Other Purchased Svcs

Appropriations and Transfers – cont'd

The following monies were transferred to DW Software/Licenses to support electronic onboarding of employees: \$1,000 from DW Prof/Tech Services;

The following monies were transferred to Instructional Supplies – BCHS to support Teacher Appreciation Recognition: \$120 from Repairs & Maintenance – Instruction.

The following monies were transferred to Materials for the AVID Program at BCHS and BEHS:

- \$750 from BCHS Intern/Tutor Salaries
- \$750 from BEHS Intern/Tutor Salaries

The following monies were transferred to BEHS Instructional Supplies to support materials for the AVID Program at BEHS:

- \$230 from BEHS Intern/Tutor Salaries

The following monies were transferred to DW Instructional Supplies:

- \$4,090 from DW Co-Curricular Stipends – Instruction

Special Education

Kim Culkin presented the Special Education Report. Mrs. Culkin shared that as of June 1, 2021, 1,780 of 8,134 Bristol students were identified as students requiring Special Education programming. This enrollment represents 21.88% of Bristol students. During the month of May 2021, 20% of newly enrolled students entered Bristol Schools already identified as eligible for special education programming and services. Since April of 2020, nine (9) newly registered students came to us already receiving out-of-district special education programming.

Questions followed regarding out-of-district placements and how the money that was slated for the ESY program that is no longer taking place this summer will be used. The money will still be used for those students.

Adjournment

With no other business before the committee, the meeting was adjourned. (6:57 p.m.)

Respectfully Submitted:



Susan Everett

Executive Assistant to the Board of Education