



**BRISTOL BOARD OF EDUCATION  
REGULAR FINANCE/OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, September 11, 2024**

The regular meeting of the Bristol Board of Education Finance and Operations Committee was held on Wednesday, September 11, 2024, at 6:00 p.m. in Room 36 of the Bristol Board of Education and via the Zoom meeting platform.

**PRESENT:** Commissioners: Russell Anderson and Dante Tagariello

**ALSO PRESENT:** Kristen Giantonio, Shelby Pons (virtual), Maria Simmons (virtual); Lynn Boisvert, Dr. Kim Culkin, Amy Martino, Iris White (arrived 6:13 p.m.), Peter Fusco, Tara Landon, Jodi Bond, and Marie O'Brien

**1. Call to Order and Pledge of Allegiance:**

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

**2. Approval of Minutes:**

**8/14/24 – Regular Finance & Operations Committee Meeting**

On motion a made by Russell Anderson and a second by Dante Tagariello,

**The Finance and Operations Committee voted to approve the August 14, 2024, Regular Meeting minutes as written.**

**9/4/24 – Special Finance & Operations Committee Meeting**

On motion a made by Russell Anderson and a second by Dante Tagariello,

**The Finance and Operations Committee voted to approve the September 4, 2024, Special Meeting minutes as written.**

**3. Public Comment:**

No members of the public wished to address the committee.

**4. 2024 Final Budget Report**

Mrs. Lynn Boisvert provided the 2024 Final Budget Report. On Aug 31, 2024, our final general fund balance was (\$3,472,811) or 2.9% over budget. As you can see from the report, the unanticipated expenditures are for special education and tuition for outplaced students. The general and operations budgets were frozen in early October 2023, and these funds cushioned the \$6.2 million deficit of pupil services. After the FY2024 budget was created, an unfunded state mandate was signed into law, accounting for approximately \$611k of the deficit. The unregulated cost of special education services and tuition at public and private institutions and the State's underfunding of the Excess Cost grant by 19% in the 2024 fiscal year account for most of the remaining deficit.

Questions followed regarding the 2025 budget process and laptop insurance.

#### **5. 2025 Budget Update**

Mrs. Boisvert presented the 2025 Budget Update. On Aug 31, 2024, our FY 2025 balance was \$32,238,129.39. Most of the payroll encumbrances have been completed - we are still hiring staff for the start of the school year. We anticipate the remaining encumbrances will be completed by September. Mrs. Boisvert will closely monitor FY 2025 costs and inform the committee of any areas of concern in the following months.

Discussion followed regarding the need to see a draft of the new dashboard.

#### **6. Cafeteria Report**

Mrs. Boisvert provided the Cafeteria Report. The snapshot balance shows a surplus of \$850,616 as of the end of August. The summer feeding program served 5,478 breakfasts and 4,301 lunches.

Questions followed regarding the status of the Farm to Table grant. An extension was granted until January.

#### **7. Budget Transfers**

Mrs. Boisvert reported on Appropriation Transfers over \$10,000.

- \$50,000 was moved from Teacher salaries Instruction to fund the Professional Development line for Staff.
- \$686,299 was moved from District Placed Tuition Special Education to reallocate to correct lines State Placed Tuition Special Education \$100,000, and \$586,299 for 504 Students.
- For new Chromebooks, \$54,500 was transferred from various Technology lines to Lease lines.
- Transfer of \$14,500 from repairs and maintenance tech to Inst Supplies Tech for Chromebook cases for new leased equipment.
- Transfer of \$53,500 from Special Education lines to 504 Lines to accurately record 504 student expenditures.
- Transfer of \$10,800 from Stafford Leases to Ivy Drive Leases to cover expenses.

#### **8. Pupil Services Report**

Amy Martino presented the monthly Pupil Services Report. As of September 1, 2024, 1,744 of the 7,909 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.0% of the total BPS student population. As of September 1st, 113 students with disabilities required out-of-district placements at private special education school programs. There are 82 students requiring special education programming services at other public out-of-district schools, including magnet schools. During August 2024, 26% of newly registered students were identified as students with special education programming needs at the time of registration,

## **Pupil Persona Services Report – cont'd**

one of which received their programming and services at an out-of-district special education school program. During August, there were no 211 calls and no 911 calls.

### **9. Student Activity Account and Athletic Account Update**

Jodi Bond provided the Student Activity Account Monthly Report. At the end of July, the BCHS Student Activity Fund had an opening balance of \$141,747.38, \$0 in Expenditures, and \$957.17 in Revenues, leaving a total balance of \$142,704.55.

Bristol Central Athletics' account began this year with a balance of \$34,589.29. A total of \$348.00 in expenses and \$0.00 in revenues left a balance of \$34,241.29.

The BEHS Student Activity Fund's opening balance was \$147,111.89, with \$5,628.99 in expenditures and \$6,460.14 in Revenues, leaving a total balance of \$147,943.04.

Bristol Eastern Athletics began this year with a \$2,383.04 balance. A total of \$928.78 in expenses and \$0.00 in revenues left a balance of \$1,454.26.

### **10. Finance & Operations Committee Acting Building Committee**

#### **10.1. ESSER/ARP Funds**

Peter Fusco reported that all of the projects are moving along. We have been conducting several site visits and weekly job meetings with the contractors. We have seen additional personnel on the job site at Bristol Eastern and they have made up some time that was lost over the summer. There is a delay on the boiler for Bristol Eastern. The boiler is expected to arrive on site in mid to late October. The contractor will be installing a temporary boiler that will provide heat on the cooler fall days. There will be no charge to the project. The window film purchase order is in process.

#### **10.2 CHMS UST**

Peter Fusco reported that this project is complete. As part of the state requirements, this committee will need to accept this project as complete.

On motion a made by Russell Anderson and a second by Dante Tagariello,

**The Finance and Operations Committee Acting as the Building Committee voted to accept the Chippens Hill Middle School Underground Storage Tanks Project as complete.**

### **11. Old Business**

There was no Old Business to come before the committee.

### **12. New Business**

Russell Anderson requested a report of legal expenses from November 2022 to present. He would like a more detailed report.

Shelby Pons asked Lynn Boisvert to explain that costs are elevated. Commissioner Anderson would like to see where this elevation is coming from.

**New Business – cont'd**

Discussion followed regarding when and how he would receive the requested information, wanting further discussion at the next Finance and Operations committee meeting, the format, and dissemination of information to all board members.

**13. Adjournment**

There being no other business before the committee, the Finance and Operations Committee meeting should be adjourned. (6:26 p.m.)

Respectfully Submitted:



Susan Everett  
Recording Secretary  
Bristol Board of Education

DRAFT