

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

**Monday, May 9, 2022**

A meeting of the Bristol Warren Regional School Budget & Facilities Subcommittee was held on Monday, May 9, 2022. Chairperson Sheila Ellsworth called the meeting to order at approximately 6:00 p.m.

**Present:** Subcommittee: Sheila Ellsworth, Chairperson, Tara Thibaudeau; Nicky Piper. **School Committee and Administration:** Victor Cabral; Ana C. Riley, Superintendent of Schools; Diane Sanna, Ph.D., Assistant Superintendent; Anthony Ferrucci, Chief Financial Officer; Rose O'Connor, Director of Technology; Diana Campbell, Recording Secretary

**I. DISCUSSION AND/OR POSSIBLE ACTION**

**A. Approval of the Minutes of January 19, 2022 meeting**

**MOTION:** Ms. Thibaudeau made a motion to approve the Minutes of April 13, 2022; seconded by Ms. Piper. The motion was approved unanimously.

**B. FY22 Capital/Facility Projects**

The Subcommittee reviewed the FY22 Capital Project Report. No action was taken.

**C. Grants**

- ESSER II and ESSER III Expenditures to date

The Subcommittee requested an updated ESSER III Budget Plan and that both plans be made available to the public on the District's website.

**II. FY21 Annual Audit Update**

Mr. Ferrucci provided an update on the FY21 Annual Audit. He reported that the final Audit Report should be available for the next Budget Subcommittee meeting in June.

**III. Standardize Monthly Financial Reports**

**A. Cash Disbursements**

The Subcommittee reviewed the cash disbursements report.

**B. Monthly Financial Report**

The Subcommittee asked for a variance analysis for items with more than a \$7500 variance. Mr. Ferrucci agreed to include a Variance Analysis Report with his monthly Financial updates.

### C. Budget Transfer Report

Mr. Ferrucci introduced the Budget Transfer Report, requesting the Subcommittee's approval of the Budget Transfers for the month of April.

The Subcommittee requested a few adjustments to the Report.

MOTION: Ms. Piper made a motion to approve the Budget Transfer Report, with the requested edits, and to move the revised report to the full School Committee for approval. The motion was seconded by Ms. Thibaudeau. The motion was approved unanimously.

MOTION: Bids / Proposals Review

### D. Colt Andrews Drainage Improvements Project

The Subcommittee reviewed the Bid recommendation for sidewalk replacement and drainage improvements at Colt Andrews Elementary School. They requested that back up information on the contractor be included in the packets for the full School Committee.

MOTION: Ms. Piper made a motion to approve the Bid recommendation for the Colt Andrews sidewalk and drainage project and to move the recommendation to the full School Committee for approval. The motion was seconded by Ms. Thibaudeau. The motion was approved unanimously.

### E. Kickemuit Middle School Rooftop HVAC Replacement Project

The Subcommittee reviewed the Bid recommendation for the Kickemuit Middle School Rooftop HVAC Replacement project.

MOTION: Ms. Thibaudeau made a motion to approve the Bid recommendation for the Kickemuit Middle School Rooftop HVAC Replacement project and to move the recommendation to the full School Committee for approval. The motion was seconded by Chairperson Ellsworth. The motion was approved unanimously.

### F. Copier Solution

Ms. O'Connor provided a brief overview of the process of selecting a contractor for copy machines throughout the district. She reported that as a result of the process, she was able to make some efficiency adjustments at the high school, removing two redundant copy machines. She is recommending that the Subcommittee approve the RICOH bid.

MOTION: Ms. Piper made a motion to approve the Bid recommendation for the Copier Solution Contract and to move the recommendation to the full School Committee for approval. Ms. Thibaudeau seconded the motion. The motion was approved unanimously.

#### G. Additional Security Upgrades

MOTION: Ms. Thibaudeau made a motion to approve the purchase of four (4) Blue Light Emergency Call Towers for installation at Mt. Hope High School(2), Kickemuit Middle School(1), and Guiteras field(1), and to move the request to the full School Committee for approval. The motion was seconded by Ms. Piper. The motion was approved unanimously.

#### H. 5-Year Capital Plan

Superintendent Riley explained the bid process for selecting a contractor to develop a Facilities Conditions Assessment, and Education Facilities Master Plan, a 5-Year Capital Improvement Plan, and the RIDE Necessity of School Construction Stage 1 Submission. After interviewing two contractors, she is recommending that the Subcommittee approve the bid of Colliers. The cost of the contract will be covered by RIDE funds.

MOTION: Ms. Piper made a motion to approve the Superintendent's recommendation to enter into negotiations with Colliers, and that the recommendation be moved to the full School Committee for approval. The motion was seconded by Ms. Thibaudeau. The motion was approved unanimously.

#### IV. Kickemuit Middle School School Resource Officer

Superintendent Riley explained that the Town of Warren has informed her that they do not have funds to support a School Resource Officer (SRO) at the Warren schools. She is recommending that the School Committee approve the use of some ESSER III funds, up to \$35,000, along with supplemental funds from the Town of Warren, to provide temporary funding for a School Resource Officer for the Warren schools.

It was noted that the SRO would be available at the schools 5 days per week during the school year, and will work for the Town of Warren during the summer months. When not supporting the schools, the Town of Warren will fund the payroll costs of the officer.

MOTION: Ms. Thibaudeau made a motion to approve the use of ESSER III funds to cover the costs of an SRO officer at the Warren schools and to move the recommendation to the full School Committee for approval when the Superintendent has completed the contract with the Town of Warren. The motion was seconded by Ms. Piper. The motion was approved unanimously.

#### V. Policy DBK - Budget Transfer Authority

Mr. Ferrucci explained his reasoning for the revisions to Policy DBK Budget Transfer Authority. The Subcommittee requested two amendments to the Policy before being brought to the Policy Subcommittee for review.

MOTION: Ms. Piper made a motion to approve the revised Policy DBK, with the two requested amendments, and to move it to the Policy Subcommittee. The motion was seconded by Ms. Thibaudeau. The motion was approved unanimously.

VI. Resolution of Invoice for Outstanding Unemployment Bill  
Mr. Ferrucci withdrew this item from the Agenda.

VII. COZ Program Budget  
Mr. Ferrucci reviewed the COZ Program Budget for the Subcommittee.

MOTION: Ms. Piper made a motion to approve the COZ Program Budget and to move it to the full School Committee for approval. The motion was seconded by Ms. Thibaudeau. The motion was approved unanimously.

VIII. BWRSD FY23 Tuition rates  
Mr. Ferrucci explained his analysis of tuition rates of the past and other districts in Rhode Island. He is recommending a tuition increase of \$50 for elementary students and \$400 for high school students for the 2022-2023 School Year.

MOTION: Ms. Piper made a motion to approve the recommended FY23 Tuition rates and to move the recommendation to the full School Committee for their approval. The motion was seconded by Ms. Thibaudeau. The motion was approved unanimously.

## **IX. ADJOURNMENT**

Motion to adjourn was made by Ms. Piper and seconded by Ms. Thibaudeau at 8:10 PM. The motion passed unanimously. Chairperson Ellsworth adjourned the meeting at 8:10 pm.

**Sheila Ellsworth, Chair  
Budget/Facilities Subcommittee**

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