

**BRISTOL WARREN REGIONAL SCHOOL COMMITTEE  
BUDGET/FACILITIES SUBCOMMITTEE VIRTUAL MEETING MINUTES**

**Monday, June 29, 2020**

A meeting of the Bristol Warren Regional School Budget & Facilities Subcommittee was held virtually on Monday, June 29, 2020, via Zoom Conferencing. Subcommittee Chairperson, Brian Bradshaw, called the meeting to order at 5:35 p.m.

**Present:**

**Subcommittee:** Brian Bradshaw, Chairperson, Sheila Ellsworth, and John Bento  
**School Committee and Administration:** Erin Schofield, Adam Ramos, Marjorie McBride, Jonathan Brice, Ed.D., Superintendent; Diane Sanna, Ph.D., Assistant Superintendent; Tina Fogell, Esq., Chief Operating Officer; Edward Clarke, M.Ed., CAGS, Director of Student Support Services; George Simmons, Director of Facilities; Rose Muller, Director of Information Technology; Joel Harrington, Interim Business Manager; Kathryn Brown, Recording Secretary

**I. Approval of Minutes**

**A. June 17, 2020**

MOTION: Mrs. Ellsworth made a motion to approve the minutes of the June 17, 2020, meeting; seconded by Chairperson Bradshaw.

The motion passed unanimously.

**II. FY20 Budget Status**

**A. Monthly Business Office Reports**

Dr. Brice explained the monthly business office reports that were provided prior to the meeting. The business office team worked to get the number of encumbrances down and there are only two more days to receive items. Business office is working to get the last invoices for the fiscal year. The remaining balance will be somewhere near 2.7 million dollars. The reason it is so large is because we have not had a number of different expenses (transportation, food and nutrition costs, supplies and materials) since the end of March due to COVID.

Typically, the remaining balance would be much smaller in the range of 100K. These funds would typically be assigned to capital projects and recommended that there should be a discussion about taking funds and directing staff to place funds into fund balance specifically for COVID expenses related to opening of school.

Dr. Brice stated that the district already purchased 1600 chromebooks and will most likely need to purchase more for the upcoming school year. The superintendent's emergency authorization was used for this purchase as all manufacturers have significant delays in deliveries that are now pushed out to January, 2021.

Dr. Brice stated that the district has had conversations with the transportation vendor, First Student, and understands that there will be additional costs associated with

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transportation this upcoming school year in regards to cleaning buses, hiring additional monitors on the bus.

Dr. Brice stated that additional classroom furniture will need to be purchased such as tables where multiple students can sit to adhere to social distancing requirements.

Dr. Brice also mentioned that there will be an increase in orders of cleaning supplies, masks, and the potential to move all custodians to day shift to clean throughout the day in all buildings and have a company come to clean at night. There is currently a team of over forty BWRSD staff members working on the reopening plan. The district leadership team is working with the District Management Group out of Boston as they are consultants working with RIDE to support districts in the reopening plan process. There has been two surveys sent out regarding reopening, one to families and one to staff members, and the district has received a tremendous amount of responses. This feedback will be used to inform our reopening plan that is due to RIDE on July 17th.

B. Discussion of May End of Month Dashboard

Dr. Brice discussed the May End of Month Dashboard.

Mrs. Ellsworth stated that the subcommittee used to get a sheet for each line item.

Mrs. Ellsworth stated that the tuition for out of district placements was shocking.

Discussion ensued about out of district placements

Mrs. Ellsworth mentioned that the line item adjustments that were approved after December 9th did not appear in the reports provided.

Dr. Brice stated that they would look into that and get back to the subcommittee.

Discussion ensued regarding fund balance and policy DIC, GASB associated with it.

Mrs. Ellsworth asked about FEMA money available to districts at this time.

Dr. Brice stated that he has not heard about FEMA money being available to school districts and has heard about the Cares Act dollars for districts due to COVID.

No further discussion.

**III. Discussions**

**A. Facilities Update**

**a. Necessity of Construction Update**

**i. Article 9 Update**

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Chairperson Bradshaw asked which projects are we expecting to put in reimbursements for?

Dr. Brice stated that the district will apply for all the reimbursements possible. Dr. Brice stated that they are seeking reimbursement for those projects in the third year or a three year payout. All the projects and reimbursements that are being applied for have been provided to committee members.

Discussion ensued.

Dr. Brice gave an update on Article 9 and associated requirements.

No further discussion.

**B. FY21 Preliminary Budget**

Dr. Brice discussed the FY21 preliminary budget that was sent to the school committee members prior to the meeting.

Chairperson Bradshaw asked for questions or comments from committee members.

Mrs. Ellsworth stated that she would not be able to approve something that was just received.

Dr. Brice stated that the subcommittee may want to waive the requirement and give more time for this preliminary budget.

Chairperson Bradshaw stated that the subcommittee would not make a recommendation and at the full committee meeting, they would suspend Policy DB requirement for preliminary budget as of June 30, 2020.

Dr. Brice stated that suspending the policy would give more time as we are still waiting to hear about state aid for the FY 21 year.

Mrs. Schofield stated that she reached out to district legal counsel and it is not a state law to approve a preliminary budget by June 30.

Chairperson Bradshaw stated that they would move to suspend the recommendation of this item.

**IV. Actions**

**A. FY20 Line Item Adjustments**

Chairperson Bradshaw suspended this recommendation as there was not enough information. No action was taken.

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**B. FY20 Assignment of Fund Balance**

Chairperson Bradshaw asked for a motion to recommend the FY20 Assignment of Fund Balance to capital.

MOTION: Mr. Bento made a motion to recommend the FY20 Assignment of Fund Balance to Capital; motion seconded by Mrs. Ellsworth.

The motion passed unanimously.

**C. Recommendation to the full School Committee approval of the FY21 Preliminary Budget**

Chairperson Bradshaw suspended this recommendation. No action was taken.

**D. Recommendation to the full School Committee regarding path forward on a BWRSD net metering project**

Chairperson Bradshaw discussed that this item was in regards to the Nugen Net Metering Project presentation at an earlier subcommittee meeting.

Mrs. Ellsworth stated that she would like to make a recommendation to the full committee to move forward under the Town of Bristol's RFP.

Discussion ensued regarding this item.

MOTION: Mrs. Ellsworth made a motion to recommend to the full school committee regarding the path forward on a BWRSD net metering project; motion seconded by Mr. Bento.

The motion passed unanimously.

**V. Adjournment**

MOTION: There being no more business to discuss, a motion was made by Mrs. Ellsworth to adjourn the meeting at 7:00 p.m.; seconded by Mr. Bento.

The motion passed unanimously.

**Brian Bradshaw, Chair  
Budget/Facilities Subcommittee**

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