

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

Thursday, May 16, 2024 6:00 PM

Board of Education Conference Room E, Live Stream:

<http://devos2.bethel.k12.ct.us/show?video=763ff4de0370> Materials can be viewed at: <https://meetings.boardbook.org/Public/Organization/2425> The opportunity for members of the public wishing to make comments can attend and comment in-person or may send public comments to the Board via email or letter and it will be included as part of the record of the meeting., 1 School Street, PO Box 253, Bethel, CT 06801

1. **Healthy, Hunger-Free Kids Act Annual Certification**

2. **Food Services Management Contract Renewal**

3. **2024-2025 Meal Prices**

4. **2024-2025 Tuition Rates**

5. **Quarterly Spending Report**

6. **Budget Transfers**

7. **End of Fiscal Year 2023 -2024**

8. **New Business**

9. **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.)

10. **Adjourn**

# **BETHEL BOARD OF EDUCATION**

## **Briefing Summary**

**Date of Briefing to the BOE RAMBO: May 16, 2024**

**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, 2024 through June 30, 2025. 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 “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:** RAMBO and BOE May 16, 2024

**Presenter:** Jennifer Variale, Director of Finance & Business Operations  
**cc.** Dr. Christine Carver

**Topic: Recommendation of FSMC for 24-25 for 4th of 4 one-year optional renewals**

### **Key Points of the Briefing:**

\* It is important to the Bethel Board of Education that an excellent Food Service Management Company administer the food service operations for the district in accordance with all of the regulations of the National School Lunch Program under the direction of the USDA and the CSDE.

\* The CSDE reviews all required documentation between districts and FSMCs prior to approving the contract renewal.

- 1) Sodexo can charge an increase of up to 4.6% (the CPI) for this coming school year, but they are charging an increase of 3.5% to cover rising costs but understanding the challenges of the upcoming school year.
- 2) Sodexo has been a good partner and will work creatively with the district.
- 3) The management fee will not exceed \$40,905.37 and the administrative fee cannot exceed \$81,601.20 for the contract year.

### **Action Requested of the Board of Education: Motion needed**

Motion to authorize Jennifer Variale, Director of Finance & Business Operations, to finalize all paperwork with the CSDE and sign a CSDE approved extension of contract with FSMC Sodexo for the year 2024-2025.

# **BETHEL BOARD OF EDUCATION**

## **Briefing Summary**

**Date of Briefing to BOE and RAMBO: May 16, 2024**

**Presenter: Jennifer Variale, Director of Finance & Business Operations**

**Topic: Setting breakfast and lunch prices at the schools for 2024-2025**

**Importance of this topic to the Board: Important**

### **Key Points of the Briefing:**

- 1) To raise the school meal prices to cover increases in labor and food costs and continue to have the school lunch program run at or above break-even and to meet the USDA Paid Lunch Equity requirements. Proposal: Raise student lunch prices by \$0.15 at all schools. Elementary will be \$3.25 and Middle School and High School will be \$3.60. These increases will help the district to comply with the Paid Lunch Equity requirements set by the CSDE and USDA. Breakfast at all schools will be increased \$0.10 to \$2.50 for all students. All student meals include a milk option. Adult meal prices also need to comply with CSDE guidelines, therefore, Adult lunch will increase to \$5.00 and Adult breakfast will increase to \$3.50. Adult meals do not include a beverage.
- 2) To set the price for reduced priced breakfast at \$0.00 instead of \$0.30 for the year 2024-2025. 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.
- 3) Action Requested of the Board of Education: Motion needed.

### **Recommended Motions:**

- 1) Motion to set the student school lunch prices for the 2024-2025 school year as follows: Elementary \$3.25 and High School/Middle School \$3.60. The BOE sets the school breakfast prices at all schools at \$2.50 for the 2024-2025 school year.
- 2) Motion to set the reduced priced breakfast to \$0.00 rather than \$0.30 for the 2024-2025 school year to continue to promote participation in the breakfast program.
- 3) Motion to set the Adult lunch price at \$5.00 and the Adult breakfast price at \$3.50 for the 2024-2025 school year in order to comply with CSDE pricing guidelines.



# 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)

*Kristen Brooks, Ed. D.*  
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: Board of Education  
FROM: Jennifer Variale, Director of Finance and Business Operations  
RE: Tuition Rates for Non-Resident 2024-2025  
DATE: May 16, 2024

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

	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>% Increase</u>
Elem/Middle	\$14,499	\$15,064	\$15,514	2.99%
High School	\$16,729	\$17,381	\$17,900	2.99%

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 2024/2025 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**  
**Quarterly & Year to Date Expenditures**

Account	FY Budget	Q1 Expenditures	Q2 Expenditures	Q3 Expenditures	Q4 Expenditures	FY Expenditures	FY Balance
<b>Fiscal Year 2022-2023</b>							
(Audited)							
BOE Operating Budget	\$51,164,831	\$9,087,035	\$13,891,387	\$12,823,618	\$15,306,865	\$51,108,905	\$55,926
Facilities Budget	\$450,000	\$221,831	\$171,314	\$89,891	-\$33,036	\$450,000	\$0

Note: Funds were utilized from the Unexpended Funds Account in 4Q

<b>Fiscal Year 2023-2024</b>							
(Unaudited)							
BOE Operating Budget	\$53,159,164	\$9,326,351	\$15,285,297	\$11,865,416		\$36,477,065	\$16,682,099
Facilities Budget	\$463,880	\$227,991	\$128,987	\$114,799		\$471,778	-\$7,898

**BETHEL BOE BUDGET 2023-2024**  
**BUDGET TRANSFERS SUMMARY BY PERIOD**

		<b>Approved</b>	<b>July-Sept</b>	<b>Oct-Dec</b>	<b>Jan - Apr</b>	<b>May &amp; Jun</b>		<b>Total</b>	<b>Final</b>
<b>Object Codes</b>		<b>Budget</b>	<b>Adjustments</b>	<b>Adjustments</b>	<b>Adjustments</b>	<b>Adjustments</b>		<b>Transfers</b>	<b>Budget</b>
Salaries	1000	35,490,873	-	-	-	-		-	35,490,873
Employee Benefits	2000	9,470,626	-	-	-	-		-	9,470,626
Professional Services	3000	742,984	-	-	5,552	-		5,552	748,536
Purchased Property Services	4000	237,000	-	895	(800)	-		95	237,095
Other Purchased Services	5000	5,558,812	-	(1,700)	(3,914)	-		(5,614)	5,553,198
Supplies	6000	1,351,892	3,000	(4,386)	(39,743)	-		(41,129)	1,310,763
Property	7000	218,162	(3,000)	1,930	39,837	-		38,767	256,929
Dues & Fees	8000	88,815	-	3,261	(932)	-		2,329	91,144
Total Budget		53,159,164	-	-	-	-		-	53,159,164
Total Transfers To			3,000	6,086	45,389			46,743	
Total Transfers From			(3,000)	(6,086)	(45,389)			(46,743)	
% of Total Budget								0.09%	

**Budget Transfers Jan. 1, 2024 - Apr. 30, 2024**

Account Number	Description	Increased	Decreased	Notes
1 100.15.1100.101.7302	FURNITURE & FIXTURES - RS - SW	4,500	0	Principal's Request
100.15.1100.111.6110	INSTRUCTIONAL SUPPL - RS - LITERACY	0	(4,500)	Bookcases for new reading program
<b>Total For Request</b>		<u>4,500</u>	<u>(4,500)</u>	
2 100.13.1100.101.7302	FURNITURE & FIXTURES - BS	7,886	0	Principal's Request
100.13.1100.101.7304	EQUIPMENT - TECHNOLOGY - BS	6,098	0	Bookcases for new reading program &
100.13.1100.101.6502	TECH SUPPL & SOFTWARE - BS	0	(1,150)	Tech equipment for new classroom
100.13.1100.111.6110	INSTRUCTIONAL SUPPL - BS - LITERACY	0	(10,408)	
100.13.2410.101.6901	OTHER SUPPLIES - BS	0	(2,426)	
<b>Total For Request</b>		<u>13,984</u>	<u>(13,984)</u>	
3 100.11.1100.102.6110	INSTRUCTIONAL SUPPLIES - HS - ART	800	0	Principal's Request
100.11.1100.102.4303	EQUIPMENT REPAIR - HS - ART	0	(800)	Ceramic supplies for 2nd semester projects
<b>Total For Request</b>		<u>800</u>	<u>(800)</u>	
4 100.14.1100.101.7302	FURNITURE & FIXTURES - JS - SW	1,300	0	Principal's Request
100.14.1100.111.6110	INSTRUCTIONAL SUPPL - JS - LITERACY	0	(1,300)	Kidney tables for math suite
<b>Total For Request</b>		<u>1,300</u>	<u>(1,300)</u>	
5 100.15.1100.101.7304	EQUIPMENT - TECHNOLOGY - RS	5,280	0	Principal's Request
100.15.1100.111.6110	INSTRUCTIONAL SUPPL - RS - LITERACY	0	(5,280)	Video display equipment for Music
<b>Total For Request</b>		<u>5,280</u>	<u>(5,280)</u>	
6 100.11.1100.109.7303	EQUIPMENT INSTRUCT - HS - MUSIC	3,600	0	Principal's Request
100.11.1100.109.3401	PURCH PROF & TECH SERV-HS-MUSIC	0	(3,600)	Purchase of tuba for HS music
<b>Total For Request</b>		<u>3,600</u>	<u>(3,600)</u>	
7 100.14.2410.101.3302	CONFERENCE REGISTRATION FEES - JS	1,600	0	Principal's Request
100.14.2410.101.6901	OTHER SUPPLIES - JS	0	(1,600)	Restorative Practices, ATOMIC math, IXL &
<b>Total For Request</b>		<u>1,600</u>	<u>(1,600)</u>	NAESP conferences
8 100.14.1100.101.5500	PRINTING - JS - SW	500	0	Principal's Request
100.14.2410.101.6901	OTHER SUPPLIES - JS	0	(500)	Grade 3 Welcome books
<b>Total For Request</b>		<u>500</u>	<u>(500)</u>	
9 100.16.2230.119.3401	PURCH PROF&TECH SERVICES - TECH	11,318	0	Director of Digital Learning's Request
100.16.2230.119.5301	COMMUN. & RESEARCH SERV - TECH	0	(4,414)	Offsite data backup services
100.16.2230.119.6110	INSTRUCTIONAL SUPPLIES - TECH	0	(439)	
100.16.2230.119.7304	EQUIPMENT TECH - TECHNOLOGY	0	(1,766)	
100.16.2230.119.3301	PROF EMPLOYEE TRAINING - TECH	0	(3,766)	
100.16.2230.119.8100	DUES & FEES - TECHNOLOGY	0	(932)	
<b>Total For Request</b>		<u>11,318</u>	<u>(11,318)</u>	
10 100.15.1100.101.7303	EQUIPMENT INSTRUCT - RS - SW	2,290	0	Principal's Request
100.15.2410.101.6901	OTHER SUPPLIES - RS - ADMIN	0	(2,290)	Purchase of a laminator
<b>Total For Request</b>		<u>2,290</u>	<u>(2,290)</u>	
11 100.11.1100.101.7302	FURNITURE & FIXTURES - HS	10,650	0	Principal's Request
100.11.2410.101.6901	OTHER SUPPLIES - HS	0	(10,650)	Two classrooms of desks
<b>Total For Request</b>		<u>10,650</u>	<u>(10,650)</u>	

## End of Fiscal Year 2023 - 2024

### Rationale:

We are preparing for the end of the fiscal year. Final payrolls are scheduled to be processed on June 28th. 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.

- 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 Chromebook 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 2024 as usual.
- Facilities - With a reduced 460 budget there are a few critical maintenance items that we had this year and we will need to transfer funds to cover these expenses.
- Unexpended Funds Account - Knowing that we are facing rising Special Education costs, we will plan to deposit any unspent funds to this account which is for opportunities and contingencies in the future. We do not anticipate that there will be much at all remaining this year to deposit here.

### Recommended Motion(s):

---

Move to recommend 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.