

Minutes of the Board of Education Resource Management & Business Operations Committee Meeting held on Thursday, August 24, 2023, in Board of Education Conference Room E 1 School Street, Bethel, CT 06801.

Attendance: None.

Administrative Attendance: C. Carver, K. Brooks, J. Variale, C. Sipala

M. O'Brien, Chair, called the meeting to order at 6:30 PM.

Board Members Attendance:

Mrs. Jen Larsen	Present
Mrs. Courtney Martin, Alt.	Present
Mr. Daniel Nostin	Present
Ms. Melanie O'Brien, Ex. Offico, arrived 6:40 PM	
Mr. Scott Clayton	Absent
Mr. Bill Foster	Absent

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1. Bid Waiver - Copier Lease

Move to recommend to the Board to renew our relationship with Base Technologies and entering a new five-year lease agreement for copier equipment and managed print services and to waive the bid procedure as this transaction is in the best interest of the Bethel Board of Education and The Town of Bethel. Passed with a motion by Mr. Daniel Nostin and a second by Mrs. Courtney Martin.

Mrs. Jen Larsen:	Yea
Mrs. Courtney Martin:	Yea
Mr. Daniel Nostin:	Yea

2. Transportation Update

Jen Variale, Director of Finance and Business Operations, informed the committee that First Student has made multiple improvements for the coming school year. They are currently staffed with exactly enough bus drivers to run all scheduled bus routes. Optimal staffing would include 2 or 3 spare drivers. Multiple drivers are in the candidate pipeline and hiring will continue to be prioritized. Also, the bus routes have been redesigned to be more efficient. Dr. Carver informed the committee she will be sending out a reminder to parents about bus drop-off and pick-up protocols.

3. Budget Transfers

Jen Variale, reviewed the budget transfers with the committee. All transfers were aligned with the memo to the Board of Education in June and subsequently voted on in the regular meeting in June.

4. Budget Update

Jen Variale informed the committee that the finance team is working to close out all remaining items from the 2022 - 2023 school year. Going into the 2023 - 2024 school year they are monitoring Special Education and Facilities spending closely as these are the areas where they anticipate the most risk to the budget. Also, the 2023 - 2024 operating budget includes an \$850,000 reimbursement for excess cost. Based on the updated funding guidelines from CSDE and our current student enrollment, it is projected that the district will receive funding of \$1,100,000. The administration would like to use the \$245,000 in additional funds to pay for 1 special education teacher and 5 para educators that were funded by grants last year. The district has a long-term need for these resources and it is recommended that they be incorporated into the Board of Education Operating Budget.

Recommend to Board that 1 special education teacher and 5 paraeducators be added to the 2023 - 2024 operating budget. Passed with a motion by Mrs. Jen Larsen and a second by Mrs. Courtney Martin.

Mrs. Jen Larsen: Yea

Mrs. Courtney Martin: Yea

Mr. Daniel Nostin: Yea

Ms. Melanie O'Brien: Yea

5. New Business

None.

6. Public Comment

None.

7. Adjourn

Move to adjourn at 6:47 PM. Passed with a motion by Mr. Daniel Nostin and a second by Mrs. Courtney Martin.

Mrs. Jen Larsen: Yea

Mrs. Courtney Martin: Yea

Mr. Daniel Nostin: Yea

Ms. Melanie O'Brien: Yea