

**BRISTOL WARREN REGIONAL SCHOOL COMMITTEE
VIRTUAL BUSINESS MEETING MINUTES**

Monday, February 8, 2021

The virtual meeting of the Bristol Warren Regional School Committee was held virtually on Monday, February 8, 2021, via Zoom Conferencing. Chairperson Marjorie McBride, called the meeting to order at approximately 7:05 p.m.

Present: Marjorie McBride, Chairperson; Tara Thibaudeau, Vice-Chair; Sheila Ellsworth, Treasurer; Victor Cabral, Secretary; Nicky Piper. Carly Reich, Sarah Bullard, Erin Schofield, and Karen Cabral; Diane Sanna, Ph.D., Assistant Superintendent; Thomas Wood, Director of Facilities; Rose Muller, Director of Technology; Mary Ann Carroll, Esq., District Solicitor; Edward Clarke, M.Ed.,CAGS, Director of Student Support Services; Diana Campbell, Recording Secretary

Guests: James Lass, Network Engineer Consultant

I. Executive Session

Chairperson McBride stated that there was no need for an Executive Session.

II. Open Session

Chairperson McBride called the meeting to order at approximately 7:05 p.m.

III. Opening Business

Chairperson McBride invited all present to join in the recitation of the Pledge of Allegiance to the Flag.

IV. Public Comment

No one requested Public

V. Consent Agenda

All items under the Consent Agenda are considered to be routine by the School Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Committee member requests, in which event the items will be withdrawn from the general order of business and considered in the normal sequence on the agenda. Consent Agenda items are received and filed with no discussion or further action taken.

A. Approval of the January 25, 2021 School Committee Meeting Minutes

MOTION: Ms. Piper made a motion to approve the Consent Agenda; seconded by Mr. Cabral. The Motion passed unanimously.

VI. Discussion/Action

A. CFO Contract

Chairperson McBride withdrew this item from the agenda.

B. Fiber Network Contract

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Assistant Superintendent Sanna asked Director of Technology Muller to explain the Fiber Network project and the i3 Broadband agreement. A fiber network is necessary to support teaching and learning as well as the security systems throughout the district. Ms. Muller explained the agreement with i3 Broadband: successful application to the Universal Service Administration Company (USAC/eRate), resulted in the District being awarded a 50% discount on the construction of a fiber network, maintenance, and the required equipment.

Ms. Ellsworth stated that the Budget/Facilities Subcommittee recommends that this contract be approved by the School Committee. The costs to the district will be \$94,500 for the fiber network and \$37,000 for equipment, for a total of \$131,500, and an annual maintenance fee of \$2415. Except for the annual maintenance fee, the funds will come out of the Capital Budget because this is a one-time expenditure and involves equipment. The balance of the total project costs will be paid directly to i3 by the Federal Government.

MOTION: A motion was made by Ms. Thibaudeau to approve the i3 Broadband contract for a Fiber Network installation; seconded by Mr. Cabral. Motion passed unanimously.

C. Copier Contract Extension

Ms. Muller explained that the district has an opportunity to extend its existing copier contract with RICOH for 17 months. She reports that the District has not used the existing printers much due to most programs going on-line. Extending the contract reduces the District's monthly cost by approximately \$600 and aligns the contract with the Fiscal Year calendar, which will allow for a bidding process and a summer refresh of copiers before the start of school in 2022. The extension agreement also includes the software, Papercut, which will allow for printing of Google documents. At the end of the 17 month contract, the District will own the Papercut license, which could be used with whatever copiers the District chooses through the next bidding cycle. The next request for bids would also include an assessment of the District's printing needs and connecting the District's printers to the new fiber network.

MOTION: A motion was made by Ms. Ellsworth to approve the RICOH Copier contract; seconded by Ms. Thibaudeau. Motion passed unanimously.

D. Extension of Services for Financial Consultant

Assistant Superintendent Sanna requested an extension of Mary King's contract for Financial Consulting Services. Ms. King is overseeing the 2021 Finances and the FY22 Budget, as well as the District's processes and staffing. Assistant Superintendent Sanna is requesting an extension of 80 hours.

MOTION: A motion was made, for purposes of discussion, by Mr. Cabral to approve the request to extend the contract with Ms. Mary King for an additional 80 hours; seconded by Ms. Piper.

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DISCUSSION:

Mr. Cabral asked if the District really needed this person. Dr. Sanna stated that Ms. King's services have been invaluable to the District which has not had a CFO in more than a year. This extension would allow Ms. King to continue her assessment and to help the new CFO, once they've been hired. At a minimum, her services are needed through the FY22 Budget process.

Ms. Cabral asked how much has been spent on this contract so far. Attorney Carroll stated that not all funds from the last extension of 40 hours have been spent, but they will be soon. A full 80 hours will cost approximately \$16,000.

Ms. Piper asked if the Temporary Chief Financial Officer, Diane Brennan, will leave once a new CFO is hired. Attorney Carroll stated that Ms. Brennan's contract ends on March 5. Assistant Superintendent Sanna stated that Ms. Brennan has been doing a great job with the day-to-day details and in helping Attorney Connell with her analysis. She has worked well with Ms. King and Interim Business Manager Joel Harrington. Assistant Superintendent Sanna hopes to convince Ms. Brennan to stay until a new CFO is found.

Further discussion ensued on the costs and sources of funds for staffing the Business Office. Ms. Schofield pointed out that it has been challenging to find a qualified CFO for the district and that it is necessary to retain the services of both Ms. King and Ms. Brennan.

Additional discussion ensued on the search for a new CFO. Assistant Superintendent Sanna stated that the District is advertising in several places, including the Providence Journal and the Fall River Herald, as well as with the RI State Superintendent's organization and the RI Association of School Business Officials.

The Motion passed unanimously.

VII. Adjournment - 7:34 p.m.

MOTION: There being no more business to discuss, a motion was made by Mrs. Cabral to adjourn the meeting at 7:35 p.m.; seconded by Ms. Ellsworth.

The motion passed unanimously.

Respectfully submitted,

Victor Cabral, Secretary
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