

Berlin Board of Education
Finance and Operations Committee Meeting
June 10, 2021
MINUTES

In Attendance: Timothy Oakes, Chair, Virtual Attendance
Julia Dennis, Virtual Attendance
Adam Salina, Virtual Attendance

Also in attendance: Brian Benigni, Superintendent of Schools
Jeffrey Cugno, Director of Operations
Ashley Dorsey, Director of Finance
Erin McGurk, Ed.D, Assistant Superintendent
Denise Parsons, Director of Human Resources

I. Call to Order

The meeting was called to order by Mr. Oakes at 7:35am.

II. Update on the Transportation Agreement/ Impact of Transportation Savings

Ms. Dorsey updated the committee on the transportation agreement between the District and their carrier, New Britain Transportation (NBT). The agreement was signed by both parties and put into effect for June 1. The committee discussed the amendment's impact relative to district savings and the potential implications for FY 22's Excess Cost reimbursement.

III. Updated Forecast of Year-End Surplus

Ms. Dorsey noted there was no significant difference to the forecasted year-end surplus since the committee last met. The administration presented a list of year-end purchases and projects for the committee to consider processing by June 30. These requests include facilities maintenance, curriculum purchases, and district equipment.

IV. Report of Spend Down of Choice Grant 2020-2021

Ms. Dorsey provided the committee with the anticipated budget balance for the Choice Grant for FY 21. The committee discussed using Choice funds to upgrade security cameras at Berlin High School that have reached the end of life. The committee also discussed a tentative Choice budget for FY 22. Dr. McGurk addressed the need to allocate Choice funds for staffing in the next fiscal year.

V. Update on BTA

Mr. Cugno provided a status update on the YMCA Daycare leases for McGee and Hubbard, and the Berlin Transition Academy. Mr. Cugno has been working with the YMCA and the Corporation Counsel to establish terms desirable with all involved; all parties are working diligently to move this partnership forward.

Ms. Dorsey also noted members of the administrative teams from both Berlin and Cromwell Public Schools had a preliminary meeting with an attorney from Shipman and Goodwin to discuss the legal agreement between the school systems. The discussion included insurance, transportation, staffing, budgeting, and payment terms.

VI. Security Grant

Ms. Dorsey informed the group of the two security grants the District is eligible to apply. Both grants are competitive; awards are prioritized based on the needs of the community. The committee also received details on a new mass communication system requested by both the security and IT department to enable consistent messaging throughout the District and increase efficiency related to emergency response time. The two-part grant application is due by the end of June.

VII. Unaffiliated Staff Salaries

Superintendent Benigni and Ms. Parsons discussed upcoming contracts for unaffiliated staff members. Mr. Cugno, Ms. Dorsey, and Dr. McGurk were excused from this discussion.

VIII. Transfers

Ms. Dorsey provided the committee with details for the proposed transfers for June. Transfers are requested to replenish negative balances in underfunded categories impacted by the deposit to the non-lapsing account.

IX. Adjournment

Meeting adjourned at 8:30am

Respectfully submitted,

Ashley L. Dorsey
Director of Finance