

**Coventry Board of Education
Coventry, CT
Approved Minutes
Fiscal Committee Meeting
Thursday, May 13, 2010**

Members Present: Mary Kortmann, Fiscal Committee Chair
Cheryl Trudon, Fiscal Committee Member
Mark Malcolm, Fiscal Committee Member

Also Present: Dr. Donna Bernard, Superintendent of Schools
Katie Baumgartner, Payroll, Board of Education
Paul Noel, Director of Maintenance

The meeting was called to order by M. Kortmann at 6:06 p.m.

I. Budget Items

Use of Facility Charges

M. Kortmann requested a twenty minute time frame be afforded to Paul Noel's Facility Use Charges for introductory purposes. No decision would be reached at this time.

The committee expressed appreciation of the quality and detail of the report.

P. Noel explained the expenditure report focuses on pricing structure and potential rate increases relate to facility usage by Coventry and non-Coventry residents. The report reflects existing pricing vs. proposed pricing. P. Noel elaborated that this is not for profit. It is mandatory to cover expenses.

The committee discussed line item, rental fees, administrative fees and definition of groups.

P. Noel explained the formula used in the calculations of rates considered the nature of the group (adult, child, volunteer, sports, etc) and aspects regarding hours the facility was used by each group per year. Line items and number of participants per group as related to expenses was addressed.

The committee discussed charging different prices for different groups. For instance profit making entities and non-Coventry groups would pay higher rates.

The committee discussed the value and need in engaging children in the community and providing opportunity.

Dr. Bernard emphasized the importance of having a pricing structure to prevent confusion and conflict.

The committee discussed the need to determine and explain the net changes in cost from current to the new cost.

P. Noel explained that the hourly figure is the common denominator between other towns and ours. He also proposed a straight fee for other towns using our facilities.

C. Trudon commented that the increases seemed minimal. Considering that this has not been analyzed for almost ten years, there may be some groups that can afford higher increases.

M. Malcolm asked Paul if he felt that this report covers Coventry's costs in terms of electricity, custodian and other expenses.

P. Noel referred to the last page of the report in regards to cost and stated that he believed this accurately details and includes the Town's cost.

C. Trudon commented that in cases such as our track and field programs, facilities that are shared with other school districts like Bolton, fee determination must be considered. M. Kortmann stated that when needed, our track team also shares buses. The collaborative effort needs to be acknowledged.

C. Trudon commented that sharing our facilities with other towns has been a wonderful gift that we have offered other towns. However, in this economic climate it is not feasible. The committee discussed the financial value of having other coaches. P. Noel proposed charges for field use, penalties, fines and late fees.

Dr. Bernard asked if we charge for summer sports camp as well.

P. Noel confirmed that we do. We are providing a venue for a business not a charity. Last year this fee was increased due to a change in the groups' definition.

Dr. Bernard confirmed with the board that this is a highly complicated matter entrenched in detail.

P. Noel requested that considering the micro-detailed factors, the board address this issue quickly. He states that tabling the issue only to revisit it

at a later date is a time consuming process requiring him to immerse himself in the details.

The committee discusses expediting the matter, tracking and usage of funds received.

Dr. Bernard suggested that the committee discuss the tracking and usage of funds and legal policy in a joint fiscal meeting.

The committee discusses legal policy as related to funds.

Dr. Bernard thanked P. Noel for his input. She also told him the matter would not be decided on quickly.

M. Kortmann welcomed P. Noel's future input.

Oil Projection

P. Noel states that it will cost \$14,000 more to buy at a higher limit.

M. Kortmann confirms that \$2.36 is next years rate.

M. Kortmann confirms that we can top off the tank inside our current rate structure because we not going to hit 104,000 gallons.

P. Noel responds that it would cost \$36,000. That's an estimate. If we purchase at the new rate it would be \$48,600.

M. Kortmann states that top priority is refilling the tanks

The committee discusses the fact that the heat has been shut off and the only current use of oil is hot water.

II. Approve Fiscal Minutes from Thursday, April 8, 2010

MOTION: To approve the minutes from the April 8, 2010 meeting

By: C. Trudon

Second: M. Malcolm

Discussion:

C. Trudon asks for the following changes.

Page 3 of 4 change "oil budget" to "projection and usage report".

Result: Motion to approve the minutes with requested changes passes unanimously.

III. Encumbrance Reports for April 2010

Dr. Bernard reported that the substitute plan is working

M. Kortmann expresses concern for the three month expense gap unemployment extension and questioned whether it was going to be retroactive.

The committee discussed gap unemployment and its potential cost to Town budget.

The committee expressed a concern in looking at month to month projection trends and what appeared to be inconsistencies.

IV. Management of Business Office

The committee discussed the qualities needed by the soon to be Director of Finance. Concerns related to experience knowing when a grant needs to be filed and preparation time to create said report begins (which could be two months). Concerns over potentially lost revenue from grants was examined. Venue for targeting candidates with the least cost was discussed.

Adjournment

MOTION: To Adjourn the Fiscal Meeting

By: M. Kortmann

Second: M. Malcolm

Result: The motion passed unanimously at 7:20 p.m.

Respectfully submitted,

Donna Summers Salad, Substitute BOE Subcommittee Clerk

Approved: June 10, 2010