



**BRISTOL BOARD OF EDUCATION
REGULAR FINANCE COMMITTEE MEETING MINUTES**

Wednesday, December 14, 2022

The regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, December 14, 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 and Russell Anderson (Virtual)

EXCUSED: Kristen Giantonio and Karen Vibert

ALSO PRESENT: Lynn Boisvert, Dr. Catherine Carbone, Dr. Kim Culkin, Dr. Michael Dietter, Jennifer Dube, Craig Kazemekas, Gus Jacobson, Jaymie Bianca and Kristina DeNegre

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: November 9, 2022 – Regular Finance Committee Minutes

Approval of November 9, 2022, Regular Meeting Minutes will be held over to next month, as Commissioners present at the November meeting were not in attendance at this evening's meeting.

3. Public Comment

No members of the public submitted comments and no members were present to address the committee.

4. Update of 22-23 Budget

Mrs. Boisvert provided the 22-23 Budget Update. The November snapshot for FY23 shows an available balance of \$1,230,350. Mrs. Boisvert shared that while most current student public and private tuition and transportation have been encumbered, we still await invoicing from some magnet school providers. Special Education costs require continuous monitoring and reconciliation as expenses tend to be volatile and unpredictable. Mrs. Boisvert will continue to monitor expenditures across all departments. Transportation costs are up (as anticipated), but we will be taking credits for diesel fuel usage in December and Mrs. Boisvert will continue to monitor and report to the committee.

5. Cafeteria Report – Food Service

The Cafeteria program is successfully operating with a snapshot balance of \$1,273,561 as of the end of the month. We served 43,061 breakfasts and 94,575 lunches in November. Questions followed regarding the fresh fruits and vegetable program.

6. Appropriation Transfers (exceeding \$10K)

Mrs. Boisvert presented the Appropriation Transfers for the month of November:

\$27,000 From Secretary Salaries – General to Central Admin Salaries – General

\$76,856 From AV Tech Salaries to Computer Tech Salaries

\$54,801 From AV Secretary to Computer Tech Secretary

\$25,000 From Intern/Tutor Salaries Special Education to Prof Services Other Special Education

\$9,434.22 From Instructional Supplies Special Education to Software Licenses Tech Special Education

Mrs. Boisvert is in the process of cleaning up and transferring funds to the proper lines.

7. Special Education Report

Dr. Culkin provided the monthly Special Services report. As of December 14, 2022, 1,700 of 8,120 Bristol students are identified as students requiring Special Education programming. This enrollment reflects 20.94% of the total BPS student population. During November 2022, 13.64% of newly registered students were identified as students with special education programming needs at the time of registration. No students newly enrolled in BPS during November 2022 were receiving their programs and services at out-of-district special education school programs at the time of enrollment.

During November 2022, 46 risk assessments were conducted by BPS staff. As of December 1, 2022, 118 of our 1,700 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 schools.

8. Bid Waiver Requests

Mrs. Boisvert presented two bid waiver requests, After-School Feeding Program and USAC Emergency Connectivity Fund Grant Round III. The After-School Feeding Program is part of the 21st Century Grant which provides meals for students in afterschool programs at South Side, Ivy Drive, and Hubbell Schools; the total cost is \$40,000 for this program. The USAC Emergency Connectivity Fund Grant Round III covers purchases made through a third-party vendor (E-Rate). The total award of \$825,000 for student Chromebooks. Each item is valued at less than \$400. If approved, the waivers will be brought to the full board at the January meeting.

Approval of Bid Waiver for the After-School Feeding Program

Motion Passed: with a motion by Russell Anderson and a second by Dante Tagariello.

Approval of Bid Waiver for the USAC Emergency Connectivity Fund Grant Round III

Motion Passed: with a motion by Russell Anderson and a second by Dante Tagariello.

9. Student Activities/Gate Fees

A motion was made to postpone the discussion of student activities and gate fees. The commissioner that asked for the item to be on the agenda was not in attendance.

Postpone Discussion of Student Activities/Gate Fees

Motion Passed: with a motion by Russell Anderson and a second by Dante Tagariello.

10. 2023 Committee Meeting Dates

Commissioners were provided a draft of committee meeting dates for 2023. The committee will continue to meet on the second Wednesday of the month at 6:00 p.m. Commissioner Tagariello asked that the May 10 meeting be moved to the third Wednesday of the month to May 17 as he has a scheduling conflict. All other dates on the calendar were approved.

Approval of the 2023 Committee Meeting Dates with May date (5/10 to 5/17) Revision

Motion Passed: with a motion by Russell Anderson and a second by Dante Tagariello.

11. Adjournment

With no other business before the committee, the meeting was adjourned. (6:12 p.m.)

Respectfully Submitted:



Susan Everett

Recording Secretary

DRAFT