



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

**Wednesday, November 9, 2022**

The regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, November 9, 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 (Virtual), Kristen Giantonio, and Karen Vibert (Virtual)

**ALSO PRESENT:** Lynn Boisvert, Dr. Catherine Carbone, Dr. Kim Culkin, and Eric Carlson

**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: September 7, 2022 – Regular Finance Committee Minutes**

**Motion Passed:** with a motion by Karen Vibert and a second by Kristen Giantonio.

**Approval of Minutes: October 12, 2022 – Regular Finance Committee Minutes**

**Motion Passed:** with a motion by Karen Vibert and a second by Dante Tagariello.  
Commissioner Giantonio Abstained.

**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 October snapshot for FY23. shows an available balance of \$6,359,933. Most of the fixed costs have been encumbered for the year. In contrast, other areas such as tuition, FICA, services/supplies, and Repair and Maintenance will be encumbered and expended as necessary throughout the year. While most of our current students' public and private tuition and transportation expenses have been encumbered, we will continue to have funding available to address any new placements. This area requires continuous monitoring and reconciliation as expenses tend to be volatile and unpredictable. We will spend down funding lines as needed for magnet school tuition, sub coverage, facility maintenance & repairs, general supplies, and FICA. We will continuously monitor expenditures across all departments. Transportation costs are trending up (as anticipated), and Mrs. Boisvert will continue closely monitoring and reporting the status to the committee.

## 5. Cafeteria Report

The Cafeteria program is successfully operating with a snapshot balance of \$1,136,721 as of the end of the month. We served 47,195 breakfasts and 100,019 lunches in October.

## 6. Appropriation Transfers (exceeding \$10K)

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

Transfer of \$19,645 from:

- Maintenance Supplies Plant DW

To: Equipment - Maintenance

To cover the cost of Security Cameras at BC and BE Sports fields.

Transfer of \$10,093.85 from:

- Lib Books/Magazines \$500
- Field Trips \$700
- Student Recognition SA \$751
- Memberships Staff \$350
- Instructional Supplies SA \$2,437.85
- Prof Ed Services - Inst \$5,355

To: Instructional Supplies - Inst \$10,093.85

For the enhancement of classroom learning spaces

## 7. Special Education Report

Dr. Culkin provided the monthly Special Services report. As of November 1, 2022, 1,684 of 8,098 Bristol students are identified as students requiring Special Education programming. This enrollment reflects 20.79% of the total BPS student population. During the month of October 2022, 14.6% 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 the month of October 2022 were receiving their programs and services at out-of-district special education school programs at the time of enrollment. During the month of October 2022, 29 risk assessments have been conducted by BPS staff, and 10 calls were made to 911. As of November 1, 2022, 120 of our 1,684 identified students require out-of-district placements at private special education school programs and 69 students require special education programming services at other public out-of-district schools including magnet schools.

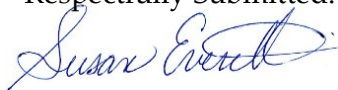
Commissioner Vibert suggested holding committee meetings virtually now that the time change has occurred so that the staff can get home earlier.

Mrs. Boisvert reminded commissioners of the upcoming Budget Workshops that will be held on January 17, 2023, from 6:00 p.m. - 8:00 p.m. for a discussion of the General Fund and January 24, 2023, from 6:00 p.m. - 8:00 p.m. for a discussion of Grants.

## 8. Adjournment

With no other business before the committee, the meeting was adjourned. (6:09 p.m.)

Respectfully Submitted:



Susan Everett

Recording Secretary