



**BRISTOL BOARD OF EDUCATION  
REGULAR FINANCE COMMITTEE MEETING MINUTES  
Wednesday, April 12, 2023**

The regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, April 12, 2023, at 6:00 p.m. via the Zoom meeting platform.

**PRESENT:** Commissioners: Dante Tagariello, Kristen Giantonio, Maria Simmons, **ALSO PRESENT:** Lynn Boisvert, Dr. Catherine Carbone, Dr. Michael Dietter, Jennifer Dube, Amy Martino, and Shelby Pons.

**1. Call to Order:**

Commissioner Tagariello called the meeting to order at 6:02 p.m. and asked attendees to stand for the Pledge of Allegiance.

**2. Approval of Minutes: March 8, 2023 – Regular Finance Committee Minutes**

**Motion Passed:** with a motion by Kristen Giantonio and a second by Dante Tagariello.

**3. Public Comment**

No members of the public wished to address the Board.

**4. Update of 22-23 Budget**

Mrs. Boisvert provided the 22-23 Budget Update. The March snapshot for FY23 shows an available balance of -\$4,080,819. This is due to special education, utilities, and transportation expenses. We are closing all non-essential purchase orders and continue to identify areas where we can reduce encumbrances. We will continue with a budget freeze and monitor expenditures across all departments, and we await the second installment of ECS from the SDE in May.

**5. Recommended 2023-2024 Budget Adjustments**

Mrs. Boisvert presented the Recommended 2023-2024 Budget Adjustments to the committee. The city has asked for an overall reduction of one million dollars from the Recommended FY24 BOE Budget. The Central Office Team has reviewed the budget is making the following recommendations:

## **5. Recommended 2023-2024 Budget Adjustments**

\$500,000 Insurance Reserve Fund  
\$38,644 Additional Benefits from grant funds  
\$228,096 Retirements/Resignations Cert and Non-Cert Staff  
\$50,000 Regular Pupil Transportation  
\$30,000 Band Uniforms  
\$25,000 Maintenance Repairs from GF to Foodservice.  
\$50,000 increase in Excess Cost Revenues

Questions followed regarding band uniforms, esports, unified sports, and transportation. Commissioner Tagariello felt that looking at the adjustments was fine, but he was not comfortable going any further at this time.

**Motion:** Based on budget reductions presented on 4.12.2023, the Finance Committee recommends the approval of the adjusted FY24 BoE Recommended Budget to \$127,067,260.

**Motion Passed:** with a motion by Kristen Giantonio and a second by Dante Tagariello.

## **6. Cafeteria Report**

Mrs. Boisvert provided the Cafeteria Report. The Cafeteria program is successfully operating with a snapshot balance of \$1 million 104 thousand 976 dollars as of the end of the month. We served 53,933 breakfasts and 119,873 lunches in March.

## **7. Appropriation Transfers (exceeding \$10K)**

Mrs. Boisvert provided the Appropriations & Transfers report. \$184,394.09 transferred from salary lines to purchased professional services to cover outsourced service providers when unable to hire staff.

## **8. Special Education Report**

Amy Martino presented the Special Education Report. April 1, 2023, 1,789 of the 8,226 enrolled Bristol students are identified as students requiring Special Education programming. This enrollment reflects 21.75% of the total BPS student population. As of March 2023, 114 of our students with disabilities require out-of-district placements at private special education school programs. There is a total of 78 students requiring special education programming services at other public out-of-district schools, including magnet schools. During the month of March 2023, 8.3% of newly registered students were identified as students with special education programming needs at the time of registration. 3 students enrolled in BPS during the month of March 2023 received their programs and services at out-of-district

**8. Special Education Report – cont'd**

special education school programs at the time of enrollment. During the month of March, there were twelve 211 and five 911 calls.

**9. Bid Waiver Request – Tinarose Produce, LLC**

Mrs. Boisvert presented the Bid Waiver Request for Tinarose Produce, LLC. TinaRose provides 100% of the portion-controlled fruits and vegetables for the Fresh Fruits and Vegetables Grant in addition to filling in whenever our contracted provider shorts us or does not have the fresh produce we need for the National School Lunch Program. The total of the two puts us over the Federal USDA purchasing limits. Purchasing Agent Roger Rousseau has bid twice but received no takers. Thus, we seek a bid waiver to cover the BoE and the City.

**Motion:** That the Finance Committee approve the Bid Waiver Request for Tinarose Produce, LLC, and forward it to the full Board for approval.

**Motion Passed:** with a motion by Kristen Giantonio and a second by Maria Simmons.

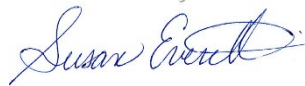
**10. Gate Fees**

The committee discussed Gate Fees and Student activity fees. Questions were submitted to the administration and each question was addressed. The discussion included accounting, usage, and transparency.

**11. Adjournment**

With no other business before the committee, the meeting was adjourned. (7:11 p.m.)

Respectfully Submitted:



Susan Everett  
Recording Secretary  
Bristol Board of Education