

BRISTOL BOARD OF EDUCATION
REGULAR FINANCE COMMITTEE MEETING MINUTES
Tuesday, July 12, 2022

The regular meeting of the Bristol Board of Education Finance Committee was held on Tuesday, July 12, 2022, at 6:00 p.m. at the Bristol Board of Education in Room 36 and via the Zoom meeting platform.

PRESENT: Commissioners: Dante Tagariello, Russell Anderson, and Karen Vibert

EXCUSED: Commissioner Kristen Giantonio

ALSO PRESENT: Lynn Boisvert, Dr. Catherine Carbone, Jennifer Dube, Dr. Kimberly Culkin, Dr. Michael Dietter

1. Call to Order

Commissioner Tagariello called the meeting to order at 6:00 p.m. Attendees stood for the Pledge of Allegiance.

Reading of the meeting norms was waived by Commissioner Tagariello as they appeared in the meeting packet.

2. Approval of Minutes: June 13, 2022 – Special Finance Committee Minutes

Motion Passed: with a motion by Karen Vibert and a second by Dante Tagariello

Approval of Minutes: June 22, 2022 – Special Finance Committee Minutes

Motion Passed: with a motion by Karen Vibert and a second by Dante Tagariello

3. Public Comment

No members of the public wished to address the board.

4. Update of 21-22 Budget

Mrs. Lynn Boisvert presented the 21-22 Budget Update. The June 30th snapshot for FY22 shows an available balance of (\$175,663.71). We continue to progress through the end of the fiscal year, we expect to see additional revenues and returned monies to the general fund as we continue the process of closing purchase orders with remaining fund balances. As previously discussed purchase order closures and expenditure adjustments will bring the General Control and Maintenance of Plant budget characters closer to within budget. In Transportation, we have closed out the fuel purchases for buses, which ended up over budget by \$207k as was anticipated. As of 7/11/22, we have 212 purchase orders remaining open, with an available \$4.023M: of which \$2.18M on 117 purchase orders are from the Special Education department, awaiting May and June invoices. Our main focus continues to be Special Education. Though the end of May the snapshot shows an overage of \$549K in Special Education, a slight increase over last month's \$530K. We expect to see continued movement for the remainder of the fiscal year and will do our best to forecast a year-end amount in the coming weeks. We cautiously forecast a third consecutive year-end at or under budget as there

Update of 21-22 Budget - cont'd

are still expenditure adjustments to various grant sources and purchase order closures still to be processed.

5. Update of 22-23 Budget Deficits

Mrs. Boisvert presented an update to the 22-23 Budget Deficits. As of July 11, 2022, it appears we will start the year with a deficit. The new year contracts for heating fuel and diesel for Bristol's school busses are significantly higher than the FY 2023 budgeted amounts. The allotted gallons at maximum use will exceed budgeted lines by \$484,680. We will need to closely monitor these line items and transfer funding as needed during the year to cover the budget shortfall.

Questions followed regarding assistance from the State and why the numbers look so different than what was budgeted. The State is not offering financial assistance, we will look at the budget in October and if needed, a budget freeze will be put in place.

Discussion followed regarding the use of surplus funds. At last month's meeting, the committee voted to use any surplus from the 21-22 budget for fencing at Bristol Eastern. Commissioner Tagariello would like to see any surplus funds from the 21-22 budget used to avoid instituting mitigation strategies. Dr. Dietter shared with the committee the most recent fence quote (\$31,000) the amount is not shocking as it aligns with other project totals in the district. Commissioners discussed other ways to fund the fencing project. Commissioner Tagariello feels any discussion of budget surplus use is premature based on the report presented. Commissioner Vibert agrees the discussion should be tabled; this will be done at the Board of Education meeting tomorrow night. (June 13, 2022)

6. Cafeteria Report - Food Service

Mrs. Boisvert presented the Cafeteria Report. The Cafeteria program successfully ended the year with a snapshot balance of \$987,740 as of the end of June. As a reminder food service surplus funds can only be used within the food services program. Throughout the month of June, we served a total of 24,281 breakfasts and 51,830 lunches for a total of 76,111 meals. served during the month of June. Our participation is holding steady, exceeding our 70% daily lunch goal and 30% breakfast goal for the month. We have received \$280,241 in reimbursement amounts to date from the Connecticut State Department of Education.

7. Appropriations & Transfers (exceeding \$10K)

Mrs. Boisvert presented the Appropriations & Transfers report for the month of June. Funds from Greene-Hills, West Bristol, and Northeast Schools Textbook lines totaling \$24,084.07 were moved to Instructional Supplies Districtwide.

8. Special Education Report

Dr. Kim Culkin, Director of Special Services presented the monthly Special Education Report. As of July 13, 2022, 1,735 of 7,981 Bristol students were identified as students requiring Special Education programming. This enrollment reflects 21.74% of the total BPS student population. During the month of June, 1 of the three (3/33%) of newly registered students were identified as students with special needs at the time of registration. During the month of June, one (1) student newly enrolled to

Special Education Report – cont'd

Bristol Public Schools received their program and services through an out-of-district special education school program at the time of enrollment. As of July 1, 2022, 125 of our 1,735 identified students require out-of-district placements at special education school programs and 72 students continue to require special education programming services at other public out-of-district schools such as magnet schools.

By request, an additional data point to report on was the total number of calls placed to 211 and to 911. Dr. Culkin reported that in the 2021-22 school year, there were over 750 calls placed to 911 and over 200 calls placed to 211. The reasons for calls placed to 911 vary from unidentified persons on a property to the need for medical assistance for adults or students. Calls are placed to 211 for mental health assessments for safety and well-being supplemental to risk assessments conducted by district staff.

9. Adjournment

With no other business before the committee, the committee meeting was adjourned. (6:33 p.m.)

Respectfully Submitted:



Susan Everett

Executive Assistant to the Board of Education