

BRISTOL BOARD OF EDUCATION
REGULAR FINANCE COMMITTEE MEETING MINUTES
Wednesday, May 12, 2021

The regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, May 12, 2021, at 6:00 p.m. via the Zoom meeting platform.

PRESENT: Commissioners: Karen Vibert, Kristen Giantonio, Allison Wadowski and Christopher Wilson; **ALSO PRESENT:** Jill Browne, Dr. Catherine Carbone, Kim Culkin, Dr. Michael Dietter, Michael Higgins, 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: April 14, 2021 – Regular Finance Committee Minutes

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

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

Update of 20-21 Budget

Mrs. Browne reported that this month's report is taken from the April 30th 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. This will help us to accurately begin to forecast year-end.

Cafeteria Report

Mrs. Browne shared the Cafeteria Report. At this time, the cafeteria fund is running a deficit of \$207,737, an improvement over last month's report of a \$259K deficit. This follows a second month with participation numbers that exceed the prior year, despite only 16 serving days during April.

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

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

Additionally, we continue to await further state reimbursements for the State Matching and Healthy Foods Certification; we estimate \$40K in additional revenue. Bringing the deficit total below \$200K.

We continue to gain some ground on the difference in federal funding from last year, with a difference of \$538,811 as of April 30th. We expect to continue to see improved revenue numbers over last year as the district was fully shut down and all were remote through the end of the 2019-20 school year. Thank you to our Cafeteria Director and Staff for continuing to seek creative ways to get food out to kids and mitigate an inevitable deficit as much as possible.

A reminder that monies allocated to the district through ESSR II funding may be used to offset the cafeteria deficit.

During the month of April, for students attending in school, we served 17,659 breakfasts and 39,296 lunches; for students picking up grab & go meals, we served 9,779 breakfasts and 9,779 lunches, giving us a total in April of 27,438 breakfasts and 49,075 lunches served.

Questions followed regarding the number of students that are currently CVL and how that affect the participation numbers.

Appropriations and Transfers

Mrs. Browne reported on Appropriations and Transfers for April.

The following monies were transferred to BEHS Instructional Supplies to support Material for BEHS Avid: \$200 from BEHS Staff Transport;

The following monies were transferred to DW Instructional Supplies to support elementary vocab programming: \$230 from DW Co-Curricular Stipends;

The following monies were transferred to SSS Office Supplies to support needs through year-end: \$1,000 from SSS Co-Curricular Stipends;

The following monies were transferred to DW Software/Licenses to support electronic onboarding of employees: \$16,000 from DW Prof/Tech Services;

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.

Special Education

Kim Culkin presented the Special Education Report. Mrs. Culkin shared that as of May 1, 2021, 1,762 of 8,131 Bristol students were identified as students requiring Special Education programming. This enrollment number represents 21.67% of Bristol students. Of overall newly enrolled students in Bristol during the month of April 2021, 20.59% of newly enrolled students entered Bristol Schools already identified as eligible for special education programming and services. Since April of 2020, 8 newly registered students came to us already receiving their programs and services through out-of-district special education school programs. As of May 1, 2021, 114 of our 1,762 students require out-of-district placements at special education school programs and 73 students require special education programming services at other public out-of-district schools such as magnet schools.

Questions followed regarding the recruitment, staffing, and incentives for staffing the summer program.

Recommended Adjustments to the 2021-22 Budget

Mrs. Browne presented the recommended adjustment to the 2021-22 Budget. At last month’s Board of Finance meeting, the Board of Finance approved a number of \$121,650,000 for funding the Board of Education for next year; that number will be finalized pending the Joint Board approval at their meeting slated for May 25.

Mrs. Browne presented recommended adjustments that will bring the Board of Education budget to the number put forward by the City.

Total Budget Request	\$123,578,000
Employee Benefits	• \$1,200,000
Workers’ Comp	• \$134,360
Other Internal Adjustments	• \$862,360
New Total	\$121,650,000

Mrs. Browne shared the specific reductions in each area that make up the total reduction amount.

Following discussion, a motion was made to move the 2021-22 recommended budget adjustments totaling \$121,650,000 to the full Board pending Joint Board approval.

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

Adjournment

With no other business before the committee, the meeting was adjourned. (7:10p.m.)

Respectfully Submitted:



Susan Everett

Executive Assistant to the Board of Education

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