

The minutes presented within this document are a summary of the discussion that took place at the Finance & Operations Committee Meeting. To view the meeting in its entirety and hear full reports please click the following link: [November 13, 2024 Meeting Recording](#).



**BRISTOL BOARD OF EDUCATION
REGULAR FINANCE/OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, November 13, 2024**

The regular meeting of the Bristol Board of Education Finance and Operations Committee was held on Wednesday, November 13, 2024, at 6:00 p.m. in the auditorium of the Bristol Board of Education and via the Zoom meeting platform.

PRESENT: Commissioners: Russell Anderson, Eric Carlson and Dante Tagariello (virtual)

ALSO PRESENT: Maria Simmons (virtual); Lynn Boisvert, Amy Martino, Iris White, Jodi Bond, Peter Fusco, and Melanie Vetrano (virtual)

1. Call to Order and Pledge of Allegiance:

Commissioner Carlson called the meeting to order at 6:01 p.m. and attendees stood for the Pledge of Allegiance.

2. Approval of Minutes:

October 9, 2024 – Regular Finance & Operations Committee Meeting Minutes

On motion a made by Dante Tagariello and a second by Russell Anderson.

The Finance and Operations Committee voted to approve the October 9, 2024, Regular Meeting minutes as written.

3. Public Comment:

No members of the public wished to address the committee.

4. 2025 Budget Update through 10/10/24

Mrs. Boisvert presented the 2025 Budget Update through 10/10/24. On Oct 31, 2024, our FY 2025 balance was \$11,564,602. Our Transportation and Pupil Personnel Services characters are the most significant areas of concern at this time. The transportation budget is currently over budget by (\$350,872) due to increases in contractual obligations, and Pupil Services is over budget by (\$4,641,739) at the end of October. We continue with a budget freeze and only allow purchases directly supporting the curriculum, needed paper products, emergency repairs, and grant or student activity purchases. Mrs. Boisvert will closely monitor FY 2025 costs and continue to inform you of all areas of concern in the following months.

A question and discussion followed regarding whether the change in the bus schedule has yielded the expected savings.

5. Cafeteria Report

Mrs. Boisvert provided the Cafeteria Report. The snapshot balance shows a surplus, currently at \$811,206 as of the end of October. We served our scholars 52,886 breakfasts, 110,873 lunches, and 480 after-school snacks. Mrs. Boisvert noted that audit adjustments were made that changed the YTD income and expense totals, as is done annually.

Questions and discussion followed regarding the farm-to-table grant.

6. Appropriation Transfers over \$10,000

There were no appropriations transfers over \$10,000 to report.

7. Pupil Personnel Services Report

Amy Martino presented the monthly Pupil Personnel Services Report. As of November 1, 2024, 1,780 of the 8,043 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.13% of the total BPS student population. As of November 1, 115 students with disabilities required out-of-district placements at private special education school programs. There are 81 students requiring special education programming services at other public out-of-district schools, including magnet schools. During the month of October 25% of newly registered students were identified as students with special education programming needs at the time of registration, 2 of which received their programming and services at an out-of-district special education school program. During the month of October, there were (46) 211 calls and (9) 911 call.

Questions and discussion followed regarding the special education fund increases and why; requesting state funding to meet the unexpected needs, an increase in special education student enrollment, and where the students are coming from.

Next month's report will have information regarding the increases in a chart/graph format.

8. Student Activity Account and Athletic Account Update

Jodi Bond provided the Student Activity Account Monthly Report.

The BCHS Student Activity Fund began the year with \$141,747.38. In October, it had \$22,510.04 in expenditures and \$40,595.76 in Revenues, leaving a month-end balance of \$159,833.10.

Bristol Central Athletics began this year with a balance of \$35,762.29. A total of \$568.58 in expenses and \$2,436.00 in revenues left a balance of \$37,629.71.

The BEHS Student Activity Fund began the year with \$147,111.89. In October, there were \$18,548.67 in expenditures and \$40,680.29 in Revenues, leaving a month-end balance of \$169,243.51.

Bristol Eastern Athletics began this year with a \$2,383.04 balance. A total of \$1,604.68 in expenses and \$3,033.00 in revenues left a balance of \$3,811.36.

9. Finance & Operations Committee Acting Building Committee

9.1. ESSER/ARP Funds

Peter Fusco reported that the remaining fire alarm projects are moving along. They continue to conduct site visits and are having bi-weekly meetings. The contractor is still working on the other fire alarm projects at Edgewood, Hubbell, and Bristol Eastern. Edgewood and Hubbell are approximately 95% complete. There were additional devices identified at Eastern and we are waiting for them to arrive. The boilers for Eastern were delivered last week and installation has begun. The window film project at Chippens Hill is complete.

10. Old Business

There was no Old Business to come before the committee.

11. New Business

There was no New Business to come before the committee.

12. Adjournment

There being no other business before the committee, the Finance and Operations Committee meeting should be adjourned. (6:19 p.m.)

Respectfully Submitted:



Susan Everett
Recording Secretary
Bristol Board of Education

DRAFT