

The minutes presented within this document are a summary of the discussion that took place at the Finance Committee meeting. To view the meeting in its entirety and hear full reports please go to: [May 11, 2022 Recorded Meeting](#). Password: ?t38i@kd

**BRISTOL BOARD OF EDUCATION
REGULAR FINANCE COMMITTEE MEETING MINUTES
Wednesday, May 11, 2022**

The regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, May 11, 2022, at 6:00 p.m. at the Bristol Board of Education in Room 36 and via the Zoom meeting platform.

PRESENT: Commissioners: Dante Tagariello, Kristen Giantonio, Karen Vibert (virtual-6:07 p.m.), John Sklenka **ALSO PRESENT:** Jill Browne, Lynn Boisvert, Dr. Catherine Carbone (6:08 p.m.), Jennifer Dube, Dr. Kimberly Culkin, and Dr. Michael Dietter

1. Call to Order

Commissioner Tagariello called the meeting to order at 6:00 p.m. Attendees stood for the Pledge of Allegiance.

Reading of the meeting norms was waived by Commissioner Tagariello as they appeared in the meeting packet.

2. Approval of Minutes: April 13, 2022 – 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 21-22 Budget

Mrs. Browne presented the 21-22 Budget Update. Mrs. Browne reported that the April 30th snapshot for FY22 shows an available balance of \$-653,220. As we progress through the final quarter of the fiscal year, we expect to see an influx of revenue and returned monies to the general fund as we continue the process of closing purchase orders with remaining fund balances. The CSDE Grant Revenue website reports that BPS is due \$3,561,978 in Excess Cost for special education reimbursement, so we expect our second installment to be \$1,442,188, bringing our anticipated revenue very close to our budgeted figure. The second installment is historically paid at the end of May. As discussed in the prior month's narrative, purchase order closures and expenditure adjustments will bring the General Control and Maintenance of Plant budget characters closer to within budget. In Transportation there has been very little movement since the last snapshot, we are continuing to monitor the fuel consumption for buses, which is currently running over budget by \$115K – no change from last month's report, but I do expect this deficit will increase prior to year-end. As a comparison, looking back to the April 30th snapshot from the 2019-20 fiscal year; our available balance at that time showed as \$-1,062,254, and the April 30, 2019 balance showed \$1,476,225. As of this morning (5/11), we have 829 purchase orders still open with an available

Update of 21-22 Budget – cont'd

\$8.5M: just under \$5.5M on 449 purchase orders are from the Special Education department, we are awaiting May and June invoices before they are closed.

Our main area of focus continues to be Special Education. Though the end of April snapshot shows an overage of \$765K in Special Education, an improvement over last month's \$820K. We expect continued movement for the remainder of the fiscal year and will do our best to forecast a year-end amount in the coming weeks. With expenditure adjustments to various grant sources and purchase order closures still to be processed, we continue to forecast a third consecutive year-end under budget.

Questions and discussion followed regarding the Athletics and Students line item, Field Maintenance line item, anticipated special education out-of-district placements, previous transportation budgets, and the 21-22 anticipated surplus and year end budget management and calculations.

5. Cafeteria Report

Mrs. Browne provided the Cafeteria Report. The Cafeteria program is successfully operating with a snapshot balance of \$912,514 as of the end of April. Throughout the month, we served a total of 31,756 breakfasts and 82,867 lunches for a total of 114,623 during the month of April. Our participation is holding steady, exceeding our 70% daily lunch goal and 30% breakfast goal for the month. We have received \$35,864 in reimbursement amounts to date from the CSDE. There was another reimbursement amount received (\$136,000), however, it came in on May 6, that amount will appear in next month's snapshot. We are being frugal, as the reimbursement rates will not be the same amount next year.

Questions and discussions followed regarding trends or food shortages going forward, the prevailing meal rate for breakfast and lunch, student usage and delivery adjustments.

6. Appropriations Transfers

Mrs. Browne presented the April Appropriation Transfers. \$10,000 was moved from Prof Svc, Instruction to Other Prof/Tech Svc, HR to renew our Vector Solutions custom employee professional development modules.

7. Special Education Report

Dr. Kimberly Culkin, Director of Special Services presented the Special Education Report for the month of April. As of the beginning of May, 1,725 of 8,094 Bristol students are identified as students requiring Special Education programming. This enrollment reflects 21.31% of the total BPS student population. We have 125 of our 1,725 identified students require out-of-district placements at special education school programs and 71 students require special education programming services at other public out-of-district schools such as magnet schools. These numbers reflect an increase of three students. During the month of April, three of the 31 (9.68%) newly registered students were identified as students with special needs at the time of registration. During the month of April, 1

student newly enrolled in BPS is receiving their programs and services through an out-of-district special education school program at the time of enrollment.

Dr. Dietter shared information from a legislative update in regard to special education funding. Fifteen million dollars were added to the excess cost funding to be shared across 169 towns and they have made changes to the excess cost formula calculations going forward. Though it will not be a windfall, this will be a positive increase for Bristol.

8. Adjournment

With no other business before the committee, the committee meeting was adjourned. (6:33 p.m.)

Respectfully Submitted:

A handwritten signature in blue ink that reads "Susan Everett".

Susan Everett

Executive Assistant to the Board of Education