

**Coventry Board of Education**  
Coventry, Connecticut

**Fiscal Committee Meeting**  
Approved Minutes of Thursday, June 29, 2023  
Administration Building Conference Room

Committee Members Present:

Mary Kortmann, Chair  
Peter DePaola  
Emma Eaton

Also present: Jennifer Beausoleil, BOE Chair and Ex-Officio

Administrators Present:

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

Audience: Eugene Marchand and Courtney Rossignol, Board Members; Beth Pratt, Director of Food Service; and William Trudelle, Director of Physical Plant and Facilities.

**I. Call to Order**

M. Kortmann called the meeting to order at 5:02 p.m.

**II. VOTE: Approve Fiscal Minutes of June 8, 2023**

**MOTION: To approve Fiscal Minutes of June 8, 2023**

**By: E. Eaton**

**Seconded: P. DePaola**

M. Kortmann asked that the word "Town" in the last sentence of the last page be changed to "district."

**Results: Motion to approve the minutes with noted change passes unanimously.**

**III. Management Report as of June 27, 2023**

**III.A. FY23 Unexpended Funds Update**

Mr. Carroll said there is one more payroll to close out 2022-23. He continued to explain the other items in the Management Report. He said the "hit" on the heating oil was \$800, when it could have been \$12,000.

The Committee discussed the wiring that is needed for the HVAC, which is not accounted for in the Management Report.

Mr. Carroll said the grant was awarded for the EV Charging Stations. He said we thought all expenses would be covered, but we were shorted by \$30,000. He continued to say a discussion was had with the Town Manager about who would pay how much of the

\$30,000. J. Beausoleil said she would like the decision on who will pay what, to be decided before the Board votes.

P. DePaola said he believes providing charging to employees at no charge is not fair. He said he would rather leave this up to the town and not have the schools involved.

The Committee agreed there should be further discussion to sort out the details before it comes to the full Board for approval.

The Committee returned the discussion to the Management Report and the unexpended FY23 funds. Dr. Petrone mentioned the Channel 3 Kids Camp playground equipment and suggested using the unexpended funds to purchase it (\$38,000) and then use the tuition account for any other expenses related to the project (\$12,000-\$15,000). There was consensus on this idea.

The Committee agreed to suggest to the full Board to send a request to the Town Council to transfer unexpended FY23 funds up to \$41,000 to the 2% account.

### **III.B. Discussion: Budget Transfer**

Mr. Carroll said with the adjustments made so far, the numbers have changed. The Committee said another transfer would be made in July.

The Committee discussed where the funds are going to be sure these accounts end in the black.

### **IV. Discussion: Food Service Use of Surplus Funds FY23**

Ms. Pratt was present to talk about the surplus funds in Food Service and how those are allowed to be spent.

P. DePaola asked how farmers would be chosen for the Farm to School Program. Ms. Pratt talked about a procurement process and establishing partnerships.

The Committee continued to review the suggestions.

M. Kortmann said the plan looks good. She suggested that the second year of personnel costs could be swapped for additional cafeteria tables. The Committee discussed this option and said Ms Pratt could proceed.

### **V. Information: HVAC Project**

Mr. Trudelle briefly reviewed the details of the project. Dr. Petrone said a more detailed presentation will be shared at the Board meeting. The Committee discussed who on staff will be managing the project. Dr. Petrone talked about the challenges associated with filling this position.

### **VI. Discussion: Use of Facilities Fees - Increase Proposal**

Mr. Trudelle reviewed the suggested Use of Facilities Fees increase. He said Coventry's fees were lower when comparing to surrounding districts.

P. DePaola asked that the "on contract" amount be more specific in the Regulation. The Committee agreed to specify that it is according to the "union" contract.

J. Beausoleil talked about the priorities related to scheduling.

Mr. Trudelle reviewed the remaining fee increases.

M. Kortmann asked that the date regarding when the fees come to the Board be adjusted to the summer, as is our practice.

The Committee had consensus on the proposal.

### **VII. Information: Non-Lapsing Accounts - Legislative Update**

Dr. Petrone said there was not a change to the legislation on this account and he clarified the amount of the cap on the 2% non-lapsing account is set by Town Council policy.

### **VIII. Information: Open Choice Billable Special Education Services**

Mr. Carroll reported that we were able to invoice the sending district for services provided to special education students, in excess of the original amount. He said we received \$18,000 last week as a result.

### **IX. Adjournment**

**MOTION: To Adjourn the Fiscal Meeting at 6:09 p.m.**

**By: E. Eaton**

**Seconded: P. DePaola**

**Result: Motion carries unanimously**

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Respectfully submitted:

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Kimberlee Arey Delorme  
Board Clerk

Approved: July 26, 2023