

*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 following link: [June 14, 2023 Meeting Recording](#)*



**BRISTOL BOARD OF EDUCATION  
REGULAR FINANCE COMMITTEE MEETING MINUTES  
Wednesday, June 14, 2023**

The regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, June 14, 2023, at 6:00 p.m. in the Auditorium of the Bristol Board of Education located at 129 Church Street in Bristol and via the Zoom meeting platform.

**PRESENT:** Commissioners: Dante Tagariello, Kristen Giantonio, Maria Simmons, and  
**ALSO PRESENT:** Lynn Boisvert, Dr. Catherine Carbone, Dr. Michael Dietter, Amy Martino, Ken Bagley and Melanie Vetrano

**EXCUSED:** Commissioner: Russell Anderson

**Call to Order:**

Commissioner Tagariello called the meeting to order at 6:00 p.m.

**Approval of Minutes: May 17, 2023 – Regular Finance Committee Minutes**

**Motion Passed:** with a motion by Kristen Giantonio and a second by Maria Simmons.

**Public Comment**

Dr. Carbone provided the Public Comment procedures. Commissioner Tagariello opened public comment to anyone online. No one online wished to address the committee.

An email was received from Russell Anderson – 93 Wolcott Road - Addressed the committee regarding gate fees. Commissioner Tagariello read the written public comment in the record.

Present in the audience, Shelby Pons – 143 Larkspur Lane - Addressed the committee regarding gate fees.

**Update of 22-23 Budget**

Mrs. Boisvert provided the 22-23 Budget Update. Mrs. Boisvert reported that The May snapshot for FY23 shows an available balance of (-\$2,415,701). As we progress through the end of this fiscal year, we anticipate an influx of revenues and will return monies to the General Fund. As discussed in the prior months, Purchase Order closures and

### **Update of 22-23 Budget – cont’d**

expenditure adjustments will continue. As of June 13, we have 518 open purchase orders; totaling \$5,937,388.55. Most open purchase orders are from the Special Education, Transportation, and Maintenance Departments, and we are awaiting May and June invoices. Expenditure adjustments to various grant sources and PO closures will still be processed through year-end. Mrs. Boisvert anticipates bringing the Maintenance of Plant budget character closer to within budget. In the Operation of Plant and Transportation budget characters, we continue to monitor the fuel and energy consumption, which is currently running over budget by \$419K and \$234k, respectively. We expect continued movement for the remainder of the fiscal year and we will do our best to forecast a year-end amount in the coming weeks.

Questions followed regarding receiving a copy of the written budget narrative and is the district in receipt of ECS funds. Mrs. Boisvert will email commissioners a copy of the budget narrative following this evening’s meeting, and the district has received ECS funds and they have been applied.

### **Cafeteria Report**

Mrs. Boisvert provided the Cafeteria Report. The Cafeteria program is successfully operating with a snapshot balance of \$1,063, 947 dollars as of the end of the month. As our student participation rate continues to exceed our goals. We have a 73% participation rate for lunch and 32% for breakfast.

### **Appropriations & Transfers**

Mrs. Boisvert reported that there were no Appropriations & Transfers to report.

### **Special Education Report**

Amy Martino presented the Special Education Report. As of June 1, 2023, 1,822 of the 8,207 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.2% of the total BPS student population. As of June 1, 2023, 117 students with disabilities require out-of-district placements at private special education school programs. There are 80 students requiring special education programming services at other public out-of-district schools, such as magnet schools. During the month of May 2023, 17% of newly registered students were identified as students with special education programming needs at the time of registration. None of the newly enrolled students received their programs and services at out-of-district special education school programs at the time of enrollment. During the month of May, there were (74) 211 and (13) 911 calls.

A question followed regarding the large enrollment shift from May 2022 to May 2023.

### **Discussion on Student Activity Account Reporting and Addition of New Accounts**

This item is a continuation of last month's meeting. Mrs. Boisvert shared that going forward Student Activity and the Gate Fee Accounts will be reviewed with the Board of Finance quarterly. Beginning with the July 2023 meeting and then on October 1, January 1, and April 1, and so on after that. Dr. Carbone stated that this item is a follow-up of a request based on a review of the policy that highlighted that the Administration needs to present to the Finance Committee an accounting of the Student Activities accounts, this will be presented by BC Student Activities in totality, BE in totality and Chippens Hill in totality.

Lengthy discussion followed regarding account carryover amounts and clarification of amounts, funding impacts to Co-op programs due to activity fees i.e. hockey program, gate fee examination, budgeting of gate fee funds, policy changes regarding gate fees, recent BoE budget cuts, barriers to access, restoring programs previously cut, and contingency budgeting for the district. Commissioner Tagariello spoke to the comments that were made this evening and closed the discussion as it had progressed to a policy discussion which was not posted for discussion this evening.

### **Notice of Receipt of Grants FY24**

Mrs. Boisvert provided a Notice of Receipt of Grants for FY24. The district received the following grants:

PEGPETIA Grant - \$91,000 - BEHS/BCHS Auditorium Upgrades

- Laser projector
- Touch panel controller
- Digital Mixing Console with 16 professional-quality microphone preamps
- Audix dual wireless microphone system and Speakers
- Bluetooth Audio Receiver

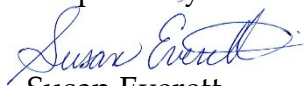
Project Lead the Way (PLTW) grant - \$14,000 - Computer science fees and registrations

Questions and discussion followed regarding the placement and usage of new equipment, the status of Performing Arts Grants, the list of current grants, and the impact of SB1 that recently passed.

### **Adjournment**

With no other business before the committee, the meeting was adjourned. (6:56 p.m.)

Respectfully Submitted:



Susan Everett

Recording Secretary

Bristol Board of Education