

**BRISTOL BOARD OF EDUCATION**  
**REGULAR FINANCE COMMITTEE MEETING MINUTES**  
**Wednesday, January 12, 2022**

The regular meeting of the Bristol Board of Education Finance Committee was held on Wednesday, January 12, 2022, at 6:00 p.m. at the Bristol Board of Education Auditorium and via the Zoom meeting platform.

**PRESENT:** Commissioners: Dante Tagariello, Kristen Giantonio, Karen Vibert, and Christopher Wilson; **ALSO PRESENT:** Jill Browne, Dr. Catherine Carbone, Dr. Michael Dietter, Dr. Culkin, Dr. Galloway, Roger Rousseau, Orlando Calfe, Scott Jensen

**1. Call to Order**

Commissioner Tagariello called the meeting to order at 6:00 p.m.

Meeting norms were acknowledged by Commissioner Tagariello as they had been sent with the meeting packet.

**2. Approval of Minutes: December 12, 2021 – Regular Finance Committee Minutes**

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

**3. Public Comment**

No members of the public wished to address the board.

**4. Update of 21-22 Budget**

Mrs. Browne reported that as of the December 31 snapshot for FY22 shows an available balance of \$2,412,382. The end of December marks the end of the second quarter of operations for the school district, and we continue to function within our budget parameters across the budget characters. Expenditures for Regular Ed. Magnet Tuition have exceeded budget, causing the RegEd tuition area to have a negative balance of \$55K. We do not foresee any additional expenditures in this area but will continue to monitor this line. We will continue to spend down funding lines for operational expenses, we have frozen the budget for additional expenditures. Only items that directly support the curriculum, special education requirements, or facility repairs and maintenance will be approved for expenditure from the general fund budget. Overall as we end Q2, we are below budget in most areas and continue to have no budgetary concerns to report.

**5. Cafeteria Report - Food Service**

Mrs. Browne provided the Cafeteria Report. The Cafeteria program is successfully operating with a snapshot balance of \$431,945 as of the end of December. During 16 school days in December, we served a total of 33,657 breakfasts and 78,461 lunches. While the month was shortened due to holiday observance, participation is holding steady, exceeding our 70%

## Cafeteria Report - Food Service – cont'd

daily goal. The Federal Register notified the public of the annual adjustments to the reimbursement rates for meals served in the Summer Food Service Program (SFSP). These adjustments address changes in the Consumer Price Index, as required under the Richard B. Russell National School Lunch Act. The SFSP reimbursement rates were updated effective January 1, 2022. The current SFSP rate of reimbursement is \$4.5625 per reimbursable lunch and \$2.6050 per reimbursable breakfast. For school districts such as Bristol that are approved to operate the Seamless Summer Option (SSO) for the 2021-22 school year, the adjusted rates will appear in the CSDE's Child Nutrition Program Online Application and Claiming System with the submission of the January 2022 SSO claim for reimbursement. These new rates result in an increase of \$0.245 per meal for lunch and \$0.1425 per meal for breakfast. Mrs. Brown offered an example of if we apply these rates to the number of meals we served in December, our reimbursement would have increased by \$24,019.08 for the month.

### 6. Appropriations & Transfers

Mrs. Browne reported on Appropriations & Transfers for December. The following monies were transferred:

(19, 708) DWHS Prof Services - Athletics to support Athletic Officials: \$19,708 from DWMS Prof Services - Athletics

### 7. Staffing Count Review

As requested at the last meeting Mrs. Browne presented the Staffing Count Review. Dr. Sam Galloway was present in the audience to answer any questions. Mrs. Browne provided a slide with staffing counts across the district. District staffing compared to 2021-2022 to 2022-2023. Caught an error from last year -- the 6 CO members were not included in the non-Bargaining count. The following is a list of changes from 21-22 to 22-23.

**Administration:** We increased by one by adding a Supervisor of Culture and Climate - Alliance

**Supervisors (818):** A Secretary A position to a Payroll Officer, and added to the 818 group

**Teachers:** Plus 14.1 cert. teaching positions, 26.7 FTE (teachers) are listed at BAIMS. We have strategically assigned positions that will be collapsed once EDGE closes as an elementary school, and sections we have deliberately kept in tact during the pandemic to reduce class size. Doing so keeps the addition of BAIMS staffing less impactful in the g/f budget.

**Secretaries:** We will add two secretaries to BAIMS, and transfer one 10-mo position from NEMS

**ParaEducators:** Responding to student need and IEP provisions, 4 positions have been added to the g/f and 15.5 to grant funded sources

**IT:** Remained flat

## **Staffing Count Review – cont'd**

**Custodians/Maint:** We will add two positions to BAIMS and transfer one from NEMS; this position was added in response to the pandemic, and will be shifted to BAIMS

**Non-Bargaining:** The CO Team was left out of this count last year, plus the addition of a Theatre Manager at BAIMS is the difference in the g/f; Other positions include the following: Acct Supervisor, Asst Acct for Sped, Admin Asst (3), Ad Ed/EL (3 positions), Beh Supp, Campus Security (5), CCS Family Eng Coord, Clc Psy, Grants Coord, Kids in the Mid Coord, Fam Liaison, Ex School Unit Dir, FRC Dev Dir, FRC Prog Dir, FRC Site Coord, ISS, Inter Spec, Kind TA (17), OT/PT (7), SELC, IT Supervisor, Comm Director, Teacher Cand.

The Special Education staffing was shared on a separate slide. Dr. Culkin shared that there were 199 Paraeducators and the remainder of the report reflects 2.5 additional teachers; 2 additional school psychologists; 1 additional OT; 1 additional SLP; 16 additional Para Educators; 1 less preK Sebi (but remind you that we increased social workers across the district and a full time SW is shared between BECC and Edgewood) and 1 contracted BCaBA for our special education programs.

Questions followed regarding the number of kindergarten teachers that remain in the grant and the number of OT/PT staff. Currently 13.5 teachers remain in the grant.

## **8. Bus Transportation**

Roger Rousseau, Comptroller, City of Bristol was present to discuss the RFP process. Commissioners were provided a table that showed the breakdown of three companies that responded to the RFP ( DATTCO, First Student and WE Transportation).

Question followed regarding pricing and availability for summer bus runs. Transportation is not provided in the summer for all students. The proposed price is representative of the prescribed usage during a “normal” summer session.

Commissioner Tagariello called for a motion to award the Transportation contract to First Student and move it to full board for a vote.

On a motion by Commissioner Kristen Giantonio and second by Karen Vibert the committee voted unanimously to award the Transportation contract to First Student and move it to full board for a vote.

## **9. Special Education Report**

Dr. Kimberly Culkin presented the Special Education Report. As of January 3, 2022, 1678 of 8099 Bristol students are identified as students requiring Special Education programming. This enrollment reflects 20.72% of the total BPS student population. During the month of December, 10 of the 45 (22%) of newly registered students were identified as students with special needs at the time of registration. During the month of December, 2 students newly

### **Special Education Report – cont'd**

enrolled to BPS were receiving their programs and services through an out-of-district special education school program at the time of enrollment. As of January 1, 2022, 118 of our 1678 identified students require out-of-district placements at special education school programs and 69 students require special education programming services at other public out-of-district schools such as magnet schools. These numbers reflect 7 additional private out of district program placements and 2 less public school placement as compared to overall out of district placements the previous month.

### **10. 2022 Committee Meeting Dates**

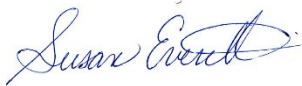
Commissioners were provided a copy of the committee schedule in their meeting packet. The committee will continue to meet on the second Wednesday of the month with the exception of July 2022.

On a motion by Commissioner Kristen Giantonio and second by Karen Vibert the committee voted unanimously to approve the 2022 Committee Meeting dates as written.

### **11. Adjournment**

With no other business before the committee, the meeting was adjourned. (6:27)

Respectfully Submitted:



Susan Everett

Executive Assistant to the Board of Education