

Coventry Board of Education
Coventry, Connecticut

Fiscal Committee Meeting

Approved Minutes of Thursday, December 8, 2022
Administration Building Conference Room

Committee Members Present:

Mary Kortmann, Committee Chair
Emma Eaton
Peter DePaola
Jennifer Beausoleil, Board Chair

Administrators Present:

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

Also present: Eugene Marchand, Board Member; and one observer

I. Call to Order

M. Kortmann called the meeting to order at 6:00 p.m.

II. VOTE: Approve Fiscal Minutes of November 10, 2022

MOTION: To approve Fiscal Minutes of November 10, 2022

By: E. Eaton Seconded: P. DePaola

Result: Motion carries unanimously

III. Information and VOTE: Approve the 2023 Fiscal Committee Meeting Dates

MOTION: To approve the 2023 Fiscal Committee Meeting Dates as presented

By: E. Eaton

Seconded: P. DePaola

Result: Motion carries unanimously

IV. Financial Reports for November 30, 2022

IV.A. Management Report

Mr. Carroll reviewed the November report with the Committee. He talked about outplacements and one that needs to be encumbered. M. Kortmann asked how much the cost will be. Mr. Carroll said, while a definite figure is not available, it could cause the bottom line to go negative. He addressed other lines such as long-term substitute salaries and non-certified salaries.

M. Kortmann talked about transportation. Dr. Petrone said we are down about a bus, every day. Mr. Carroll said this is saving us money monthly and is also causing a surplus in diesel fuel.

IV.B. Encumbrance Reports

There were no questions.

IV.C. Capital and Special Funds

M. Kortmann reviewed the 2% non-lapsing account fund and noted we have already spent \$30,609 out of the \$40,000 we transferred in at the end of last year.

IV.C.1. Information: RFP Special Education Van

Mr. Carroll noted the two bids that had come in for the special education van that is encumbered. Dr. Petrone said it is difficult to move forward with these high bids. The Committee discussed options. The Committee agreed not to take either of these bids at this time, but to keep the funds encumbered.

IV.D. Special Education Tuition/Excess Cost

The Committee reviewed the report. There were no questions.

IV.E. Preschool Fund

Mr. Carroll noted the Preschool Fund is doing pretty well. Dr. Petrone discussed the staff challenges as they relate to the before/afterschool care.

IV.F. Food Service

Mr. Carroll said Food Service is operating well. He said the free meals have ended, funds for which were being provided by the State.

V. Information: Emergency Connectivity Fund

Mr. Carroll reviewed the procedures for this process. He noted that we have received our reimbursement amount of \$32,000.

VI. Information: DEEP Grant Opportunity - Energy Upgrades at Public School Facilities

Mr. Carroll reviewed the federal opportunity to receive grant funds to upgrade school facilities. He said he and Bill were supposed to attend an informational meeting, but they were unable to get in because there were too many people participating. He said they are waiting for further information.

VII. Information: P-Card for Technology Department

Mr. Carroll reviewed the P-Card system and why the Technology Department needs their own card. The Committee discussed the procedures to be sure accounts are reconciled. There was consensus from the Committee that this was approved to proceed.

VIII. Information: Grant Awards

The Committee reviewed the recently received grants.

IX. Information: HVAC Grant Application

Dr. Petrone said this is an informational item, and for the record, the grant was submitted on time.

X. Information: Town Council - Response to 2% Account Request

The Committee noted that the Town Council approved the use of the 2% non-lapsing for the HEEC HVAC system repair.

XI. Adjournment

MOTION: To Adjourn the Fiscal Meeting at 6:46 p.m.

By: E. Eaton

Seconded: P. DePaola

Result: Motion carries unanimously

Respectfully submitted:

Kimberlee Arey Delorme
Board Clerk

Approved: January 12, 2023