

*The minutes presented within this document are a summary of the discussion that took place at the Finance Committee meeting. To view the meeting in its entirety and hear full reports please go to: [April 13, 2022, Recorded Meeting](#).  
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**BRISTOL BOARD OF EDUCATION  
REGULAR FINANCE COMMITTEE MEETING MINUTES  
Wednesday, April 13, 2022**

The regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, April 13, 2022, at 6:00 p.m. at the Bristol Board of Education Room 36 and via the Zoom meeting platform.

**PRESENT:** Commissioners: Dante Tagariello, Kristen Giantonio, Karen Vibert (virtual), **ALSO PRESENT:** Eric Carlson, Jennifer Dube, Christopher Wilson (virtual); Jill Browne and Dr. Catherine Carbone

**1. Call to Order**

Commissioner Tagariello called the meeting to order at 6:00 p.m. Attendees stood for the Pledge of Allegiance.

Reading of the meeting norms was waived by Commissioner Tagariello as they appeared in the meeting packet.

**2. Approval of Minutes: March 9, 2022 – Regular Finance Committee Minutes**

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

**3. Public Comment**

No members of the public wished to address the board.

**4. Update of 21-22 Budget**

Mrs. Browne presented the 21-22 Budget Update. Mrs. Browne reported that the March 31 snapshot for FY22 shows an available balance of \$130,466, and marks the end of Q3 in our fiscal year. As we progress through the final quarter of the fiscal year, there will be an influx of revenue and returned monies to the General Fund as we begin the process of closing purchase orders with remaining fund balances. As discussed last month, purchase order closures and expenditure adjustments will bring the General Control and Maintenance of Plant budget characters closer to within budget. In Transportation, we are processing \$140K in adjustments for bus routes that did not run due to a lack of drivers; and we are monitoring the fuel consumption for buses, which is currently running over budget by \$115K. Our main area of focus continues to be Special Education. Though the end of March snapshot shows an overage of \$820K in Special Education, we are currently processing approximately \$609K in purchase order adjustments. Once complete, the balance will be closer to the budget. We will continue to scrutinize monthly as we approach year-end, and process adjustments accordingly. Another area in which we expect to be over budget is our substitute coverage line. We have increased our purchase order for teacher subs by \$550K which should get us through the end of the year. This line is already exceeded budget by \$92K as we end Q3. This

## **Update of 21-22 Budget – cont'd**

purchase order increase will come out of the Instruction budget character, in which we are currently \$1.5M below budget. With regard to revenue, we have posted the first installment of the Special Education Excess Cost Grant and updated all revenue streams through March 31<sup>st</sup>. Traditionally, the second and final Excess Cost installment arrives at the end of May, while Medicaid reimbursements continue through July. We hope to see this number move much closer to anticipated amounts as well.

Commissioner Giantonio inquired about the district's ability to fill certified teaching positions or certified special education positions for next year.

Commissioner Tagariello inquired about the amount of excess cost the district should expect and posed a question regarding the frequency of identifying outplaced students.

Commissioner Wilson provided an update on his testimony at the state legislature regarding increasing excess cost.

### **5. Cafeteria Report**

Mrs. Browne provided the Cafeteria Report. The Cafeteria program is successfully operating with a snapshot balance of \$828,456 as of the end of March. Throughout the month, we served a total of 51,349 breakfasts and 119,599 lunches. These numbers sum to 170,948 meals served to our students during the month of March. This is the highest meal count in the history of the program. Our participation is holding steady, exceeding our 70% daily lunch goal; and breakfast participation was at 33% for the month. We have received \$35,864 in reimbursement amounts to date from the Connecticut State Department of Education. New meal options were offered during the month of March. There continues to be a supply challenge, especially anything that is prepared.

Commissioner Tagariello inquired whether the district was looking at purchase orders to see what the pricing is.

### **6. Appropriations Transfers**

Mrs. Browne presented the March Appropriation Transfers. Funds from each school site in software totaling \$37,381 were moved to DW software to renew our Microsoft license. \$16,000 was moved from Security, Repairs, and Maintenance to Security, Equipment to purchase security cameras for the fields at BCHS and BEHS.

### **7. Special Education Report**

Mrs. Browne read the Special Education Report for the month of March in the absence of Dr. Culkin. As of April 13, 2022, 1,703 of the 8,074 Bristol students are identified as students requiring Special Education programming. This enrollment reflects 21.09% of the total Bristol Public school population. During the month of March, five (5) of the 41 newly registered students were identified as students with special needs at the time of registration. Also, during the month of March, no

### **Special Education Report – cont'd**

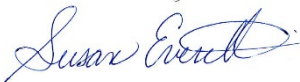
students newly enrolled in Bristol Public Schools were receiving their programs and services through an out-of-district special education school program at the time of enrollment. As of April 1, 2022, 122 of our 1,703 identified students require out-of-district placements at special education school programs and 71 students require special education programming services at other public out-of-district schools such as magnet schools. These numbers reflect no change in the number of students attending private out-of-district program placement and no change in the number of students attending and receiving special education services in a public school placement as compared to overall out-of-district placements the previous month. If any commissioners had questions regarding the report, Mrs. Browne would be happy to share them with Dr. Culkin.

Dr. Carbone shared information with the committee regarding risk assessments, and how they are reported in the district. Discussion followed regarding data collection, patterns of incidences in certain schools, and age bands affecting the number of assessments.

### **8. Adjournment**

With no other business before the committee, the committee meeting was adjourned. (6:28 p.m.)

Respectfully Submitted:



Susan Everett

Executive Assistant to the Board of Education