

**COVENTRY BOARD OF EDUCATION**  
**Coventry, CT**  
**Minutes**  
**Fiscal Committee Meeting**  
**Thursday, October 6, 2011**  
**Administration Building Conference Room**

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

Also Present: Dr. Paul Smotas, PhD Interim Superintendent  
Gregg Blackstone, Business Manager  
Cheri Trudon, Board of Education Chair (arrived at 6:45 p.m.)

Members Absent: Mark Malcolm, Fiscal Committee Member

The meeting was called to order at 6:00 p.m. by M. Kortmann

**I. Approve Fiscal Minutes from September 8, 2011**

M. Kortmann had the following changes:

1. Change the word “commission” to “Position” in line three section II,
2. Add the word “Encumbrance” before report in line four section II, and
3. On page 4 of 4, second paragraph, the word “drains” should be replaced with the word “down spouts.”

Dr. Smotas said that the word “please” in the sixth paragraph on page 3 of 4 should say “pleased”.

This vote was tabled since J. Beausoleil was not present at the September 8<sup>th</sup> meeting. J. Beausoleil’s absence at that meeting will be noted on the minutes.

**II. Encumbrance Reports for September 2011**

G. Blackstone discussed the Expenditure Report in relation to last year’s numbers as requested by M. Malcolm. G. Blackstone reviewed the top 5-6 line items as they relate to last year. He said that they are ahead on the Certified Salaries and reasons why are detailed on the Positions Report. G. Blackstone said that they are approximately \$100,000 under last year’s Non-Certified expenditures. J. Beausoleil asked if this could be the result of the storm. G. Blackstone said it may account for some but not all of the difference. G. Blackstone said that the Health Insurance amount is where they expected it to be based on the projected savings of \$580,000. G. Blackstone said they are running approximately \$50,000 less per month on health insurance than last year. G. Blackstone said that Student Transportation is almost the exact same as less year. J. Beausoleil thought the transportation costs would be less than last year at this point because of the week of no school due to the storm. G. Blackstone said that the transportation is paid twice per year for the majority of the contract so it would not come in to play at this point in the year. G. Blackstone said that Instructional Supplies are running slightly less than last year but within 2%. G. Blackstone said they are running ahead of last year for Contracted Services. G. Blackstone said that there is potential for an additional \$200,000 for special education expenses (outplacement without respect to what may be reimbursed). Dr. Smotas said this means that the Special Education line is expected to be

negative. G. Blackstone said that more information on this topic will be available at the next fiscal meeting.

G. Blackstone discussed the Grant Report and that he has a list of encumbrances that are in need of grant funding. He said that Title I and Title II will be available on time but he did not believe that they were approved yet.

M. Kortmann asked for clarification on ARRA and Education Jobs Fund on the Grant Report. G. Blackstone said that the reading consultant position (\$80K) and math consultant (\$56K) was missing from the certified salary line amount. M. Kortmann asked for a list of the positions covered in the Job Funds category. M. Kortmann inquired about how the benefits are accounted for in this category and said that they need to ensure that the money they approved would be spent accurately. J. Beausoleil asked if the NEASC related librarian position added at the last Board Meeting could be put in the Jobs category. G. Blackstone said that it needed to be accounted for.

G. Blackstone said he would cost out the salary and fringe values for the next meeting so they can review the spending.

### **III. Food Services P & L and Cash Flow**

G. Blackstone passed out the Food Services P & L Statement to the committee. He said that Beth. Pratt, Food Services Coordinator, does a lot of pre-buying and only had a \$900 difference from last year. He said that her cash position is better than last year. M. Kortmann asked what was planned for the freezer. G. Blackstone said that the dishwasher was in greater need of being repaired or replaced (for \$3000-4000). G. Blackstone has asked Ms. Pratt for a complete prioritized list of her needs for the CIP. The committee discussed the best way to remove the old freezer. A discussion of the food costs took place in relation to Ms. Pratt's department. G. Blackstone said that usage is down 4%. Dr. Smotas cautioned the committee that they not draw down the account when buying new equipment so the Food Services Department can conduct business.

G. Blackstone said that the next Management Report would be done for December.

G. Blackstone is preparing the Unreserved Fund Statement, which shows what is available to Food Services, for the auditors and the next Fiscal meeting.

### **IV. Health Insurance forecasted savings – discussion and V. CIRMA Settlement- discussion**

The committee reviewed the Analysis of 2011-12 Anticipated Savings and Proposal Budget Revisions that was refined at the last Board Meeting. J. Beausoleil asked if the anticipated shortfall in Special Ed should be annotated in this report. G. Blackstone said that amount could come from the Health Insurance savings or the savings from the Positions Statement. The committee discussed the motion that would be brought to the Board Meeting to approve the use of the Health Care savings. Dr. Smotas brought up the letter that the Town Council sent to the Board regarding the health insurance savings and funding the town's pension liability. J. Beausoleil said that their letter is a recommendation like those community sources often give to the Board and the committee appreciates and thanks the Town Council for their interest.

C. Trudon asked why a vote was necessary by the Board tonight. M. Kortmann replied that since some money has been spent and because other money to be spent is in the spirit of the letter, the Board should endorse the expenditures that the original budget did not expect.

The committee discussed different scenarios related to the CIRMA settlement check.

J. Beausoleil recommended that the CIRMA money be used for three years worth of the pension shortfall and that it be documented in an official letter from the Board. M. Kortmann recommended that the Board pay the originally agreed upon \$70,000 to pension to cover the shortfall and use the CIRMA money to pay towards the following three years of pension.

C. Trudon mentioned that the Board was originally going to give \$70,000 for the pension and now would be giving an additional \$214,000, if the CIRMA amount is included.

The committee agreed that a letter will be drafted in regard to the pension and the role the Board will hold in future years' obligation (thru 2016) for a grand total of \$284,000 (\$70,000 plus \$214,000). G. Blackstone would like the letter to include that they made the effort to get the settlement for the students.

The committee will recommend a motion to the Board to make budget transfers out of health insurance equaling \$181,500 into contracted services and pension. This amount is \$111,500 for contracted services [structural analysis (\$21,500), Smartboards (\$35,000), remedial structural work (\$25,000), and energy audit (\$30,000)] and \$70,000 for pension.

G. Blackstone will do the RFPs for the electrical panels.

J. Beausoleil commended G. Blackstone on all his efforts to get the insurance settlement.

M. Kortmann asked about the status of the gym floor project. G. Blackstone is working with the auditors this week. The committee discussed various logistical components of the project. Ms. Mullaly will be informed of the possibility of the project and G. Blackstone said he would have more details for the next fiscal meeting.

## **VI. Position Schedule**

G. Blackstone said that the Position Statement has been thoroughly reviewed. It includes internal transfers and accounts for movement of positions and additions. G. Blackstone reviewed different line items in detail. He said that the position statement does not reflect any benefit savings.

M. Kortmann asked for clarification on the Superintendent line. G. Blackstone explained the figures. The committee discussed how the new superintendent salary would play in to this amount.

G. Blackstone said that the resignations that were known the week of this meeting are accounted for in the statement.

G. Blackstone will be creating a draft of the CIP request for the next meeting.

## **VII. Energy Audit**

G. Blackstone said he is working on the Energy Audit with help from CREC, as suggested by Dr. Smotas. He said a Bolton firm did a walk-through; the estimated \$30,000 is still expected.

C. Trudon wants to make sure that the circuit board, which is vital to the school having water, is done soon.

G. Blackstone reiterated he will have a draft CIP package ready in priority order for next the fiscal meeting.

## **VIII. Power School- discussion**

G. Blackstone told the committee about the online demonstration of PowerSchool, a Student Integration System that he and other administrators saw. He said that he uses it weekly at home as a parent and likes what it offers. G. Blackstone explained, as an administrator, that it is an integrated solution and using a system like PowerSchool would be an effective way to do data analysis on grades and test scores. G. Blackstone explained the costs and timing involved in converting to PowerSchool. Dr. Smotas said he will present PowerSchool as an option at the October 27<sup>th</sup> Board meeting.

**MOTION: To adjourn at 7:25 p.m.**  
**By: J. Beausoleil      Seconded: M. Kortmann**  
**Result: Motion passes unanimously.**

Respectfully Submitted by:

Sara O'Brien, BOE Clerk

Accepted by M. Kortmann, Fiscal Chair – November 17, 2011