

**Coventry Board of Education**  
Coventry, Connecticut

**Fiscal Committee Meeting**  
Approved Minutes of September 10, 2020  
Remote/Electronic

Committee Members Present:

Jennifer Beausoleil, Board Chairman  
Mary Kortmann  
Barbara Paré (arrived at 6:12 p.m.)

Committee Members Absent:

William Oros, Fiscal Chair

Also Present:

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

**I. Call to Order**

J. Beausoleil called the meeting to order at 6:06 p.m.

**II. VOTE: Approve Fiscal Minutes of August 13, 2020**

**MOTION: Approve Fiscal Minutes of August 13, 2020**

**By: M. Kortmann**

**Seconded: J. Beausoleil**

**Result: Motion passes unanimously**

**III. Information: Student Activity Funds 2019-20**

The Committee discussed the various accounts.

M. Kortmann asked about the funds remaining in the class of 2019.

Mr. Carroll said activity over the summer has occurred and the class of 2019 did close that out since the report was produced.

Mr. Carroll said there were about eight accounts that have gone dormant for at least two years and he reached out to the principals. He continued that they are small accounts that would get closed out.

J. Beausoleil confirmed that the class of 2020 was given an extra year to close things out due to the pandemic.

**IV. Information: Student Athletic Insurance**

Dr. Petrone said the governor is going to work with the CIAC and the DPH to come to a resolution on football.

M. Kortmann asked for a dollar amount for fall sports, but not football. Mr. Carroll said it is \$8,222.

J. Beausoleil asked if the insurance is needed for conditioning. Mr. Carroll said the insurance is not necessary, but optional. We don't have it now, so if there was an incident during conditioning, it would not be covered.

B. Paré arrived 6:12 p.m.

#### **V. Information: CHS Cafeteria Reconfiguration Project**

Dr. Petrone shared that the project came in \$18,000 under budget. He continued that new equipment could be purchased and this was okay'd by the Town Finance department. He said he wanted to bring this to Fiscal for final approval. M. Kortmann said she was good with it. B. Paré said she was okay as well. There was consensus.

#### **VI. Information: Substitute Teacher Daily Rates**

Dr. Petrone said the daily substitute rate needed to be increased with Kelly Services to \$95 a day and \$125 a day for regular daily building substitutes. The Committee discussed substitute need in general. There were no concerns presented in regard to the increase.

#### **VII. Information: COVID-19 Planning and Financial Impact**

##### **A. ESSER (CARES) Act Grant Award**

##### **B. Coronavirus Relief Fund (CRF)**

Dr. Petrone said the COVID-19 costs are rising. He said he put a freeze on anything over \$500. He said it is early, but they want to be thoughtful in purchases.

He noted that there is \$117,000 in ESSER-COVID-19 expenses and \$289,000 in additional COVID-19 expenses.

M. Kortmann asked about the Coronavirus Relief Fund (CRF). Dr. Petrone said new information was received this morning and it is attached to CABE-meeting for review. He continued to explain the confusion that has surrounded the funds. Mr. Carroll said, even with this information, they are still waiting on further guidance from the State. The Committee continued to explain how this might move forward.

##### **C. Transportation and Special Education Tuition Contracts**

Dr. Petrone updated the Board on the Outplacement contracts and a clause that is being included about full remote learning. He continued that these facilities are looking for full funding if we go into remote learning no matter the services provided, or not provided. Dr. Petrone said he did not agree with this and wanted a clause added that said the district would be reimbursed for compensatory services.

M. Kortmann said she agreed with Dr. Petrone.

J. Beausoleil said she would like to see compensatory services paid to the district.

B. Paré asked why they were asking for this. Dr. Petrone said they are looking to stay afloat.

B. Paré said we have extra expenses ourselves. Dr. Petrone said the State is expecting the districts to negotiate in good faith. Dr. Petrone said he would be working with Shipman and Goodwin to develop language and he would bring back further information to the Committee as it progresses. There was no objection.

Dr. Petrone spoke about M&J services and specifically Wednesdays when students are learning virtually. B. Paré said we should never pay for something we don't receive. Mr. Carroll continued and explained the invoice and that M&J billed the district for three days that were cut out of the calendar. M. Kortmann said if the drivers are not being paid we should not pay for those days. B. Paré said she feels like we are being tested. J. Beausoleil agreed. J. Beausoleil said there was consensus to not pay Wednesdays, if M&J are not paying their drivers.

## **VIII. Financial Reports for August 31, 2020**

### **A. Management Report**

Mr. Carroll noted we are very early in the fiscal year. He continued that aside from the COVID-19 expenditures, we have very few lines that have a surplus or deficit. He said they are still waiting to get the salaries in place. He reviewed lines such as social security, pension, workers compensation, and sewer services.

M. Kortmann said "final" should be noted after workers compensation and sewer services. Mr. Carroll agreed.

Mr. Carroll said we do have dollar amounts, at least, for the special education outplacements.

B. Paré asked about the travel account and what it includes. Mr. Carroll said it is mileage reimbursement. Dr. Petrone said we have a lot of staff traveling in the district between buildings. B. Paré wondered if this could be a place to save. Dr. Petrone agreed and it is based on need.

J. Beausoleil noted page two and categories that might need a transfer.

M. Kortmann said the rule is you cannot expend more than the budget and we only have to worry about it if we expend more. She said our projections might be close but the spending is within reason. Dr. Petrone said we had previously said we would wait until December or January to review in regard to transfers.

### **B. Encumbrance Reports**

Mr. Carroll noted the grant report. He said the zero balances are due to the grant not being awarded. He said new this month is the IDEA grant. He also talked about the ESSER grant. He said we are still working on Title I, IV, School Readiness, and Smart Start and he said they should show up in the next report.

### **C. Capital and Special Funds**

Mr. Carroll noted there were no changes from last month.

J. Beausoleil asked if there could be an update provided on what equipment is bought for the CHS cafeteria.

M. Kortmann asked for an update on the food service meals for students and what is being provided.

Mr. Carroll said the Food Services reports have been combined with Andover's numbers over the years and that will change this year; it will only include Coventry. M. Kortmann wondered if the Committee could see also Andover's figures.

The Committee talked about HEEC and the enrollment numbers. Dr. Petrone said when the decision was made to go full in person, the enrollment dropped by 20.

### **IX. Adjournment**

**MOTION: To Adjourn the Fiscal Meeting at 7:01 p.m.**

**By: M. Kortmann**

**Seconded: B. Paré**

**Result: Motion passes unanimously**

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Respectfully submitted,

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Kimberlee Arey Delorme  
Board Clerk

Approved: October 8, 2020