

**BRISTOL BOARD OF EDUCATION
FINANCE COMMITTEE MEETING MINUTES
Wednesday, January 13, 2021**

The regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, January 13, 2021, at 6:30 p.m. via the zoom meeting platform.

PRESENT: Commissioners: Karen Vibert, John Sklenka, Allison Wadowski, Jen Dube (6:34 p.m.) and Christopher Wilson **ALSO PRESENT:** Jill Browne, Dr. Catherine Carbone, Kim Culkin, Dr. Michael Dietter, and Amy Martino

EXCUSED: Commissioner Kristen Giantonio

Call to Order:

Commissioner Vibert called the meeting to order at: 6:30 p.m. Meeting norms were read by Commissioner Vibert.

1. Approval of Minutes:

December 9, 2020 – Special Meeting Minutes

On a motion by A. Wadowski; seconded by K. Vibert the **December 9, 2020 – Special Meeting Minutes** were **APPROVED** as written.

2. Update of 20-21 Budget

Mrs. Browne presented the 20-21 Budget Update. This month's report is taken from the December 31st snapshot in the 2020-21 fiscal year, in which the operational budget shows an available balance of \$3,904,383 and marks the end of the second quarter. Overall, we are continuing to move through the year as expected. Our current budget outlook is healthy as we are running below budgeted amounts in all areas of the budget, with the exception of magnet school tuitions where we are slightly over-budget with a current balance of -27,863. As a precautionary measure, we have issued a spending freeze at this time to all departments. The only approved expenditures for Quarter 3 will be for materials that directly support the curriculum, individual education plans, or required repairs and maintenance. We will begin to update our revenue amounts monthly beginning in January 2021.

The CSDE has indicated that another round of COVID Relief Funding is on the way for school districts. We received an email announcement on January 12th stating that "Connecticut will be receiving \$492,426,458 in ESSER II funding pursuant to section 313 of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021 (Public Law 116-260). The state may reserve up to 10% of these funds with the balance being distributed to districts". The state indicated that we would have further information at the end of this week regarding district allocations and confirming the eligible uses for these funds.

As a reminder, we look forward to presenting the Superintendent's Recommended Budget to the Board members on Tuesday, January 19th, (Snow date Thursday, 1/21, Budget Workshop #1 and Tuesday, January 26th (Snow date Thursday, 1/28), Budget Workshop #2. Questions followed

Update of 20-21 Budget – con't

regarding receiving budget workshop information prior to the meeting and meeting format. The workshops will be held virtually.

3. Cafeteria Report

At this time, the cafeteria fund is running a deficit of \$149,477. This total includes reimbursement from the City Covid Relief Fund of \$42,725, and follows a second volatile month with several pockets of school closures. Mrs. Browne shared a comparison chart representing monthly federal reimbursements, comparing FY2020 to FY2021. Also, we have reached out to our State Representative to inquire about the state matching funds that we receive via the Healthy Snack program. Last year at this time we had received \$53,700. We are told the funding will be forwarded later this month; this will significantly improve our YTD snapshot.

To assist our families that are learning on a remote platform, we have partnered with First Student to deliver meals to the community. During the week of December 28th, we served 1,066 meals to Bristol families. These are reimbursable meals through the extended Seamless Summer Option (SSO) of the Child Nutrition Program, so not only were we able to help families in the community, we were able to mitigate the deficit amount. At this time, we are running a \$149,477 deficit. As of the December 31 snapshot. This is the second volatile month.

4. Appropriations Transfers:

Mrs. Browne presented the appropriation transfers for December:

- \$98 moved from Office Supplies to Memberships at BCHS for the National Honor Society membership
- \$2,916 moved from Software/Licenses in Elementary Schools to purchase e-books for the K-5 Library Media Centers
- \$300 moved from CHMS Comp/Media Supplies to CHMS Office Supplies
- \$517 at NEMS and \$483 at CHMS moved from Lib Books/Mag Subscriptions to Instructional

5. Special Education Report:

Kim Culkin, Special Education Director presented the Special Education Report. As of January 4, 2021, there were 1,731 students identified out of the total enrollment of 8,080; that represents a 21.42% identification rate. As of June 1, 2020, our identification rate was 21.17%. Of all newly enrolled students during the month of December 2020, 7.14 % of students were eligible for special education services at the time of registration. Since April 2020 four (4) students came to Bristol already identified and requiring out of district placements. Currently, we have 117 students in Out-of-District – Private and 74 students in Out-of-District – Public (Magnet).

6. Finance Committee Meeting 2021 Calendar

Commissioners were provided a draft of the 2021 Finance Committee Meeting calendar. Of note, meetings marked with the asterik will begin at 6:00 p.m. rather than 6:30 p.m. due to a conflict with Board of Education meeting.

On a motion by J. Sklenka; seconded by A. Wadowsk the **2021 Finance Committee Meeting calendar** was **APPROVED** following discussion and a correction of the June 7, 2021 meeting date to a June 9, 2021 meeting date.

7. Public Comment

Commissioner Wilson – Asked for an explanation of Line Item 58 – Other/Miscellaneous/Anticipated Revenue of the budget snap shot on. Mrs. Brown explained what revenue is found in this line.

Commissioner Sklenka – Asked if we have received revenue from the soccer fields. We did not receive revenue as the fields were not available for rental due to COVID-19.

Commissioner Vibert reminded everyone of the Budget Workshop next Tuesday, January 19, 2021, at 6:30 p.m.

8. Adjournment

With no other business before the committee, the meeting was adjourned. (6:58 p.m.)

Respectfully Submitted:

Susan Everett

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Executive Assistant to the Board of Education