

**Berlin Board of Education**  
**Finance and Operations Committee Meeting**  
**October 7, 2021**  
**MINUTES**

In Attendance: Timothy Oakes, Chair  
Julia Dennis  
Adam Salina

Also in attendance: Brian Benigni, Superintendent of Schools  
Jeffery Cugno, Director of Operations  
Ashley Dorsey, Director of Finance

**I. Call to Order**

The meeting was called to order by Mr. Oakes at 4:32pm.

**II. Capital Equipment and Site and Building Budget Requests**

Mr. Cugno reported capital improvement requests are due to the Town by Friday, October 15. In preparation, Mr. Cugno toured each of the facilities. He met with school principals and department heads to determine areas needing renovation or improvement in each building. Mr. Cugno shared the requests with the committee. The committee supported the projects presented and favored submitting all requests to the Town for review.

**III. Transportation Contract**

Ms. Dorsey provided the committee with an update on the upcoming negotiation with the District's transportation carrier. The current contract expires on June 30, 2022. The District would like to consider extending the existing contract an additional three years. Ms. Dorsey reported she and Mr. Cugno met with attorneys in September to discuss the need to update language within the contract. Ms. Dorsey also noted that the District was fortunate not to experience the service interruptions relative to transportation as many school districts struggle to manage driver shortage issues.

**IV. Recruiting and Retaining Staff**

Mr. Benigni informed the committee of the shortage of eligible candidates for posted positions. This is an issue that many districts are facing. Mr. Benigni noted to attract the most desirable candidate, the District will have to review its recruiting and hiring practices, which may have a financial impact in the future.

**V. YMCA Daycare**

Mr. Cugno gave a brief update on the YMCA leases and project reservations at McGee Middle School and Hubbard Elementary School. He continues to meet with representatives of the YMCA and consultants for cost estimates and designs.

**VI. CCTA Update**

Mr. Cugno also discussed the lease for 362 Main Street, the location of the District's Transition Academy. Mr. Cugno has been in negotiations with representatives of the YMCA to determine interim rental costs for the time the YMCA is not operating out of the Berlin Public Schools.

**VII. Adjournment**

The meeting adjourned at 5:15pm.

Respectfully submitted,

Ashley L. Dorsey  
Director of Finance