

**BRISTOL BOARD OF EDUCATION
REGULAR FINANCE COMMITTEE MEETING MINUTES
Wednesday, December 9, 2020**

The regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, December 9, 2020, at 6:30 p.m. via the Zoom meeting platform.

PRESENT: Commissioners: Karen Vibert, Kristen Giantonio, Allison Wadowski, Jennifer Dube, Thomas O'Brien, and Christopher Wilson; **ALSO PRESENT:** Jill Browne, Dr. Catherine Carbone, Kim Culkin, Dr. Michael Dietter, Orlando Calfe, John Smith and Ernest Pitti

Call to Order:

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

1. **Approval of Minutes:** November 10, 2020 – Special Finance Committee Minutes
Motion Passed: with a motion by Allison Wadowski and seconded by Kristen Giantonio.

2. **Update of 20-21 Budget**

Mrs. Browne provided the 20-21 budget update. This month's report is taken from a November 30th snapshot in the 2020-21 fiscal year. The operational budget shows an available balance of \$4,075,743. This balance shows a slight improvement over last month's snapshot as the Business Office has performed several expenditure adjustments to Covid grant-funded sources. We continue to move through the year as planned, however, this would not be the case if we were not afforded significant additional funding through the CARES Act (\$1,645,452) and the Coronavirus Relief (\$1,233,527) sources.

We continue to monitor all general fund budget expenditures, with a focus on Special Education. To lend some perspective on the advancement we have made in this area, in the 11/30/18 snapshot, the special education budget was \$2.1M in deficit overall; in the 11/30/19 snapshot just \$77K remained in the available funds; currently, the 11/30 special education snapshot shows an available \$1.8M. Though we have exceeded the budget in the areas of public and private placed tuition, funds remain available for professional services, tutoring services, transportation, and staff.

The budget development process for the 2021-22 school year is underway. The District Leadership Team is preparing for the budget workshops that will take place next month. Presentations to the Board will occur on Tuesday, January 19th (snow date Thursday, January 21st), and Tuesday, January 26th (snow date Thursday, January 28th).

Public Comment

Orlando Calfe – Submitted a question regarding Private Facility Tuitions and the estimated increase of 1.5% not being accurate, when the actual turned out to be 2.8%. This information was pulled from the November Finance minutes. Discussion followed regarding forecasting of the budget and the need to forecast more accurately.

3. Cafeteria Report - Food Service

Mrs. Browne presented the Cafeteria Report. At this time, the cafeteria fund is running a deficit of \$74,090. This total includes reimbursement from the City Covid Relief Fund of \$42,725, and follows a somewhat volatile month with several pockets of school closures, concluding with a district-wide remote learning platform. Mrs. Browne shared a monthly comparison chart of federal reimbursements, for FY2020 to FY2021:

	SEPTEMBER REIMBURSEMENT	OCTOBER REIMBURSEMENT	NOVEMBER REIMBURSEMENT
2019-20	\$321,694	\$372,135	\$278,185
2020-21	\$249,260	\$299,479	\$159,857
Diff	\$72,434	\$72,656	\$118,328

It is clear that the hybrid and remote platforms directly affect the participation rates across the district, resulting in significantly less federal funding. To help mitigate this, we have elected not to fill 4 vacancies to date, with the ability to do so temporarily. In addition, schools have offered grab and go meals for students to take home in the hybrid schedule, and we will be piloting a partnership with First Student to offer delivery of meals throughout the community on remote attendance days.

As requested, Mrs. Browne presented a cafe participation rate chart. The chart compared last year's participation with the current year. This is the same data shared last month, now averaging the months of September and October.

Avg School Participation for Sept and Oct	EDGE	HUBB	IVY	MTV	SSS	STAF	GHK8	WBK8	CHMS	NEMS	BCHS	BEHS
2019 -20 Breakfast Participation	8.98%	37.71%	19.91%	8.94%	27.86%	31.58%	40.27%	38.15%	45.10%	6.78%	14.74%	8.07%
2020 -21 Breakfast Participation	66.14%	81.54%	44.68%	48.21%	34.14%	44.05%	43.41%	44.07%	24.59%	37.60%	33.19%	29.51%
Avg School Participation for Sept and Oct	EDGE	HUBB	IVY	MTV	SSS	STAF	GHK8	WBK8	CHMS	NEMS	BCHS	BEHS
2019 -20 Lunch Participation	48.52%	78.81%	65.19%	49.87%	67.52%	75.89%	72.90%	77.53%	83.96%	53.42%	63.02%	49.59%
2020 -21 Lunch Participation	62.50%	75.72%	59.10%	76.71%	53.94%	62.14%	46.01%	56.71%	44.44%	50.61%	49.01%	43.78%

Questions and discussion followed regarding sharing the November numbers for accurate depiction, the number of meals served, changes to distribution, reverse bus stop distribution, and changes to distribution messaging.

4. Appropriations & Transfers

Mrs. Browne shared the November Appropriation & Transfers

- BEHS transferred \$950 from Textbook Supplies to Instructional Supplies; \$400 from Field Trips to Office Supplies; \$2000 from Prof Svc to Instructional Supplies; \$150 from Repairs & Maint to Office Supplies; \$500 from Office Supplies to Instructional Supplies
- HUB transferred \$800 from Field Trips and Instructional Supplies to Office Supplies
- CHMS transferred \$3000 from Co-Curricular Stipends to Prof/Tech Supplies
- OTL transferred \$2000 from Co-Curricular Stipends to Instructional Supplies

Questions and discussion continued regarding participation and how many meals are prepared each day vs. how many meals picked up.

5. Public Comment

Ernest Pitti - Submitted questions regarding the Cafeteria Report – Food Services from the November 10, 2020 meeting minutes and the 500K forecasted deficit. Questions posed were regarding: compliance issues in regards to Federal reimbursement/support for food programs, specific steps communicative or operational to ensure participation grew to expected levels with the addition of schools to the program, steps to offset the spread of COVID-19 and mitigate the effects of hybrid or remote learning experience on participation.

6. Special Education

Kim Culkin presented the Special Education Report. As of the November 1 count, of our 8,065 total enrollment, we have 1,703 identified as requiring specialized instruction and special education; this represents a 21.12% identification rate. Of the district's 8,065 students, we had 110 Out of District – Private; 70 Out of District – Public; we have had 13 Risk Assessments, and 5 Psychiatric Evaluations; Of our newly enrolled students in the month of November five (5) students came to Bristol already identified as eligible for special education programming and services. On average since April of 2020, 9.43% of our newly enrolled students have come already eligible for special education services.

7. Adjournment

With no other business before the committee, the meeting was adjourned. (7:22 p.m.)

Respectfully Submitted:

Susan Everett

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Executive Assistant to the Board of Education