

Coventry Board of Education
Coventry, Connecticut

Fiscal Committee Meeting
Approved Minutes of June 24, 2021
Electronic

Committee Members Present:

William Oros, Fiscal Chairman
Mary Kortmann
Jennifer Beausoleil, Board Chair (arrived at 6:02 p.m.)

Committee Members Absent:

Michael Sobol

Administrators Present:

Dr. David J. Petrone, Superintendent of Schools
Robert Carroll, Director of Finance and Operations

I. Call to Order

W. Oros called the meeting to order at 6:01 p.m.

II. VOTE: Approve Fiscal Minutes of May 13, 2021

MOTION: Approve Fiscal Minutes of May 13, 2021

By: M. Kortmann Seconded: W. Oros

Result: Motion passes unanimously

J. Beausoleil arrived.

III. VOTE: Approve Minutes of June 10, 2021

MOTION: To approve the minutes of June 10, 2021

By: M. Kortmann Seconded: W. Oros

Result: Motion passes unanimously

IV. Information: Donation to Food Service

Dr. Petrone said this is for information only. The Committee talked about the donation to the Food Service department and communication that has taken place with the Town on where the money is being kept.

V. Information: CrowdStrike Software

Mr. Carroll said it has been purchased and it will go live on July 1 - the cost to be split 75% - 25% [25% Town].

VI. Information: Athletic Fee Collection - PowerSchool

Dr. Petrone wanted the Committee to know that the funds can now be collected from parents through PowerSchool. Dr. Petrone said this will streamline the procedures.

VII. Information: Substitute Rates 2021-22

Dr. Petrone said an increase was made due to minimum wage requirements.

VIII. Information and Discussion: Review of End of Year Projects

A. Walk-In Cooler Replacement (CNH, CHS, CGS)

Dr. Petrone said all three of these projects are moving forward. He added that it is an addition of one and then the two replacements.

B. HEEC Doors

Dr. Petrone said the classroom doors have been on the list to replace for quite some time. Dr. Petrone said the plan is a 60%-40% split of the cost [HEEC 40%]. There was consensus.

IX. Information: Grants

A. Special Education Stipend Grant

Dr. Petrone said there are a lot of stipulations attached to this grant and data needs to be reported back. He said we are happy to get these funds. The majority of the funds will go toward a student "catch up" program running this summer.

B. Open Choice Grant

Dr. Petrone reviewed the grant and wanted the Committee to have a copy of the official award letter. He talked about how the funds were/are being spent at CGS for Open Choice students.

M. Kortmann asked if both of these [special education stipend grant and open choice] are in the grants report. Mr. Carroll said the special education grant is not, yet.

C. ESSER II, APR-ESSER Grants

Dr. Petrone noted the official grant award letter is attached. Mr. Carroll said it will be a work in process. Dr. Petrone said it is a fluid plan and can be adjusted based on data that comes in.

X. Financial Reports for May 31, 2021

A. Management Report

Mr. Carroll said our new May 31 bottom line is \$108,000. He added that he changed his estimated end of year to the actual encumbrance column. He said there is an excess of \$3,000,000 for payroll, which was run last week. He said he drafted an end of June report and we are now at a \$60,000 bottom line.

M. Kortmann asked about page 3 and where the CRF-Municipal funds are showing up. Mr. Carroll said that is tracked at the Town.

The Committee reviewed the FY21 year-end projects for consideration.

J. Beausoleil noted the other options are either transferring to the 1% account or turning funds over the town general fund.

Mr. Carroll said we usually give back between \$10,000 - \$20,000.

The Committee discussed the options and there was consensus to move forward as discussed.

B. Encumbrance Reports

C. Special Education Tuition/Excess Cost

M. Kortmann asked if this has jumped. Mr. Carroll said there was money for transportation that we didn't use.

M. Kortmann asked if there are students who we will have next year that we did not have in the budget. Dr. Petrone said, at this time, he does not believe so.

D. Food Service

Mr. Carroll said a profit was made and two of the three walk-ins are on the report [fixed equipment].

E. Capital and Special Funds

Mr. Carroll said there was limited activity.

F. Preschool Fund

Dr. Petrone said we have double the number of campers at HEEC this year compared to last year.

Overall the fund is doing well.

XI. Information: Budget Transfer

Mr. Carroll directed attention to page two of the Management Report; this transfer will cover all objects in red.

There was discussion to where the transfer should go. Mr. Carroll suggested all should reflect actual expenses.

Dr. Petrone suggested we transfer additional funds to be sure we are accurate according to the projects that need to be done.

The Committee agreed.

XII. Adjournment

MOTION: To Adjourn the Fiscal Meeting at 6:55 p.m.

By: M. Kortmann

Seconded: J. Beausoleil

Result: Motion passes unanimously

Respectfully submitted,

Kimberlee Arey Delorme
Board Clerk

Approved: July 29, 2021