



**BRISTOL BOARD OF EDUCATION  
REGULAR FINANCE/OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, June 12, 2024**

The regular meeting of the Bristol Board of Education Finance and Operations Committee was held on Wednesday, June 12, 2024, at 6:00 p.m. in Room 36 of the Bristol Board of Education and via the Zoom meeting platform.

**PRESENT:** Commissioners: Russell Anderson, Eric Carlson, Dante Tagariello, and Shelby Pons

**ALSO PRESENT:** Kristen Giantonio (virtual), Jennifer Van Gorder (virtual); Lynn Boisvert, Dr. Kim Culkin, Dr. Michael Dietter, Amy Martino, Iris White, Jodi Bond, Collin Uryse, Peter Fusco, Tara Landon, Marie O'Brien, Michael Higgins (virtual), Scott Redman (virtual) C. Galluzo (virtual)

**1. Call to Order and Pledge of Allegiance:**

Commissioner Carlson called the meeting to order at 6:00 p.m. and attendees stood for the Pledge of Allegiance.

**2. Approval of Minutes:**

**May 8, 2024 - Regular Finance & Operations Meeting Minutes**

On motion by Dante Tagariello and a second by Russell Anderson, it was unanimously

**VOTED: That the Finance and Operations Committee approve the May 8, 2024, Regular Meeting minutes as written. Dante Tagariello Abstained.**

**3. Public Comment:**

1. Jennifer Benevento - 239 Grove Street - Addressed the committee regarding the budget/priorities.

**4. Update of 23-24 Budget**

Mrs. Boisvert provided the 23-24 Budget Update. As of May 31, 2024, the available balance was (\$4,174,517) or 3.5% over budget. We were at (2,415,701) 2.03% over budget compared to last year on May 31st. As discussed in the prior month's narratives, Purchase Order closures and expenditure adjustments will continue. Most expenses are for special education tuition, services, and transportation. As of today, 6/12/2024, there are 564 open purchase orders. Most open POs are for year-end events and are from the Special Education, transportation, and Maintenance Departments. We are awaiting the May and June invoices. Expenditure adjustments to various grant sources and PO closures will still be processed through the end of the year. We anticipate continued movement closer to budgeted numbers for the remainder of the fiscal year. We will do our best to forecast a year-end amount in the coming weeks.

Questions followed regarding open POs and the special education line related to Excess cost and additional revenue from the State; and the food services budget.

Discussion followed regarding the budgetary freeze earlier in the fiscal year.

### **5. Cafeteria Report**

Mrs. Boisvert provided the Cafeteria Report. Our Cafeteria program continues to run smoothly. We are just finishing off the Fresh Fruits and Vegetables grant for FY2024 and are applying for funding for FY2025 in June for all elementary through grade eight schools. As of the end of May, our snapshot balance was \$930,799. Our 13 cafeterias have served 62,633 breakfasts, 124,499 lunches, and 1,772 after-school snacks.

A question followed regarding the proposed capital expense usage.

### **6. Appropriations and Transfers:**

Mrs. Boisvert reported that there were no transfers over \$10,000 in May.

### **7. Special Services Report**

Mrs. Amy Martino presented the monthly Special Services Report. Tonight, I will report on the special education enrollment count. As of June 1, 2024, 1,845 of the 8,140 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.67% of the total BPS student population. As of June 1st, 120 students with disabilities required out-of-district placements at private special education school programs. There are 78 students requiring special education programming services at other public out-of-district schools, including magnet schools. During May 2024, 4% of newly registered students were identified as students with special education programming needs at registration. One newly enrolled student received their program and services during May from an out-of-district special education school program. During May, there were (44) 211 and (13) 911 calls.

A question followed regarding cuts of two building para's – the positions were not cut, but moved.

### **8. Student Activity Account and Athletic Account Update**

Jodi Bond provided the Student Activity Account Monthly Report. At the end of May, the BCHS Student Activity Fund had an opening balance of \$175,790.39, \$232,661.90 in Expenditures, and \$220,628.80 in Revenues, leaving a total balance of \$163,757.29.

Bristol Central Athletics' account began this year with a balance of \$48,998.45. A total of \$51,848.49 in expenses and \$40,731.11 in revenues left a balance of \$37,881.07.

The BEHS Student Activity Fund's opening balance was \$157,634.44, which included \$170,522.37 in expenditures and \$174,195.49 in Revenues, leaving a total balance of \$161,307.56.

Bristol Eastern Athletics began this year with a \$7,376.58 balance. A total of \$24,733.89 in expenses and \$21,484.34 in revenues left a balance of \$4,127.03.

Questions followed regarding what revenue refers to; why we have such a disparity between school expenses; the amount in the Investments Line at Bristol Central, and why the same amount of money is coming in.

Request to quantify the tournament fees.

#### **9. BAIMS Donation Approval**

Mrs. Boisvert presented the BAIMS Donation Approval. Bristol Arts & Culture Fund, Bristol Historical Society, D'Amato Construction, Tobacco Construction, and QA&M Architecture would like to make a donation to BAIMS. The approximate donation value is \$3,700 plus the cost of the plaque denoting the donors. An 8-foot framed and mounted photograph of BAIMS at night by project photographer Terry Marselle will be hung in the lobby of the Rockwell Theater across from the mounted clock.

On motion by Dante Tagariello and a second by Russell Anderson, it was unanimously

**VOTED: That the Finance and Operations Committee accepts the BAIMS donation and forwards it to the full board for a vote.**

#### **10. School Time Change - Effective 24-25 SY**

Collin Uryse presented the School Time Change - Effective 24-25 SY. The proposal is for middle and K-8 schools to start and end 5 minutes earlier and the PreK-5 school to start and end five (5) minutes later. This would be done to move from 35 minutes between tiers to 45 minutes between tiers. The change will help alleviate some of the transportation issues that arose this year. If we do not make the 5-minute time changes, five (5) buses will need to be added to claim the 10 additional minutes to our routes, creating an additional \$357,000 expense. The time change would help with the transportation problem; without the board spending additional funds. We will send a survey with detailed wording to parents via parentsquare. Discussion followed. This will need to be voted on this evening to get this to the full board for a vote by July 15, 2024, when bus routes are created.

On motion by Dante Tagariello and a second by Russell Anderson, it was unanimously

**VOTED: That the Finance and Operations Committee approves the time change and that a survey be sent to parents regarding the change and the results will be reported at the Board meeting.**

#### **11. Finance & Operations Committee Acting Building Committee**

##### **ESSER/ARP**

##### **Board of Education Water Main Repair**

Dr. Dietter presented the ESSER/ARP - Board of Education Water Meter and Main. The pipes are brittle; we have received three shut-off notices; this repair relates to the Health & Safety of Schools; in previous meetings, it was identified under Priority 4; if not addressed it will be a disruption of service at the BoE, at the shelter and Imagination Museum. We have been noticed so there is a liability to the district.

Questions and discussion followed regarding was there a request made to the funder; cooler buildings for staff and students; shades in the top floor classrooms at Chippens Hill; blinds vs. film for windows, Chippens and Hubbell projects now in the CIP and an alternative funding source for projects.

On motion by Dante Tagariello and a second by Russell Anderson, it was unanimously

**VOTED: That the Finance and Operations Committee approves the project and requests a revision to the State Department of Education to include this project as part of the Health & Safety Component of our ESSER/ARP Grant and forwards this to the full Board for a vote.**

**CHMS Underground Storage Tank**

Peter Fusco presented the CHMS Underground Storage Tank update. The above-ground tank has been installed, the start-up was June 8th. The facility paving and site restoration will be completed in the next two weeks, and we continue to work through the punch list items.

**12. Update BAIMS - Lower-level water intrusion**

Peter Fusco presented the BAIMS - Lower-level water intrusion update. Work began on Monday, June 10th. The remediation is scheduled to last 4 to 5 weeks and we are currently working with the design team on the restoration; and what that means and what it will look like when it is done.

**13. Old Business**

There was no Old Business to come before the committee.

**14. New Business**

There was no New Business to come before the committee.

**15. Adjournment**

With no other business before the committee, and

On motion by Dante Tagariello and a second by Russell Anderson, the meeting was adjourned.  
(6:54 p.m.)

Respectfully Submitted:



Susan Everett  
Recording Secretary  
Bristol Board of Education