



**BRISTOL BOARD OF EDUCATION  
REGULAR FINANCE/OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, August 13, 2025**

The regular meeting of the Bristol Board of Education Finance and Operations Committee was held on Wednesday, August 13, 2025, at 6:00 p.m. in the Bristol Board of Education Auditorium and via the Zoom meeting platform.

**PRESENT:** Commissioners: Russell Anderson, Eric Carlson, Dante Tagariello (virtual), and Shelby Pons

**ALSO PRESENT:** Commissioner Jennifer Van Gorder (virtual); Jodi Bond, Mary Hawk, Amy Martino, Iris White; Marie O'Brien (virtual) and Jan Murdock (virtual)

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

Commissioner Carlson called the meeting to order at 6:01 p.m. and attendees stood for the Pledge of Allegiance.

**2. Approval of Minutes:**

**06/11/25 - Regular Finance & Operations Committee Meeting**

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

**The Finance and Operations Committee voted to approve the June 11, 2025, Regular Meeting minutes as written.**

**3. Public Comment:**

No members of the public wished to address the committee.

**4. 2025 Year-End Budget Update through 06/30/25**

Jodi Bond, Accounting Supervisor, presented the 2025 Year-End Budget Update through 06/30/25. The FY 2025 balance as of June 30, 2025, was (\$5,859,355). However, since then the final PO (for unemployment insurance) has closed and we also received a prior year rental check. This brings our deficit down to (\$5,825,160). Regular Education lines were over budget by \$1,252,936 and Special Education was over budget by \$4,572,224.

This deficit is less than originally anticipated because of several factors: we received an additional Excess Cost payment of \$1,258,160 in June; Para salaries were over encumbered by approximately \$600k because of the mid-year increase and retro; we had quite a few tuition/services refunds come in in June; I was able to transfer Adult Ed expenses to AE related grants and facilities salaries to related projects. The deficit should be firm because all POs are closed and journal entries complete. We will begin the EFS report soon, so we cannot process any additional invoices.

Discussion followed regarding conducting a quarterly audit of purchase orders and the MBR

**Cafeteria Report - School Lunch - FY 2025**

Our snapshot balance shows a surplus of \$511,626 as of June 30, 2025. We served our scholars 31,246 breakfasts, 62,976 lunches, and 0 after-school snacks.

**Appropriations & Transfers (exceeding \$10K) – FY 2025**

\$73,132.49 was transferred within the Athletics budget to cover Athletics Transportation.

**5. 2026 Budget update through 07/31/25**

Mrs. Bond provided the 2026 Budget update through 07/31/25. Expenditures for July total \$3,165,340, and we have \$6,136,285 encumbered. Payroll is working on encumbering salaries for Teachers, Paraprofessionals, and Cafe staff for the first payroll in September. Once those calculations are complete, all salaries will be reflected in the encumbrances.

Schools and departments have been busy opening PO's and making purchases in anticipation of a budget freeze.

Questions and discussion followed regarding the number of purchase orders remaining open and the transportation contract renewal date.

**6. Cafeteria Report – FY 2026**

Mrs. Bond provided the Cafeteria Report. The snapshot balance shows a surplus of \$737,372 as of July 31, 2025. We served our scholars 11,165 breakfasts and 13,869 lunches.

**7. Appropriation Transfers (Over \$10,000) – FY 2026**

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

- We transferred \$20,000 within the Technology budget, within the Rents and Leases object code, to allocate the funding to the correct location code.
- We transferred \$54,000 within the Technology budget, within the Rents and Leases object code, to allocate the funding to the correct location code for the renewal of lease # 29.

**8. Pupil Personnel Services Report**

Amy Martino presented the monthly Pupil Services Report. Mrs. Martino reported that As of July 1, 2025, 1,856 of the 8,085 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.96% of the total BPS student population. As of July 1st, 131 students with disabilities required out-of-district placements at private special education school programs. There were 94 students requiring special education programming services at other public out-of-district schools, including magnet schools. During the month of June 2025, 26.5% of newly registered students were identified as students with special education programming needs at the time of registration; none of the newly enrolled students received their programming and services at an out-of-district special education school program.

During the month of June, there were 17 - 211 calls and 4 - 911 calls.

The Office of Pupil Personnel Services looks forward to sharing with you our new visual model of data during next month's meeting.

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

Mrs. Bond provided the Student Activity Account Monthly Reports.

**As of 6/30/2025:**

Bristol Central Athletics began this year with a balance of \$35,762.29. A total of \$31,647.88 in expenses and \$49,667.14 in receipts left a balance of \$53,781.55.

The BCHS Student Activity Fund began the year with \$141,747.38. They had \$208,993.76 in expenditures and \$222,351.95 in Receipts, leaving a month-end balance of \$155,105.57.

Bristol Eastern Athletics began this year with a \$2,383.04 balance. A total of \$31,534.49 in expenses and \$47,724.43 in receipts left a balance of \$18,572.98.

The BEHS Student Activity Fund began the year with \$147,111.89. They had \$187,301.25 in expenditures and \$186,859.36 in Receipts, leaving a month-end balance of \$146,670.

**As of 7/31/2025:**

Bristol Central Athletics began this year with a balance of \$53,781.55. A total of \$0 in expenses and \$0 in receipts left a balance of \$53,781.55.

The BCHS Student Activity Fund began the year with \$155,105.57. They had \$1,387.99 in expenditures and \$1,420.25 in Receipts, leaving a month-end balance of \$155,137.83.

Bristol Eastern Athletics began this year with a \$18,572.98 balance. A total of \$0 in expenses and \$0 in receipts left a balance of \$18,572.98.

The BEHS Student Activity Fund began the year with \$147,122.42. They had \$15,006.06 in expenditures and \$7,190.57 in Receipts, leaving a month-end balance of \$139,306.93.

**10. Operations Committee**

**Approval of Memorandum of Understanding for the Mayor's IT Task Force**

Ms. White provided background about the Mayor's IT Task Force and the Memorandum of Understanding.

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

**The Finance and Operations Committee voted to approve the Memorandum of Understanding for the Mayor's IT Task Force as presented.**

**11. Finance & Operations Committee Acting as the Building Committee**

There were no items this month.

**12. Old Business -** There was no Old Business to come before the committee.

**13. New Business -** There was no New Business to come before the committee.

**14. Adjournment**

There being no other business before the committee, the Finance and Operations Committee meeting should be adjourned. (6:45 p.m.).

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Susan Everett", is written over a light blue rectangular background.

Susan Everett  
Recording Secretary  
Bristol Board of Education

DRAFT