

**Coventry Board of Education
Coventry, CT
Approved Minutes
Meeting of Thursday, April 30, 2009**

Members Present: Cheryl Trudon, Fiscal Committee Chair
Mary Kortmann, Fiscal Committee Member
Michael Whitham, Fiscal Committee Member

Also Present: Donna Bernard, Superintendent of Schools
Sherry Holmes, Fiscal Services Director
Judith Richard, Director, Pupil and Staff Support Services

The meeting was called to order at 6:34 pm by C. Trudon.

I. Approve Fiscal Minutes from February 26, 2009

Mary Kortman asked for the following changes:

Page 3, last paragraph, last sentence, change to read: M. Kortmann said if there was extra money, and the oil price was locked in at \$3.58/gallon, then we could buy books.

Motion: To approve the Fiscal Minutes of February 26, 2009 with noted changes.

By: C. Trudon Seconded: M. Kortmann

Motion Passes.

II. Approve Fiscal Minutes from March 26, 2009

Cheri Trudon asked for the following changes:

Page 1, I., first paragraph, third line down, change to read: D. Bernard said there are some personnel situations under the Superintendent's column.

Page 2, 2nd paragraph, 2nd line should read: M. Kortmann, not Portman.

Page 2, 4th paragraph, 3 lines up from bottom should read: C Trudon not C. Triton.

Page 3, 1st paragraph, last sentence should read: She said when LifeTouch takes school pictures, then the school is given a percentage of the profits, and it goes into the activity funds.

Page 3, 5th paragraph, 4 lines from bottom should read: C. Trudon said this is the account that was moved to the town accounting system.

Page 3, 5th paragraph, 3 lines from bottom of paragraph should read: D. Bernard said this was authorized by the Town Council, and the use of it is now the Board of Education's.

Page 3, 5th paragraph, last sentence should read: S. Holmes said the third page of the facility use policy has the allowable expenditures, where we can spend this money.

Mary Kortmann asked for the following changes:

Page 3, paragraph 4, sentence 2: remove the sentence: She said the class has officers.

Page 3, paragraph 4, 3rd sentence should read: She said their homeroom is with the class advisor.

Page 3, paragraph 4, 4th sentence should read: the class officers not the senior class officers.

Page 3, paragraph 4, 5th sentence should be removed: She said it is run in enrichment period.

Motion: To approve the Fiscal Minutes of March 26, 2009 with noted changes.

By: C. Trudon Seconded: M. Kortmann
Motion Passes.

III. Encumbrance Report for March 2009

Sherry Holmes read the Fiscal Memorandum for the month of March, 2009. She said there are some expenses billed to the water project from Paul Noel that will be reimbursed before June 30, 2009. M. Kortmann asked how much we would be reimbursed. S. Holmes said approximately \$17,000. C. Trudon asked if we will be reimbursed by June 30th. S. Holmes said that Paul Noel must get the account closed out before June 30. M. Kortmann asked which accounts will be reimbursed for the \$17,000. S. Holmes said the accounts to be reimbursed are: custodial supplies, maintenance supplies, and contracted services.

IV. Excess Cost Calculation for March 2009

S. Holmes said the excess cost calculations will be covered under the Special Education Report.

M. Kortmann brought up the topic of being over budget in the substitute teaching category. The substitute teaching budgeting was discussed.

V. Budget Items

A. Special Education Report

Judith Richard presented the Special Education Report. M. Kortmann asked why we are over \$31,000 in Student Transportation-Regular. J. Richard said part of it is due to the buses we use for Expanding Horizons, an after school program at GHR. M. Kortmann asked what should pay for that. J. Richard said we no longer receive funds from University of Connecticut. S. Holmes said there is a mentoring program, where a \$2000 journal entry will be made coming out of drug-free schools. S. Holmes and M. Kortmann discussed busing on high school exam days. S. Holmes said she would provide information at the next Fiscal meeting regarding Regular Education Transportation being over by \$31,000.

Judith Richard explained why spending in Special Education was over in certain line items. She referred to the worksheet: Coventry Board of Education Special Education 7/1/2008-2/28/2009. She explained that object code 112 was over in spending due to after school para-professionals and field trip nurses for medically fragile/handicapped children. She said the medically fragile may need injectable pure epinephrine with a syringe, not just an epipen, or they may be diabetics. She said there is a list of 12 children who need field trip nurses. There was a discussion about special education being charged for 1:1 nurses, and how it should be reflected in the accounting reports.

J. Richard said that object code 121, Non-Certified Temp Salaries, which are paraprofessional substitutes is over budget by \$4,422.61.

J. Richard discussed object code 510, Student Transportation. There was a discussion regarding students coming in and out of the system and their excess costs in transportation. There was a discussion regarding tuition being received from other towns. J. Richard said tuition was received from Middletown, Danielson, and New Haven for 3 DCF Placements. S. Holmes discussed how it tuition is reflected in the accounting reports.

J. Richards said she received the IDEA grant in the late fall of 2008. She said that \$4000 of the State IDEA grant was spent on a Medicaid Billing software program which S. Holmes and J. Richard's secretary have been working on.

J. Richard said she did not think we were in a deficit area in Special Education this year.

J. Richard discussed a multi-handicapped child whose parent wanted the child to attend Nature's Classroom-an overnight field trip. The parent changed her mind at the last minute, and the child attended on a daily basis instead, which required transportation and a nurse.

J. Richard said the Congregational Church sent a rental bill which ended up partially being covered by the School Readiness Grant. There was a discussion about qualifying for the School Readiness Grant. J. Richards said right now Coventry is one of the 50 Poorest Towns, at #49, based on family income. M. Kortmann said we should reflect how rent is paid on the financials, because if the School Readiness Grant money goes away, the rent expense will still need to be paid.

B. Discuss Policy 3120/3160 – Board Budget Procedures and Line Item Transfers

Policy 3120/3160 was reviewed. C. Trudon said the “appropriation” addressed in the last paragraph of the policy, is the Board of Education's 23 million dollar budget. She said if we need more money for our budget, we then notify the town council.

Dr. Bernard suggested a future work session on Policy 3120/3160.

C. Budget Transfers

A Potential Budget Transfer worksheet was passed out.

S. Holmes said account # 520, Property and Liability Insurance is a reclassification of what the Board of Education pays vs. what the Town pays.

M. Kortmann asked if the number being transferred wipes out the total anticipated deficit in all the accounts listed. S. Holmes said it covers as of March 31, 2009.

VI. Adjournment

The meeting adjourned at 7:33 pm.

Respectfully submitted,

Michelle M. Bates, BOE Clerk

May 28, 2009
Approved