

**Coventry Board of Education**  
Coventry, Connecticut

**SPECIAL Fiscal Committee Meeting**  
Approved Minutes of July 16, 2020 5:30 p.m.  
Remote/Electronic Meeting

Committee Members Present:

William Oros, Fiscal Chair  
Mary Kortmann  
Barbara Paré (arrived 5:40 p.m.)  
Jennifer Beausoleil, BOE Chair

Administrators Present:

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

**I. Call to Order**

W. Order called the meeting to order at 5:30 p.m.

**II. VOTE: Approve Fiscal Minutes of June 25, 2020**

Motion Passed: Approve Fiscal Minutes of June 25, 2020 passed with a motion by Ms. Mary Kortmann and a second by Mr. William Oros.

**III. E-Rate Award**

W. Oros asked if the Board needed to vote on this. Dr. Petrone said this one is for the Committee's information.

Mr. Carroll said the district has to apply for this annually and it is based on our free and reduced lunch count. He said the State has approved us for 2020-21 and we will receive 60% of our internet costs.

M. Kortmann asked if this is how we accounted for it in the budget. Mr. Carroll said yes.

**IV. CGS Parking Lot Change Order - Use of 1% Account**

Dr. Petrone reviewed the background for the change order (CO) to the parking lot project at the Coventry Grammar School, which has to do with the dumpster location. He said this was a request from Bill Trudelle.

Dr. Petrone noted that the approximate cost to the CO is \$10,000. He said it may be a good idea to request to use the 1% account. He said there is a limited amount of time to get this approved, without delaying the project. He added, if the Council does not approve funds to be used from the 1% account, he wanted Fiscal to explore other revenue options if necessary.

M. Kortmann said this is a good idea; the project should be finished off correctly.

There was consensus to move the request forward.

M. Kortmann said we should proceed, regardless if the money comes from the 1% account or not. Dr. Petrone agreed and reiterated the procedure.

## **V. Walls Committee**

(B. Paré joined.)

Dr. Petrone said the Town Council approved the \$40,000 for the Walls.

M. Kortmann talked about the history of this project.

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

Dr. Petrone said, while everything is moving very quickly, we are being careful to do things in a thoughtful way to be sure we are vetting information through the proper channels. He added we are being fiscally responsible in our actions.

Dr. Petrone talked about sanitizing areas in an efficient manner, so that it will save money down the road. He added that we are incurring expenses, but we are being thoughtful about our actions and how we are tracking those expenses.

Dr. Petrone talked about the COVID-19 FMLA guidelines and how that could negatively affect districts.

W. Oros noted there will be a joint Town Finance/BOE Fiscal meeting on July 30 and is hopeful some of the financial information will be available.

M. Kortmann asked if the FMLA costs could be claimed as COVID-19 costs. Dr. Petrone said, it seems there will be an opportunity for reimbursement.

M. Kortmann asked if the district is subject to OSHA reporting in relation to COVID-19 infections. Dr. Petrone said he needs to review that. J. Beausoleil said if infections are attributed to the workplace, that would fall under workers compensation, not FMLA. M. Kortmann agreed, there are many variables.

B. Para asked, regarding FMLA does the employee have to take sick time first. M. Kortmann said she is unsure. Dr. Petrone said he read it as you don't have use your sick time. Mr. Carroll said there is a BOE policy that says differently. Dr. Petrone said this law may override the policy. He added that it was worded as employees would not be penalized.

Dr. Petrone said other districts have conducted staff surveys and the preliminary results are that about 20% of staff will not come back.

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

Dr. Petrone said districts were given a short time line to get the application in by July 23. He said the State has put the brakes on the application and has extended the due date, however we do not know when that is. He said the SDE is trying to decipher the court ruling regard financing.

## **VII. Athletic Insurance Renewal**

Mr. Carroll said this is an annual renewal and it is not a required coverage. He said this is something the Board provides to students and families as a supplemental coverage. He continued, noting the difference between the quotes related to whether or not districts have fall sports. He said the price without fall sports is \$7,150 and with fall sports is \$11,000.

M. Kortmann asked if there was a rebate provided because there was not spring sports. Mr. Carroll said no. He said he has asked the broker what happens if we pay for fall sports coverage, but the CIAC then cancels the season; he has not received an answer yet. The Committee said it was worth getting it in writing.

M. Kortmann continued and talked about the scenario if just football was not held. She also asked how long we can wait. Mr. Carroll said he is waiting for that answer as well. W. Oros said, since we do not have any answers, let's table it until we have answers. The Committee agreed.

## **VIII. Financial Reports for June 30 2020**

### **A. Management Report**

#### **B. Encumbrance Reports**

Mr. Oros asked if there were any questions.

Dr. Petrone said changes were made to be as detailed as they could be. Mr. Carroll did a great job of closing out the year.

Mr. Carroll said the unexpended funds will be about \$385,986. He said the amount to be turned back to the town will be in excess of \$327,000, which includes COVID-19 savings.

Mr. Carroll reviewed the network core switch item, which was eliminated from the CIP. He added that this will require a budget transfer, which is listed on the agenda. Mr. Carroll continued and noted page 3 and the section "Board of Education Actions Supporting the 2020-2021 Budget Development." He noted the final figure contributed back to the Town General Fund is \$822,935. J. Beausoleil this was important for historical purposes. W. Oros said this was a good idea.

#### **C. Food Service**

Mr. Carroll said there were a few snags with Food Service. He said the invoice from unemployment insurance came in after the reports. He said this amount (\$1,895) has to be paid. He added that they are contesting this charge, but they have to pay while it is being contested. He said an updated report will be provided at the July 30 meeting.

Dr. Petrone said it does validate the Board's support earlier in the year.

#### **D. Special Education Tuition/Excess Cost**

Mr. Carroll reviewed the report. He noted the amount on this report does not match the Management Report and reviewed why. J. Beausoleil asked if an updated report would be provided by July 30. Mr. Carroll said yes.

#### **E. Capital and Special Funds**

Mr. Carroll noted the first item, the 1% account. He said the \$100,000 transfer was approved by the Town Council, which has been noted in the report.

**F. Preschool Fund**

Dr. Petrone said this has been a big hit, and we are full. He added, as he understands it, children in preschool will not be required to wear a mask with the start of school. Mr. Carroll said we are finishing the year with a \$17,000 loss. Dr. Petrone said we will not be operating the same in 2020-21 school year if there is distance learning.

**IX. Discussion: Budget Transfer**

W. Oros reviewed the transfer, which covers technology needs. Mr. Carroll said this was due to the purchase of the network core switch, which includes the town as well. There was consensus to move this forward.

**X. Adjournment**

**MOTION: To Adjourn the Fiscal Meeting**  
**By: M. Kortmann** **Seconded: W. Oros**  
**Result: Motion passes unanimously**

Respectfully submitted,

\_\_\_\_\_  
Kimberlee Arey Delorme  
Board Clerk

Approved: August 13, 2020