

**Coventry Board of Education**  
Coventry, Connecticut

**Fiscal Committee SPECIAL Meeting**  
Approved Minutes of August 13, 2020  
Electronic/Remote

Committee Members Present:

William Oros, Fiscal Chair  
Mary Kortmann  
Jennifer Beausoleil, Board Chair

Committee Members Absent:

Barbara Paré

Administrators Present:

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

**I. Call to Order**

W. Oros called the meeting to order at 5:36 p.m.

**II. VOTE: Approval of Minutes**

**A. Approve Minutes of July 16, 2020**

**MOTION: Approve minutes of July 16, 2020**

**By: M. Kortmann      Seconded: J. Beausoleil**

**Result: Motion passes unanimously**

**B. Approve Minutes of June 30, 2020, Joint Meeting with Town Finance**

**MOTION: Approve Minutes of June 30, 2020, Joint Meeting with Town Finance**

**By: M. Kortmann      Seconded: J. Beausoleil**

**Result: Motion passes unanimously**

**III. Freezer Communication Update**

Mr. Carroll explained the failure of the one year old freezer thermostat and the letter that was written to the company to attempt to recoup the expenses.

M. Kortmann asked when the food loss costs would show up in the reports. Mr. Carroll said he would have to check when it shows up in the Food Service reports, under costs of goods.

**IV. Minimum Budget Requirement (MBR)**

Mr. Carroll said this is a required annual filing. He said because we had a budget increase to the next year, we meet the requirements. He said we are sharing this for informational purposes.

### **V. E-Rate Award**

Mr. Carroll said this is called a category 2 money, for purchasing hardware. He continued we were able to secure \$55,000 for E-Rate, and we have a matching portion of \$35,000. He said we were able to secure \$90,000 of equipment for \$35,000.

M. Kortmann said those items were already approved by the Board for purchase.

### **VI. HEEC 2020-21 Operating Budget**

Mr. Carroll noted he worked with Dr. Hasty on this estimated budget. He said assuming operations are back to normal, this is what was developed. He said there are minimal increases and a few decreases. He said the administrative fee was adjusted and is 2.5% of Family Fees collected.

Mr. Carroll continued to review items in the budget.

Mr. Carroll said, based on previous enrollments; the only adjustment was made to summer school.

There was consensus to move this forward to the full Board.

### **VII. Athletic Insurance Renewal**

Mr. Carroll said he found out that a lot of schools are waiting to send in their renewals, due to the uncertainty of the fall sports programs.

Dr. Petrone said there is recent information out from the Department of Health regarding their opinion on fall sports and the possibility of postponing.

Mr. Carroll said we may have an option for coverage for a winter and spring season only.

W. Oros asked what effect this will have on the sports program. Mr. Carroll said, as of right now, nothing is happening and the direction from the DHP is to wait until at least two weeks after school starts.

J. Beausoleil asked if anyone is doing practicing or conditioning currently. Dr. Petrone said this is an item for the full Board and he would like to put a stop to any activity at this moment. He continued talking about the risks involved in sports taking place during the pandemic.

M. Kortmann asked if there would be time to renew at a later date. Mr. Carroll said he has not asked if there is an alternative to just winter/spring. M. Kortmann said she would like to know, if we would be able to take it late, or if we don't take it by a certain date will it not be available.

M. Kortmann said we should wait on the renewal, if we can sign up at a later date. Mr. Carroll said he would find out.

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

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

### **B. COVID-19 Expenses Update**

Dr. Petrone wanted to share with the Fiscal Committee the items that are being sought after through the ESSER grant. He noted that items are being separated out on the Management Report, so everything is clearly defined.

M. Kortmann said there is nothing under ESSER at this time. Mr. Carroll said the application is still being developed. Dr. Petrone said he had the figures and noted that list as follows:

- Health and Safety Liaison
- Social & Emotional Supports
- Google Meets upgrade
- NEWSELA upgrade
- Edumedia Science
- Labster CHS license
- Mystery Science
- Padlet District-wide
- Earbuds with microphones
- Wash Basins
- HEPA Filters
- Classroom Furniture
- Cameras and Mics
- Webcam Mounts
- Chromebooks
- Zearn Math
- FSGS UV lighting

Mr. Carroll turned to the COVID-19 Expense Update. He said that the COVID-19 Liaison will come off the report, as it is actually part of the ESSER grant. He continued to explain how the report is set up.

J. Beausoleil asked if we really need to see this level of detail every month; we don't need to micromanage to this level. M. Kortmann agreed with J. Beausoleil saying this is an excellent example, but we don't have to see this level of detail monthly. She added, as long as Mr. Carroll keeps to it and has the categories in the Management Report, we should be okay; and we can always request to review it as needed.

The Committee agreed.

## **IX. Financial Reports for July 31, 2020**

### **A. Management Report**

Mr. Carroll said he needs direction on how to provide the best information related to COVID-19 moving forward through the Management Report.

The Committee discussed how to best show the COVID-19 expenses. They agreed it is fine as displayed now on the Management Report, but we may need to add more as we go forward.

Mr. Carroll asked folks to look at page 2 of the Management Report and the summary of the 6 major object codes. He wanted to note, the COVID-19 expenses are included here. M. Kortmann said it can stay there. J. Beausoleil agreed, noting it is a good show of where we are and how COVID-19 is affecting the district.

### **B. Encumbrance Reports**

Mr. Carroll asked the Committee to review the grant report, where the ESSER grant information has been added. He said it is subject to change. He continued to review the process required related to the ESSER grant.

The Committee talked about possible upcoming competitive grants opening.

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

Mr. Carroll said the date range is for two years. He noted the latest entry for Earth Dynamics, for the change order for the CGS parking lot. He said the bottom line is \$230,000 for that account.

M. Kortmann said there is no new money for Furniture or Technology. Mr. Carroll agreed. M. Kortmann noted Tuition has money and Use of Facilities.

### **X. Adjournment**

**MOTION: To Adjourn the Fiscal Meeting at 6:30 p.m.**

**By: M. Kortmann**

**Seconded: J. Beausoleil**

**Result: Motion passes unanimously**

---

Respectfully submitted,

---

Kimberlee Arey Delorme  
Board Clerk

Approved: September 10, 2020