



**BRISTOL BOARD OF EDUCATION  
REGULAR FINANCE COMMITTEE MEETING MINUTES  
Wednesday, December 13, 2023**

The regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, December 13, 2023, at 6:00 p.m. in Room 36 of the Bristol Board of Education located at 129 Church Street in Bristol and via the Zoom meeting platform.

**PRESENT:** Commissioners: Kristen Giantonio, Eric Carlson, and Shelby Pons (Virtual)

**ALSO PRESENT:** Commissioner Jennifer Van Gorder (Virtual); Lynn Boisvert, Dr. Catherine Carbone (virtual), Dr. Michael Dietter and Amy Martino

**EXCUSED:** Commissioner Dante Tagariello

**1. Call to Order:**

Commissioner Eric Carlson called the meeting to order at 6:01 p.m.

**2. Approval of Minutes: August 16, 2023 – Regular Finance Committee Minutes**

Approval of the August 16, 2023 – Regular Finance Committee Minutes was tabled to next month's meeting, as commissioners present this evening were not present at the meeting requiring approval.

**Approval of Minutes: November 8, 2023 – Regular Finance Committee Minutes**

On a motion by Kristen Giantonio and a second by Eric Carlson the November 8, 2023, Regular Finance Committee Minutes were approved as written.

**3. Public Comment**

No members of the public wished to address the committee.

**4. Update of 23-24 Budget**

Mrs. Boisvert provided the 23-24 Budget Update. The November snapshot shows an available balance of \$19,029,437. We remain on a budget freeze, with most items currently encumbered. We are closely monitoring the special education and transportation lines.

**5. Cafeteria Report**

Mrs. Boisvert provided the Cafeteria Report. The FY 2023 column has been updated to reflect audit adjustments. In November, we served 46,195 breakfasts and 99,003 lunches. The café snapshot on

### **5. Cafeteria Report – cont'd**

November 30, 2023, shows a balance of \$(57,774) added to the carry-over balance of \$919,409, giving us a reserve of \$861,635 to put back into the program.

### **6. Appropriations Transfers**

Mrs. Boisvert reported that there were no budget transfers over \$10,000 in November.

### **7. Special Education Update**

Amy Martino presented the monthly Special Education Report. As of December 1, 2023, 1,795 of the 8085 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.20% of the total BPS student population. As of December 1st, 121 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, including magnet schools. During the month of November 2023, 21% of newly registered students were identified as students with special education programming needs at the time of registration. One of the newly enrolled students received their programs and services at out-of-district special education school programs during the month of November. During the month of November, there were thirty-seven, 211 and twelve 911 calls.

### **8. Finance Committee Meeting Dates 2024**

Commissioners were provided the 2024 Finance Committee Meeting Dates. The meeting dates were reviewed and approved.

Questions followed regarding why committee dates were being approved, if the committee name is changing.

### **9. Bid Waiver Request – TinaRose Request**

Bristol Public Schools has received a Fresh Fruits and Vegetable Program Grant from the State, which is a special program that is 100% grant-funded. This program is designed to encourage healthy eating patterns and introduce exciting and new healthy food items to help fight childhood obesity. As you may recall from last year, there are few viable resources for this vital program. As fresh produce is a highly volatile market, we cannot get long-term quotes on it. TinaRose Produce has met our specific needs for these fresh fruit items. We are requesting to bring a bid waiver for Tina Rose Produce to the BoE.

### **10. Adjournment**

With no other business before the committee, the meeting was adjourned. (6:10 p.m.)

Respectfully Submitted:



Susan Everett

Recording Secretary

Bristol Board of Education