

**BRISTOL BOARD OF EDUCATION
SPECIAL FINANCE COMMITTEE MEETING MINUTES
Wednesday, September 2, 2020 – 6:30 P.M.**

The Regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, September 2, 2020, at 6:30 p.m. via the WebEx meeting platform.

PRESENT: Commissioners: Karen Vibert, Kristen Giantonio, Allison Wadowski, and Jen Dube

ALSO PRESENT: Jill Browne, Dr. Catherine Carbone, Kimberly Culkin, Dr. Michael Dietter, Orlando Calfe, Kristen Peck, Amy Martino, and Diane Waldron

Call to Order:

Commissioner Vibert called the meeting to order at: 6:30 p.m. Meeting norms were read by Commissioner Vibert.

1. Approval of Minutes:

August 10, 2020 – Special Finance Committee Meeting Minutes

Motion Passed: with a motion by Karen Giantonio and seconded by Allison Wadowski

2. Update of 20-21 Budget

Mrs. Browne provided the 20-21 Budget update. This month's report is taken from an August 28th snapshot in the 2020-21 fiscal year. The operational budget shows an available balance of \$104,561,991. We are still entering new employees and employee transfers, we will be encumbering salaries for the year so next month's report will look very different. As in years past, we will see movement throughout the various character sections of the g/f as we encumber funds for purchasing throughout the school year.

In August, the Governor announced the commitment of \$130.8M in Coronavirus Relief Funds to assist school districts with the cost of safely opening schools. This is in addition to the Federal CARES Act funding which we have depleted. BPS was afforded \$1,233,527 as its share of Coronavirus Relief Funds. We will be expending these funds on Chromebook deployment, PPE, and other provisions required to safely open schools. We just received notification of this funding early last week. Unlike the CARES Act, we do not need to have a set-aside for private schools.

3. Cafeteria Report

The Bristol Public Schools Summer Food Service Program has been operating successfully in several locations, offering summer options to students and young children attending camps across the community. Two sites were open to the public - Bristol Central High

School and one at Bristol Eastern High School. Parents were able to pick up Grab & Go meals daily Monday - Friday at either site; to include both breakfast & lunch each day.

The Summer Food Service Program has been self-sustaining, proving an additional revenue opportunity that will help to offset the regular school year cafeteria budget. The current snapshot shows a balance of approximately \$9,300 as we transition into the regular school year. During August, we served over 5,700 meals to community youth across the City.

Moving forward, the Seamless Summer Option has been extended through the end of the calendar year. This service platform offers greater flexibility in service locations and meal count documentation. Our cafeterias will provide both in school meals during the regular school days (M, T, Th, and F), and will also send meals home with students for non-attendance days. Meals will be available for pick-up for our virtual learners M-F at both BCHS and BEHS from 9-10 a.m.; students will receive both a breakfast and lunch for the day.

Regarding the deficit in FY20 Cafeteria balance, the Office of the City Comptroller has requested that we officially request at this time a transfer of monies from our FY20 g/f surplus to the Cafeteria to cover the deficit amount. This action will allow the City to proceed with the auditing process for the FY20 closeout. Should we receive any relief from FEMA or other funding sources, the City will make adjustments at the time of receipt. Mrs. Brown recommended that we request that transfer at this time. Our year-end surplus balance was higher than forecasted - we completed the year with a surplus amount of \$1,773,234, while the Cafeteria deficit was a lower than estimated due to PO closures post-June in the amount of (\$379,532). A transfer would result in a surplus balance of \$1,393,702. Mrs. Browne also recommended that we make a formal request to the Board of Finance to hold that amount as a set-aside; they can hold up to 2% as a set-aside at their discretion.

Karen Vibert called for a motion to transfer \$379,532 from the General Operating Surplus to cover the Food Services Deficit.

Motion Passed: with a motion by Karen Giantonio and seconded by Allison Wadowski

Karen Vibert called for a motion to Request the City Board of Finance holds up to 2% of the \$1,393,702 Board of Education surplus as a set-aside for next year.

Motion Passed: with a motion by Karen Giantonio and seconded by Allison Wadowski.

4. Appropriation Transfers

We had several transfers as we usually do at the start of a fiscal year. Mrs. Browne presented the Transfer overview:

- OTL transferred \$400 from Professional Services to Membership Dues for BECS and BEHS
- ESL transferred \$800 from Textbooks to Professional Services
- DW Music transferred \$8,400, and \$1,680 from Instructional Supplies to Software
- BCHS transferred \$2,000 from Instructional Supplies to Student Recognition and \$2,440 from Textbooks to Software Licenses
- OTL transferred \$1,434 from Instruction Supplies to BEHS Instructional Supplies (Computer Science Program)
- BCHS transferred \$1,100 from Field Trips and Textbooks to Instructional Supplies (Business Program)

5. Special Services

Kimberly Culkin presented the Special Education Report. The report comes from the August 28th count. At that time, we had 1,655 students identified as requiring specialized instruction and special education services out of the 8,079 students, which represents a 20.49% identification rate. As we have tracked newly enrolled students in the month of August, five (5) students have come to us already requiring special education instruction. Since last April we have had two (2) students enroll that were already enrolled in private out of district program. As of our August 28th count of the 1,655 identified students, we have 117 Out of District – Private and 59 Out of District – Public.

6. Public Comment

No public comment was received prior to the meeting.

7. Adjournment

With no other business before the committee, the meeting was adjourned. (6:49 p.m.)

Respectfully Submitted:

Susan Everett

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Executive Assistant to the Board of Education