

BRISTOL BOARD OF EDUCATION
REGULAR FINANCE COMMITTEE MEETING MINUTES
Wednesday, September 7, 2022

The regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, September 7, 2022, at 6:00 p.m. in Room 36 of the Bristol Board of Education and via the Zoom meeting platform.

PRESENT: Commissioners: Dante Tagariello, Kristen Giantonio **ABSENT:** Commissioner Karen Vibert

ALSO PRESENT: Lynn Boisvert, Dr. Catherine Carbone, Dr. Michael Dietter, Eric Carlson, Jennifer Dube, David Maikowski, Craig Kazemekas (virtual), Melanie Vetrano (virtual), Michael Higgins (virtual), John Smith (virtual)

1. Call to Order:

Commissioner Tagariello called the meeting to order at 6:01 p.m.
Attendees stood for the Pledge of Allegiance.

2. Approval of Minutes: August 10, 2022 – Regular Finance Committee Minutes

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

3. Public Comment

Barbara Lozier – 205 Summer Street - addressed the committee regarding the BEHS Fence project.

Nikki Cyr – 54 Jennifer Road – Addressed the committee regarding the BEHS Fence project.

4. Final Report of 21-22 Budget

Ms. Boisvert provided the final report of the 21-22 Budget. As of August 31, 2022, the End of Year snapshot for FY22 shows an available balance of \$504,195. This is the last financial report for FY 2022. All grants have been reconciled and the books are closed.

Discussion followed regarding the usage of the 21-22 budget surplus.

A motion was made by Commissioner Giantonio to consider a carve-out/set aside of \$31,000 of the surplus to be used for fence completion at Bristol Eastern High School for the baseball and softball field and the remaining money to be held in abeyance by the City of Bristol as our request to the Board of Finance. Commissioner Tagariello restated the motion, that the district would take the estimated amount that was received from the vendor as a set aside for this specific project and take the remaining amount as abeyance.

Dr. Carbone clarified that the entire surplus of \$504,195 would be given back to the City with the request for a carve-out to be used as soon as possible and that the carve-out would not exceed \$31,000.

Final Report of 21-22 Budget - cont'd

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

5. Update of 22-23 Budget

The August snapshot for the FY 23 year shows an available balance of \$39,613,922. Most of our fixed-cost utilities have been encumbered for the year at this point, while other areas such as Pupil Transportation, Professional Services, and Repair and Maintenance will be encumbered and expended as necessary throughout the year. Assigned Special Education Outplacements will continue to be processed as we execute new school year contracts with each vendor, and magnet tuitions will be processed with the receipt of invoices at the start of this new school year. This snapshot is still an early glimpse; once salaries and benefits have been fully encumbered, as well as annual tuitions, we will be able to share a more accurate snapshot.

6. Cafeteria Report

The Bristol Public Schools Summer Food Service Program continued to operate successfully in several locations offering summer options to students and young children at various locations across the community through the month of August, as well as the first few days of school. 5,974 breakfasts and 6,354 lunches, resulting in a Federal reimbursement of \$44,552.38. The café snapshot currently shows a positive FY 2023 balance of \$84,821 added to the carry-over balance, there is an available \$1,072,561. *Note:* It is important to recognize that these monthly snapshots may not include all expenditures to support the Food Service programs – for example, an invoice for a large food purchase may not be received until the month following the snapshot. It is a snapshot in time and as such we will see fluctuation throughout the months as invoices are received and paid.

7. Appropriation Transfers

There were no transfers over \$10,000 in August.

8. Special Education Report

Ms. Boisvert provided the Special Education Report in Dr. Culkin's absence. final Lynn As of September 1, 2022, 1,658 of 8065 Bristol students are identified as students requiring Special Education programming. This enrollment reflects 20.55% of the total BPS student population.

During the months of July and August 2022, 54 of the 440 newly registered students were identified as students with special education programming needs at the time of registration. Five (5) students newly enrolled in BPS during the summer for the 2022-23 school year were receiving their programs and services at out-of-district special education school programs at the time of enrollment.

Since the start of the school year on August 29, 2022, two (2) risk assessments have been conducted by BPS staff.

As of September 1, 2022, 122 of our 1,658 identified students require out-of-district placements at private special education school programs and 71 students require special education programming services at other public out-of-district schools including magnet

Special Education Report – cont'd

schools. During the months of July and August 2022, 12% of students newly enrolled to BPS were receiving special education services; 5 students attended ODPs at the time of their enrollment.

Questions and discussion followed regarding the hiring process for Special Services.

9. Bristol Eastern High School Football Team Gift


Ms. Boisvert presented the Bristol Eastern High School Football Team Gift. A BEHS football team alumni wishes to donate \$3,000 dollars to provide weekly team dinners for the BEHS football team. Commissioner Giantonio made a motion to approve the team gift and forward it to the full Board for approval.

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

Adjournment

With no other business before the committee, the meeting was adjourned. (6:41 p.m.)

Respectfully Submitted:



Susan Everett

Recording Secretary

Bristol Board of Education

DRAFT