

Board of Education Resource Management & Business Operations Committee Meeting

Thursday, May 4, 2023 6:45 PM

Board of Education Conference Room E, 1 School Street, PO Box 253, Bethel, CT
06801

1. Finance

1.A. Financial Update

1.A.1. Quarterly Spending Report 2022-2023

1.A.2. End of Fiscal Year 2022-2023

1.B. Budget Transfers

1.C. 2023-2024 Tuition Rates

2. Food Services

2.A. Healthy, Hunger-Free Kids Act

2.B. 2023-2024 Meal Prices

3. New Business

4. Public Comment

(Please note: The Board welcomes Public Comment and asks that speakers please limit their comments to 2 minutes. Speakers may offer objective comments of school operations and programs that concern them. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the Bethel Public School System.)

5. Adjourn

Bethel Board of Education
Quarterly & Year to Date Expenditures

Account	FY Budget	Q1 Expenditures	Q2 Expenditures	Q3 Expenditures	Q4 Expenditures	FY Expenditures	FY Balance
Fiscal Year 2021-2022							
(Unaudited)							
BOE Operating Budget	\$49,050,088	\$8,557,938	\$13,546,755	\$10,891,049	\$15,995,634	\$48,991,376	\$58,712
Facilities Budget	\$350,000	\$145,841	\$116,842	\$142,906	\$34,517	\$440,106	-\$90,106
Note: Town of Bethel approved using \$100K for facilities expenses above budget.						Withdrawn from Unexpended Funds Account	-\$31,394

Fiscal Year 2022-2023							
BOE Operating Budget	\$51,164,831	\$9,087,035	\$13,891,387	\$12,813,772		\$35,792,194	\$15,372,637
Facilities Budget	\$450,000	\$221,831	\$171,314	\$89,891		\$483,036	-\$33,036

BETHEL BOARD OF EDUCATION

Briefing Summary

Date of Briefing: RMBO May 4th, 2023, BOE May 18, 2023

Presenters: Jennifer Variale, Director of Finance and Business Operations

Topic: End of Fiscal year 2022-2023

Importance of this topic to the Board: High

Key Points of the Briefing:

We are preparing for the end of the fiscal year. Final payrolls are scheduled to be processed on June 30th. At that time, we will know what funds remain and if possible, could make a positive impact on our district during the final week of June. We ask for your authorization to focus year end spending on areas that support our strategic plan or have been discussed by the BOE this fiscal year.

- Science of Reading – Implementing the Science of Reading per the CT Right to Read Act is one of our key instructional initiatives. If we are able to purchase or partially purchase an evidenced based, approved reading program we would like to go forward.
- Cyber Security – Protecting the data privacy of our students and staff is one of our obligations. If we are able to purchase software or services outlined in our cybersecurity plan we would like to go forward.
- Technology – One of our goals is to have technology as a catalyst for teaching and learning. There is a long-term chrome-book replacement plan for our 1:1 strategic plan initiative for Grade K through Grade 12. If we are able to purchase the next planned replacements, we would like to go forward.
- Special Education – The SPED department is still closing their books especially for outplacement tuition and transportation and necessary student evaluations and outside services; this will all be reconciled. Budget transfers will be needed to cover Special Education overruns in certain areas which will be finalized and brought to the BOE in August 2023 as usual.
- Facilities – With a reduced 460 budget there are a few critical maintenance items that we had this year and may need to transfer funds to cover these expenses.
- Unexpended Funds Account – Knowing that we are facing rising Special Education costs, not addressed through ESSER, we might need to withdraw funds from the Unexpended Funds Account in order to cover these expenses.

Action Requested of the Board of Education: The Board of Education moves to direct the administration to first make accounting adjustments as needed to properly close the books and records and that remaining funds be directed towards the above goals and issues.

BETHEL BOE BUDGET 2022-2023
BUDGET TRANSFERS SUMMARY BY PERIOD

		Approved	July-Dec	Jan-Apr	May-Jun	June	Total	Final
Object Codes		Budget	Adjustments	Adjustments	Adjustments	Adjustments	Transfers	Budget
Salaries	1000	33,868,873		-	-	-	-	33,868,873
Employee Benefits	2000	9,969,580	-	-	-	-	-	9,969,580
Professional Services	3000	1,069,595	(550)	71,000	-	-	70,450	1,140,045
Purchased Property Services	4000	251,450	-	(13,000)	-	-	(13,000)	238,450
Other Purchased Services	5000	4,677,371	(150)	-	-	-	(150)	4,677,221
Supplies	6000	931,380	1,950	-	-	-	1,950	933,330
Property	7000	314,162	(2,450)	(60,000)	-	-	(62,450)	251,712
Miscellaneous	8000	82,420	1,200	2,000	-	-	3,200	85,620
Total Budget		51,164,831	-	-	-	-	-	51,164,831
Total Transfers From			3,150	73,000	-	-	75,600	
Total Transfers To			(3,150)	(73,000)	-	-	(75,600)	
% of Total Budget							-0.15%	

Budget Transfers July 1 - December 31, 2022

Account Number	Description	Increased	Decreased	Notes
1 100.13.1100.101.5500	PRINTING - BS - SW	1,000	0	Principal's Request
100.13.2410.101.3302	CONFERENCE REGISTRATION FEES - BS	0	(600)	Purchase of classroom posters
100.13.2410.101.5800	TRAVEL - BS	0	(400)	postcards
Total for Request		<u>1,000</u>	<u>(1,000)</u>	
2 100.14.1100.101.7302	FURNITURE & FIXTURES - JS - SW	550	0	Principal's Request
100.14.2410.101.5800	TRAVEL - JS	0	(550)	Replace staff refrigerator
Total for Request		<u>550</u>	<u>(550)</u>	
3 100.11.1100.110.6110	INSTRUCTIONAL SUPPLIES - HS - PHYS ED	3,000	0	Principal's Request
100.11.1100.110.7303	EQUIPMENT - INSTRUCTIONAL - HS - PHYS ED	0	(3,000)	Purchase of addt'l PE supplies
Total for Request		<u>3,000</u>	<u>(3,000)</u>	
4 100.11.1200.101.6110	INSTRUCTIONAL SUPPLIES - HS - SPECIAL ED	700	0	Principal's Request
100.11.1200.101.3302	CONFERENCE REGISTRATION FEES - HS - SPEC ED	0	(500)	For addt'l Spec. Ed. supplies
100.11.1200.101.5800	TRAVEL - HS - SPECIAL EDUCATION	0	(200)	
Total for Request		<u>700</u>	<u>(700)</u>	
5 100.11.2410.101.8100	DUES & FEES - HS	1,200	0	Principal's Request
100.11.1100.109.6110	INSTRUCTIONAL SUPPLIES - HS - MUSIC	0	(1,200)	For National Jazz Festival fee
Total for Request		<u>1,200</u>	<u>(1,200)</u>	- new this year
6 100.11.2900.978.3302	CONFERENCE REGISTRATION FEES - HS - CLUBS	550	0	Principal's Request
100.11.2900.984.6113	GENERAL SUPPLIES - HS - GIRLS LACROSSE	0	(395)	USA Lacrosse and World Softball Coaches
100.11.2900.974.6113	GENERAL SUPPLIES - HS - GIRLS SOFTBALL	0	(155)	conferences
Total for Request		<u>550</u>	<u>(550)</u>	

Budget Transfers January 1 - April 30, 2023

Account Number	Description	Increased	Decreased	Notes
1 100.11.2410.101.8100	DUES & FEES - HS	2,000	0	Principal's Request
100.11.1100.101.7306	SOFTWARE - TECHNOLOGY - HS	0	(2,000)	Due to increased program fees
Total for Request		<u>2,000</u>	<u>(2,000)</u>	
2 100.16.2230.119.3401	PURCH PROF&TECH SERVICES - SW - TECH	71,000	0	Director of Instructional Tech's Request
100.16.2230.119.7304	EQUIPMENT - TECH - SW - TECHNOLOGY	0	(58,000)	For cyber security work
100.16.2230.119.4320	REPAIR & MAINT CONTRACTS - TECHNOLOGY	0	(13,000)	(in lieu of D.A. replacement)
Total for Request		<u>71,000</u>	<u>(71,000)</u>	



Bethel Public Schools

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TO: Board of Education
FROM: Jennifer Variale, Director of Finance and Business Operations
RE: Tuition Rates for Non-Resident 2023-2024
DATE: May 18, 2023

Pursuant to Board of Education Policy, the following tuition rates for non-resident students attending Bethel Public Schools are recommended:

	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>% Increase</u>
Elem/Middle	\$13,900	\$14,499	\$15,064	3.90%
High School	\$16,038	\$16,729	\$17,381	3.90%

These tuition rates **do not include** transportation. Additionally, Special Education rates will be calculated as needed based on the costs of a specific program with related services. The Special Education costs are not discounted.

MOTION:

The Bethel Board of Education sets the tuition rates for non-resident students attending Bethel Public Schools for the 2023/2024 school year as stated in this memo.

cc: Dr. Christine Carver
Dr. Kristen Brooks

“Our Primary Purpose is to Improve Student Achievement.”

BETHEL BOARD OF EDUCATION

Briefing Summary

Date of Briefing to the BOE RAMBO: May 4, 2023

Presenter: Jennifer Variale, Director of Finance & Business Operations

Services Topic: Healthy Food Annual Certification

Importance of this topic to the Board: Important

Key Points of the Briefing:

- * CSDE requires annual certification by the Board of Education for participation in the Healthy Foods Certification Program
- * In participating, Bethel can only serve beverages, foods, snacks and a la carte items that have been specifically approved by the CSDE.
- * For participation, the District receives an additional 10 cents reimbursement from the State on each meal served. This is important to the financial success of our program.

Action Requested of the Board of Education: Motion needed.

Recommended Motions:

- 1) Pursuant to C.G.S. Section 10-215f, the Bethel Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2023 to June 30, 2024. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.
- 2) The Bethel Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met:
 - 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The

“regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales.

- 3) The Bethel Board of Education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the beverage sales.

BETHEL BOARD OF EDUCATION

Briefing Summary

Date of Briefing to the Board: RMBO May 4, 2023, BOE May 18, 2023

Presenter: Jennifer Variale, Director of Finance & Business Operations

Topic: Setting breakfast and lunch prices at the schools for 2023-2024

Importance of this topic to the Board: Important

Summary of the Briefing:

- 1) Proposal is to maintain current school meal prices during 2023-2024 as the non-profit Food Service account is sufficiently funded at this time from CSDE assistance allocations.
- 2) Maintaining current pricing will help ease families back into paying for meals after two years of free meals for all due to Covid.
- 3) To set the price for reduced priced breakfast at \$0.00 instead of \$0.30 for the year 2023-2024. This will continue to encourage participation in the breakfast program and ensure that our neediest students are fed each morning. The cost to the board should be less than \$3,000

Action Requested of the Board of Education: Motion needed.

Recommended Motions:

- 1) Motion to maintain the student school lunch prices for the 2023-2024 school year as follows: Elementary \$3.10 and High School/Middle School \$3.45. The BOE sets the school breakfast prices at all schools at \$2.40 for the 2023-2024 school year.
- 2) Motion to maintain the Adult lunch price at \$4.50 and the Adult breakfast price at \$3.00 for the 2023-2024 school year in order to comply with CSDE pricing guidelines.
- 3) Motion to set the reduced priced breakfast to \$0.00 rather than \$0.30 for the 2023-2024 school year to continue to promote participation in the breakfast program