

# **Board of Education Resource Management & Business Operations Committee Meeting**

Thursday, August 24, 2023 6:30 PM

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

1. **Bid Waiver - Copier Lease**

2. **Transportation Update**

3. **Budget Transfers**

4. **Budget Update**

5. **New Business**

6. **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.)

7. **Adjourn**



# Bethel Public Schools

1 School Street, P.O. Box 253, Bethel, CT 06801  
Fax: (203) 794-8723 – website: [www.bethel.k12.ct.us](http://www.bethel.k12.ct.us)

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*Assistant Superintendent of Schools*  
*(203) 794-8613*

*Christine L. Carver, Ed. D.*  
*Superintendent of Schools*  
*(203) 794-8601*

*Jennifer Variale*  
*Director*  
*Finance & Business Operations*  
*(203) 794-8603*

*Christine E. Sipala, Ph.D.*  
*Director*  
*Special Education & Pupil Services*  
*(203) 794-8616*

*Michelle D. Rutledge*  
*Director*  
*Teaching & Learning*  
*(203) 794-8755*

*Donna Burns*  
*Director*  
*Instructional Technology*  
*(203) 794-8071*

*Robert Germinaro*  
*Supervisor*  
*Facility & Security Operations*  
*(203) 794-8609*

To: Bethel Board of Education  
From: Jen Variale, Director of Finance and Business Operations  
Re: Renewal of Copier Lease  
Date: August 24, 2023

Five years ago, and as a result of a competitive bidding process, The Board of Education awarded a five year contract to Base Technologies Inc. for the lease of Kyocera copier machines and managed print services. This contract expires in November, 2023. The change to Base Technologies has resulted in improved services to the schools compared to our prior vendor, because BASE is able to respond to issues more quickly.

As an authorized Kyocera dealer, Base Technologies Inc. is able to offer a five year contract renewal with pricing based on the Kyocera NASPO State of Connecticut Contract (#140599) with an additional discount through the OMNIA Kyocera Discounted Educational Program. The deepest discounts are associated with an August or September start date. Contract Renewal Options are summarized below.

<b>Base Technologies Contract Renewal Options</b>			
	<b>Contract Dates</b>	<b>Annual Cost</b>	<b>Five Year Cost</b>
Current Contract	11/1/18 - 10/31/23	\$114,997.52	\$574,987.60
September Installation	9/1/23 - 8/31/28	\$112,260.24	\$561,301.20
November Installation	11/1/23 - 10/31/28	\$120,118.46	\$600,592.30

If we select a September Installation for the leased copier machines we will be to maintain our current level of services at a reduced cost compared to our current contracted rate. Therefore I am recommending that we renew our five year contract with Base Technologies with a September start date.

*“Our Primary Purpose is to Improve Student Achievement.”*

**Motion:**

To renew our relationship with Base Technologies and entering a new five year lease agreement for copier equipment and managed print services and to waive the bid procedure as this transaction is in the best interest of the Bethel Board of Education and The Town of Bethel.

Attachments:

Base Quote 2023 September Installation

Base Quote 2023 November Installation

C: Bethel Town Clerk

# BASE TECHNOLOGIES

Phone: 203-830-2400 Website: www.baseinc.com

## SALES QUOTE

Sales Quote No: QT1293

Date: 7/12/23

Account No: BT7368

**Bill To:** BETHEL BOARD OF EDUC  
PO BOX 253  
BETHEL, CT 06801-0253  
US

**Ship To:** BETHEL BOARD OF EDUC  
PO BOX 253  
BETHEL, CT 06801-0253  
US

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
LISA GALLIK	NA	BEST WAY	30 Days	8/11/23

### Notes

Current Annual MFP/Printer Copier Solution  
Annual Cost \$114,997.52 for 5 Years

NASPO State Contract#140599  
OMNIA Kyocera Discounted Educational Program  
Cost for August/Sept. Installation  
Annual Cost \$112,260.24 for 5 Years

Summary total machines  
32 MFP's of which 28 are leased  
85 Desktop Printers and Workgroup Small Desktop MFP's  
Total Devices = 117

Item No	Description	Quantity	UM	Price	Disc	Amount
1102YT2US0-6	6004i 60PPM B/W MFP	7.00	EA	\$0.00	0.00	\$0.00
1102YT2US0-7	7004i 70PPM B/W MFP	7.00	EA	\$0.00	0.00	\$0.00
1102XV2US0	TASKalfa 8003i 80 PPM A3 B&W MFP	11.00	EA	\$0.00	0.00	\$0.00
1102XT2US0	TASKalfa 9003i 90 PPM A3 B&W MFP	1.00	EA	\$0.00	0.00	\$0.00
1102XC2US0	7054ci TASKalfa 70 PPM Color MFP	2.00	EA	\$0.00	0.00	\$0.00
Annual Cost	Cost of Copier/MFP/Printer Service Contract	1.00	EA	\$112,260.24	0.00	\$112,260.24

REMIT TO:

BASE TECHNOLOGIES, INC  
23 FRANCIS J. CLARKE CIRCLE  
BETHEL, CT 06801

<b>Subtotal</b>	\$112,260.24
<b>Discount</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Sales Tax</b>	\$0.00
<b>Sales Order Total</b>	\$112,260.24

# BASE TECHNOLOGIES

Phone: 203-830-2400 Website: www.baseinc.com

## SALES QUOTE

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BETHEL, CT 06801-0253  
US

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BETHEL, CT 06801-0253  
US

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
LISA GALLIK	NA	BEST WAY	30 Days	8/11/23

### Notes

Current Annual MFP/Printer Copier Solution  
Annual Cost \$114,997.52 for 5 Years

NASPO State Contract#140599  
OMNIA Kyocera Discounted Educational Program  
Cost of Solution with Estimation in regards to October/November 2023 Installation  
Note: Price structure quoted August 2023 - hold time frame 30 days.  
Annual Cost \$120,118.46 for 5 Years

Summary total machines  
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BASE TECHNOLOGIES, INC  
23 FRANCIS J. CLARKE CIRCLE  
BETHEL, CT 06801

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<b>Sales Tax</b>	\$0.00
<b>Sales Order Total</b>	\$120,118.46

**BETHEL BOE BUDGET 2022-2023**  
**BUDGET TRANSFERS SUMMARY BY PERIOD**

Object Codes		Approved Budget	July-Dec Adjustments	Jan-Apr Adjustments	May-Jun Adjustments	Total Transfers	Final Budget
Salaries	1000	33,868,873		-	372,496	372,496	34,241,369
Employee Benefits	2000	9,969,580	-	-	(783,162)	(783,162)	9,186,418
Professional Services	3000	1,069,595	(550)	71,000	(59,837)	10,613	1,080,208
Purchased Property Services	4000	251,450	-	(13,000)	187,030	174,030	425,480
Other Purchased Services	5000	4,677,371	(150)	-	420,329	420,179	5,097,550
Supplies	6000	931,380	1,950	-	(51,791)	(49,841)	881,539
Property	7000	314,162	(2,450)	(60,000)	(81,354)	(143,804)	170,358
Miscellaneous	8000	82,420	1,200	2,000	(3,711)	(511)	81,909
Total Budget		51,164,831	-	-	-	-	51,164,831
Total Transfers To			3,150	73,000	979,855	977,318	
Total Transfers From			(3,150)	(73,000)	(979,855)	(977,318)	
% of Total Budget						1.91%	

**Budget Transfers May 1 - June 30, 2023**

Account Number	Description	Increased	Decreased	Notes
<b>1</b> 100.16.2230.119.3401	PURCH PROF&TECH SERVICES - SW - TECHNOLOGY	24,500	-	<b>Director of Instructional Tech's Request</b>
100.16.2230.119.7304	EQUIPMENT - TECH - SW - TECHNOLOGY	-	(24,500)	Cybersecurity work and powerschool
<b>Total for Request</b>		<u>24,500</u>	<u>(24,500)</u>	support
<b>2</b> 100.14.1200.101.6110	INSTRUCTIONAL SUPPLIES - JS - SPECIAL EDUCATION	147	-	<b>Principal's Request</b>
100.14.1100.106.6110	INSTRUCTIONAL SUPPLIES - JS - TECH ED	188	-	Special Ed reference materials &
100.14.2410.101.3302	CONFERENCE REGISTRATION FEES - JS	-	(334)	Tech Ed supplies
<b>Total for Request</b>		<u>334</u>	<u>(334)</u>	
<b>3</b> 100.16.2230.119.3401	PURCH PROF&TECH SERVICES - SW - TECHNOLOGY	14,878	-	<b>Director of Instructional Tech's Request</b>
100.16.2230.119.3302	CONFERENCE REGISTRATION FEES-SW-TECHNOLOGY	-	(190)	Reallocation of Technology budget for
100.16.2230.119.4320	REPAIR & MAINT CONTRACTS - TECHNOLOGY	-	(5,287)	purchase of a Cybersecurity identity
100.16.2230.119.5800	TRAVEL - SW - TECHNOLOGY	-	(2,380)	management program
100.16.2230.119.6110	INSTRUCTIONAL SUPPLIES - SW - TECHNOLOGY	-	(3,925)	
100.16.2230.119.7302	EQUIPMENT - FURNITURE&FIXTURES - TECHNOLOGY	-	(2,000)	
100.16.2230.119.7304	EQUIPMENT - TECH - SW - TECHNOLOGY	-	(96)	
100.16.2230.119.8100	DUES & FEES - SW -TECHNOLOGY	-	(1,000)	
<b>Total for Request</b>		<u>14,878</u>	<u>(14,878)</u>	
<b>4</b> 100.16.2600.101.4310	CONTRACTED SERV - BUILDINGS - SW - PLANT OPS	192,317	-	<b>Director of Finance &amp; Director of Special</b>
100.16.1200.122.5103	TRANSPORTATION - SPEC ED - NON-PUBLIC	306,124	-	<b>Education &amp; Pupil Services' Request</b>
100.16.1200.122.5602	TUITION - SPECIAL ED - OTHER LEAS - SW	116,585	-	Facilities - BMS hot water system, refinishing
100.16.2310.101.8100	DUES & FEES - SW - BOE SERVICES	-	(2,711)	gym floors & landscaping
100.16.2230.119.7304	EQUIPMENT - TECH - SW - TECHNOLOGY	-	(54,758)	Special Education - Tuition and transportation
100.16.2210.101.6110	INSTRUCTIONAL SUPPLIES - SW - CURRICULUM	-	(48,200)	for additional outplaced students and cost
100.16.2230.119.3401	PURCH PROF&TECH SERVICES - SW - TECHNOLOGY	-	(89,074)	increases
100.16.2310.101.3401	PURCHASED PROF.& TECH SERVICES - SW - BOE SERV	-	(9,490)	
100.16.1200.101.3202	PROFESSIONAL SPEC. ED. SERV - SW	-	(127)	
100.16.2500.100.2100	GROUP HEALTH INSURANCE - UNDIST PR EXPENSE	-	(410,667)	
<b>Total for Request</b>		<u>615,026</u>	<u>(615,026)</u>	
<b>5</b> 100.00.1200.101.1216	PARAEDUCATORS - SW - SPECIAL EDUCATION	372,496	-	<b>Director of Spec Ed &amp; Pupil Services' Request</b>
100.16.2500.100.2100	GROUP HEALTH INSURANCE - UNDIST PR EXPENSE	-	(372,496)	Additional Special Education paraeducators
<b>Total for Request</b>		<u>372,496</u>	<u>(372,496)</u>	salary expense

# BETHEL BOARD OF EDUCATION

## Briefing Summary

**Date of Briefing to the Board:** Aug 24, 2023

**Presenter:** Jen Variale

**Topic:** Resource Management & Business Operations Committee Meeting

**Importance of this topic to the Board:** Continued Financial and Operational Management

### Key Points of the Briefing:

- Transportation Update
- Budget Transfers
- Budget Update

### Summary of the Briefing:

#### Transportation Update:

First Student has made multiple improvements for the coming school year. They are currently staffed with exactly enough bus drivers to run all scheduled bus routes. Optimal staffing would include 2 or 3 spare drivers. Multiple drivers are in the candidate pipeline and hiring will continue to be prioritized. Also, the bus routes have been redesigned to be more efficient.

#### Budget Transfers:

At the end of June, 2023 we were able to use savings in multiple accounts to pay for needed special education services as well as facilities repairs. The Special Education services overages were primarily driven by increased costs for outplaced students as well as additional services required to support the increase in the number of Special Education Students. Facilities overages were driven by the replacement of the failed BMS domestic hot water heater, urgent elevator repairs and HVAC repairs. All transfers were aligned with the memo to the Board of Education in June and subsequently voted on in the regular meeting in June.

#### Budget Update:

The finance team is working to close out all remaining items from the 2022 - 2023 school year. Going into the 2023 - 2024 school year we are monitoring Special Education and Facilities spending closely as these are the areas where we anticipate the most risk to our budget.

### Action Requested of the Board of Education:

**Recommended Motion:** No motion needed. For informational purposes only.

# **BETHEL BOARD OF EDUCATION**

## **Briefing Summary**

**Date of Briefing to the Board: 8/24/2023**

**Presenter: Jen Variale**

**Topic: Budget Update**

**Briefing:**

The 2023 - 2024 operating budget includes an \$850,000 reimbursement for excess cost. Based on the updated funding guidelines from CSDE and our current student enrollment, we project that we will receive funding of \$1,100,000. We would like to use the \$245,000 in additional funds to pay for 1 special education teacher and 5 para educators that were funded by grants last year. We have a long term need for these resources and recommend that they be incorporated into the Board of Education Operating Budget.

**Action Requested of the Board of Education:**

**Recommended Motion:** That 1 special education teacher and 5 paraeducators be added to the 2023 - 2024 operating budget.