

**Coventry Board of Education  
Coventry, CT  
Approved Minutes  
Fiscal Committee Special Meeting  
Monday, June 27, 2011  
Administration Building Conference Room**

Members Present: Mary Kortmann, Fiscal Committee Chair  
Jennifer Beausoleil, Fiscal Committee Member  
Mark Malcolm, Fiscal Committee Member

Also Present: Gregg Blackstone, Business Manager  
Dr. Donna Bernard, Superintendent of Schools  
Cheryl Trudon, Board of Education Chairman

The meeting was called to order at 7:03 p.m. by M. Kortmann.

**I. Approve Fiscal Minutes**

**MOTION: Approve Fiscal Minutes from June 6, 2011**  
**By: M. Malcolm                      Seconded: J. Beausoleil**

**Discussion**

M. Kortmann asked for a change on page four, second paragraph, first sentence to read "M. Malcolm asked G. Blackstone to confirm the excess cost surplus grew by \$10,000."

**Result: Motion to approve the minutes with corrections passed 2-0-1. J. Beausoleil abstained.**

**II. Interim Financial Reports for June**

**A. Grants**

M. Kortmann asked G. Blackstone if he had the grant funds under control. G. Blackstone answered he did. He stated he is waiting on a couple of final figures, and he will have the grant information ready for the next fiscal meeting. G. Blackstone spoke about one \$16,000 charge in IDEA Part B for health insurance which typically is journaled out of the grant and in to the general fund. He stated at a previous Fiscal meeting the committee discussed the possibility of leaving the money in IDEA and not journaling it out. M. Kortmann asked if the money could be carried over in the IDEA grant. G. Blackstone answered it could.

**B. Encumbrance and Management Reports**

G. Blackstone handed out copies of the management report and encumbrance report with budget balance as of 6/22/2011. He reviewed the changes since June 6<sup>th</sup> and stated the overall surplus remained the same.

G. Blackstone stated there will be a change in the number currently showing for Health Insurance of \$13,500, making the figure negative \$57,000. He stated Certified Salaries changed because he had not been taking into the account the last four payroll days in June that will be paid in July.

G. Blackstone said the negative Athletic Salaries figure will be offset by a surplus in Instructional Supplies and one other line item. He stated the Certified Temp Salaries number is final. G. Blackstone stated Social Security and Medicare includes the final four pays in June.

For Legal and Audit, G. Blackstone stated he has an estimated bill for May of \$12,000. He estimated another \$8,000 for June. M. Malcolm asked if any legal lawsuit agreements would be part of this fiscal year or next. G. Blackstone answered any payouts due to legal suits would be included in the fiscal year the suit or settlement is signed. J. Beausoleil asked if the attorney fees for work on lawsuits or agreements would be paid this fiscal year if the suit or settlement is not complete before the end of June. G. Blackstone answered the legal fees would be paid based on when the work was completed.

G. Blackstone stated he received an update from CIRMA. The payout is \$25,000 but he will be meeting with Mr. Noel because he doesn't think the claim is complete. M. Kortmann asked if the CIRMA money could be put aside in case it is needed for snow claims that have not surfaced. G. Blackstone answered there has not been any other claims or bills.

G. Blackstone said the Pupil Services number is final. J. Beausoleil asked if summer school was included in the final figure. G. Blackstone answered four days of payroll will be in this fiscal year. The rest will be in next fiscal year.

G. Blackstone stated Utilities should not be more than the \$22,000 listed. He said Contracted Services has a \$7,000 expenditure. He stated he will clarify the use of it and report back to the committee. G. Blackstone stated Student Transportation is final and more positive than previously thought because they did not bill for days school was not in session.

G. Blackstone mentioned there is a \$729 bill for an additional placement for one student that will probably come out of Tuition – 560, or Tuition, non Public – 561. M. Malcolm asked if the Tuition – 560 line item was excess cost. G. Blackstone answered yes. G. Blackstone stated Travel may be reduced by \$100.

G. Blackstone stated under Heat Energy, the tanks were topped off and the balance was positive. He also stated the lock in price for next year is \$2.998 per gallon. M. Kortmann asked if we budgeted for the same number of gallons for the next fiscal year. G. Blackstone answered the budget was 5% less gallons due to the energy savings expected from the new roofs. G. Blackstone stated Gas and Diesel was more than budgeted. He also stated he needs to find out what fuel is in the tanks.

G. Blackstone stated Textbooks, Workbooks, and Library Books changed slightly due to spending within budgetary authority. M. Malcolm asked why permission was given to spend money. He thought they were in critical spending only. G. Blackstone answered permission was given once it was known that the budget was in good shape. M. Kortmann stated staff was allowed to spend what they budgeted.

G. Blackstone stated Assemblies and Graduation will change because graduation was held indoors and there was no bill for the outside tent. He said it was a savings of \$3,900. M. Malcolm asked where the fee for the Superintendent Search was located. G. Blackstone answered he believes it was in Dues and Fees, but he will need to confirm. M. Malcolm said Dues and Fees did not change enough to include the Superintendent search. G. Blackstone said he believes the first bill was already paid and was being double counted. G. Blackstone stated he will research and report back to the committee.

M. Kortmann stated the final budget surplus is somewhere between \$70,000 and \$90,000.

### **III. Fiscal Year-end Priorities – Discussion**

The committee discussed how to spend the budget surplus and agreed to set a cap on the spending at \$100,000. If a surplus still exists above the limit, that money will be given to the town. They agreed this would allow for unexpected expenses that may come up in July. G. Blackstone stated he will create an open purchase order that he will use to spend down the surplus based on the priority list. G. Blackstone handed out a list of spending items which included a Rolling computer lab for CNH at \$30,000 and three Smartboards for CGS at \$8,850. The committee agreed these would be the first two priorities for spending.

J. Beausoleil asked what happened to the new laptops for the administrators. G. Blackstone answered they decided to upgrade the memory and re-image the laptops instead of purchasing new ones. He stated the laptops should last another year or two.

The committee discussed the amount of money to allocate to classroom furniture and agreed to purchase new furniture for an entire grade instead of a number of classrooms with an estimate of \$22,000.

G. Blackstone handed out a report showing detail on spending requests for Miscellaneous Instructional and Maintenance Supplies, Contractual Services, Textbooks and Equipment.

The committee discussed the spending items and agreed that all items listed under 613- Maintenance Supplies, with the exception of the bike rack be included on the priority list for \$10,000. The committee agreed to include, under 611- Instructional Supplies, NWEA Measures of Academic Progress Reports for CHS report for \$10,000. The committee agreed to include \$10,000 and have GHR and CGS split the positive behavior support materials and the K-2 reading and phonics resources.

Dr. Bernard confirmed with the committee - the report given at the Board meeting will be that the committee has met and determined their priorities, provided direction to the Administration, and accurate transfers will be done in August.

**IV. Adjournment**

**MOTION: To adjourn at 8:30 p.m.**

**By: M. Malcolm**

**Seconded: J. Beausoleil**

**Result: Motion passes unanimously.**

Respectfully submitted,

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Terri Lessard, Subcommittee Clerk

**Approved: July 14, 2011**