

**BRISTOL WARREN REGIONAL SCHOOL COMMITTEE BUDGET
SUBCOMMITTEE MEETING
APPROVED MINUTES**

Monday, March 20, 2023

A meeting of the Bristol Warren Regional School Budget Subcommittee was held on Monday, March 20, 2023. Chairperson Almeida called the meeting to order at approximately 6:00 PM..

Present: Subcommittee: Jessica Almeida, Chairperson; Tara Thibaudeau, Adam McGovern School Committee and Administration: Nicky Piper, Ana Riley, Superintendent of Schools, and Diane Sanna, Ph.D., Assistant Superintendent;

I. DISCUSSION AND/OR POSSIBLE ACTION

A. Minutes of Budget Subcommittee Meetings on February 6, 2023, February 15, 2023, and February 27, 2023

MOTION: Ms. Thibaudeau made a motion to approve the minutes of February 6, February 15, and February 27; seconded by Mr. McGovern. The motion was approved unanimously.

B. Bids/RFPS

1. OPM Recommendation

Superintendent Riley stated that she is still in the process of interviewing vendors. She will bring her recommendation to the full School Committee on March 27, 2023.

2. Emergency Generator bid

The RFP was extended to March 21, so there is nothing to report.

3. Trash/Recycling bid

Superintendent Riley stated that the recommended bid came in at a very reasonable price compared to neighboring towns. Ms. Thibaudeau stated that she spoke with someone at the Warren DPW, who told her that the Town of Warren would accept the District's KMS and Hugh Cole recycling, which could improve the bid. She also asked if the District's attorney had reviewed the contract. Superintendent Riley stated that the District's attorney doesn't usually review contracts at this level, but she will check in with Attorney Carroll.

MOTION: Ms. Thibaudeau made a motion to approve the Superintendent's recommendation for Trash and Recycling, contingent on the Superintendent following up with the Town of Warren and Attorney Carroll; seconded by Mr. McGovern. The motion was approved unanimously.

C. Standardize Monthly Financial Reports

1. Cash Disbursements
2. Monthly Financial Report with Variance Analysis
3. Budget Transfer Report

The Superintendent reviewed the Financial Reports. She stated that she is watching the Substitute line, which is higher than projected. She added that the bottom line of the Budget was still positive, which could be used at the end of the year to balance the Substitute account.

D. ESSER 3 Amendment

Superintendent Riley stated that her amendment is not complete. She is waiting to see if there are funds in the ESSER 2 fund, considering that she was not able to find a social worker for the Middle School. There may be funds left to cover some of the items she was going to put in the Amendment. She will have a report for the next Budget meeting.

E. CTE - Source of Revenue

The Subcommittee discussed options for expanding the CTE program. Superintendent Riley stated that there are a number of programs that she is exploring, including Electrical, BioScience, Teaching, and Computer Science. She plans to also explore ways to grow the student interest in existing programs.

F. Service & IT Contract List

The Superintendent presented the Contract List. No action taken.

G. Gate Receipt Fund

Superintendent Riley stated that there was \$8000 in a “committed” fund, but she is not sure what the funds were being held for. She believes it might be for softball fields. She will move the fund back into the Gate Receipt Fund when she has confirmed that the project is complete. As of March 20, 2023, there is \$123K in the fund and it is used for Game Day Employees.

H. Fund Balance Discrepancy

The Superintendent stated that the Audit reported that the Fund Balance is \$649,314.

I. Police DBK - Budget Transfer

This item was tabled until a new CFO was hired.

J. Facilities Update

The Superintendent reported that there were no outstanding RIDE projects. She added that Mr. Caliri is working on a plan to fix the MHHS Boys bathroom.

In response to a question, Superintendent Riley stated that the Hugh Cole roof design is complete. The project will be put in the next Capital Plan, along with the paving at the Hugh Cole school.

K. Review of Financial Software

Mr. McGovern and Superintendent Riley discussed the features of the new Financial software which was just bought by a different company. The whole system will be updated and may include programs that can replace other existing programs for administration.

II. ADJOURNMENT

MOTION: Ms. Thibaudeau made a motion to adjourn the meeting; seconded by Mr. McGovern.

Chairperson Almeida adjourned the meeting at 7:23 PM.

Jessica Almeida, Chair
Budget/Facilities Subcommittee

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