

**BRISTOL BOARD OF EDUCATION
REGULAR FINANCE COMMITTEE MEETING MINUTES
Wednesday, October 14, 2020 – 6:30 P.M.**

The Regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, October 14, 2020, at 6:30 p.m. via the WebEx meeting platform.

PRESENT: Commissioners: Karen Vibert, Kristen Giantonio, Allison Wadowski (virtual), Christopher Wilson (virtual), and Jen Dube (virtual)

ALSO PRESENT: Jill Browne, Dr. Catherine Carbone, Kimberly Culkin, Dr. Michael Dietter and John Smith

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:

September 2, 2020 – Regular Finance Committee Meeting Minutes (with the correction to Kristen Giantonio's name)

Motion Passed: with a motion by Karen Giantonio and seconded by Allison Wadowski

2. Update of 20-21 Budget

Mrs. Browne provided the 20-21 Budget update. This month's report is taken from a September 30th snapshot in the 2020-21 fiscal year. The operational budget shows an available balance of \$32,021,378. All regular salaries have now been encumbered for the year, which accounts for the large shift in available balance from last month's snapshot. The next large shift will occur when the encumbrance of health insurance takes place, within the next month for approximately \$16.2M. Mrs. Browne called attention to the General Control Character summary. There are adjustments for both certified and non-certified salaries, these adjustments were taken in two lump payments and they reflect the agreed upon furlough day as a whole; while we see an adjustment here, we will see available balances throughout various characters of the g/f at year-end. In the Special Education Character, it is evident that most outplacement tuitions have been encumbered for the school year. We will continue to meet regularly with the Director of Student Services and her staff to monitor our special education tuition costs.

2021-22 Budget Development - The budget development process for the 2021-22 school year has officially begun. Principals and Department Heads received their budgeting instructions last week. The administration will build the budget over the next three months with school leaders and Bristol community partners.

Please mark your calendars with the following tentative dates for Budget Workshops:

Budget Workshop #1, Tuesday, January 19th, (Snow date Thursday, January 21st);

Budget Workshop #2, Tuesday, January 26th, (Snow date Thursday, January 28th).

3. Cafeteria Report

Mrs. Browne presented the Cafeteria Report. The Bristol Public Schools Food Service Program continues to operate successfully in all schools while providing take-home meals to students in attendance on a hybrid schedule. Breakfast and lunch are available daily at no cost to all students through the Community Eligibility Provision (CEP). Meals are served both in school on attendance days and prepared for students to take home on remote learning days. In addition, meals are available for pick up for our Cooperative Virtual Learners on Mondays and Wednesdays. The September 30th snapshot indicates a fund balance of \$136,485. The summer food service program has helped to run a positive balance for the time being. This will fluctuate as we progress through the year, and if we continue to operate on a hybrid and/or remote platform, we do expect changes in the outlook. In the month of September, we have served 82,905 meals (36,752 breakfasts, 46,153 lunches).

4. Appropriation Transfers

Mrs. Browne presented the Appropriation Transfer overview. The following transfers were made in September:

- BEHS Social Studies transferred \$558 from Instructional Supplies to Textbooks
- CHMS transferred \$200 from Prof/Tech Services to Office Supplies
- GHK8 transferred \$8,000 from Instructional Supplies to Co-Curricular Stipends
- SSS transferred \$6,500 from Instructional Supplies in Math, Science and Principal Supplies to Instructional Supplies in Reading

Mrs. Browne made note of two transfers that exceeded \$10K:

1. Transfer \$15,000 from Maintenance Supplies to Repairs and Maintenance for security system monitoring and maintenance, districtwide.
2. Transfer \$40,000 from Professional Services – Transportation to Non-Certified Salaries. The BoE guard position is now a BoE employee rather than a contracted service through G4S. They also provided the Crossing Guards, so that explains why that total was in transportation.

5. Special Education Report

Kimberly Culkin presented the Special Education Report. The report spreadsheet has been updated for ease of viewing; Mrs. Culkin explained the changes the update entailed to the committee.

As of the October 1 count, we have 1,675 students identified as requiring specialized instruction and special education services out of the 8,048 total enrollment, this represents a 20.81% identification rate. Of the newly enrolled students during the month of September, sixteen (16) students that were enrolled have come to us already requiring special education instruction. Since last April we have had two (2) students enroll that were already enrolled in private out-of-district program. As of October 1st, the district has 1,675 identified students out of 8,048, we currently have 108 Out of District – Private and 70 Out of District – Public, 7 Risk Assessments, 1 Psychiatric Evaluation, and 1 Independent Evaluation have been conducted.

6. Public Comment

Erni Pitti – 65 Palmoor Place – Emailed questions regarding Food Services. Mrs. Browne read the question into the record.

“1. Now that all schools are participating in the free and reduced meal program and the expectation, as I understand it, is for a 70% or higher participation rate, can you tell me the participation rate, overall, in the program to-date?, and

2. Is the free and reduced program in compliance with Federal requirements to-date?”

Mrs. Browne addressed the question with where the district was at this time. Questions followed regarding reimbursement and the CEP program. Dr. Carbone said that next month the committee could receive a report reflecting the number of students who attend classes on a given day versus the number of meals that are taken by students.

7. Adjournment

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

Respectfully Submitted:

Susan Everett

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Executive Assistant to the Board of Education