

**Coventry Board of Education**  
Coventry, Connecticut

**Fiscal Committee Meeting**

Approved Minutes of Thursday, March 09, 2017  
Capt. Nathan Hale School/Coventry High School Library Media Center

**Attendance Taken at 6:03 p.m.:**

Committee Members Present:

Michael Sobol, Chair  
Mary Kortmann  
Mary Minor (arrived at 6:09 p.m.)  
William Oros, Board Chair

Also Present:

David J. Petrone, Superintendent of Schools  
Robert Carroll, Director of Finance and Operations  
E. Marchand, F. Infante (arrived at 6:11 p.m.), and J. Beausoleil (arrived 6:29 p.m.)

**I. Call to Order**

M. Sobol called the meeting to order at 6:06 p.m.

**II. VOTE: Approve Fiscal Minutes of February 16, 2017**

**MOTION: Approve Fiscal Minutes of February 16, 2017 with adjustments**

**By: M. Kortmann**

**Seconded: W. Oros**

Discussion: M. Kortmann asked that the discussion in paragraph three on page two be embellished as it related to the OpenGov discussion and add the reason the Board would wait was because the \$7,000 included start up fees and the first full year of use. With the Board waiting until the end of the fiscal year, the funds would not be needed until FY2018-19.

**Result: Motion passes unanimously**

**III. Financial Reports for February 2017**

**III.A. Management Report**

**III.B. Encumbrance Reports**

**III.C. Special Education Tuition/Excess Cost**

M. Minor arrived (6:09 p.m.)

Mr. Carroll reviewed salaries, Medicare, telephones, magnet school, and heat/fuel oil.

F. Infante arrived (6:11 p.m.).

Mr. Carroll noted that they are watching the oil tanks and it is a difficult year to estimate how it will end. M. Kortmann added that the Town's plan is to move and store their oil that is not used.

Mr. Carroll continued and talked about Special Education Tuition. Mr. Petrone expanded on the increase in costs to special education due to even more recent placements and specified how the situation changes daily.

The Committee talked about the challenges being presented by the governor's proposed budget and how to make the issues clear to all parties.

### **III.D. Food Service**

M. Sobol asked if February P&L figures were in. Mr. Carroll said not yet.

### **III.E. Capital and Special Funds**

M. Kortmann asked if the lines being frozen could be noted. Mr. Carroll said yes.

Mr. Carroll continued and talked about the ADA items and that we will be finished tomorrow. M. Kortmann asked what it would cost to finish off the classrooms. Mr. Petrone talked to that point and said they would look into those costs.

Mr. Carroll noted the water heater tank at CHS broke this week, and that the replacement cost was \$4,900 and that he suggests that the BOE request use of the Capital Reserve (1%) account to cover the replacement and at the same time ask for the cost to cover the conversion of the burner to natural gas so all can be done at once.

The Committee agreed this request would come to the full Board for a vote during the Fiscal Committee report on March 30, 2017.

### **III.F. Town Council Disbursement Detail Listing Excel File**

Mr. Carroll noted this was sent to the Town Manager's office.

### **IV. Preschool Accounting**

Mr. Petrone said it was suggested by one of the Council members that the Council may be in agreement with how to handle the Preschool Fund, if the Board acquires the preschool, if the Board looked into using the same type of accounting as the WPCA funding account. The Committee went on to discuss how to proceed at this point.

M. Kortmann said it would take some learning to convert to a budget similar to the WPCA fund. She said what is most important is can Mr. Carroll operate according to the same process.

The Committee went on to discuss the details of how the account would run and who would be cutting checks.

M. Kortmann asked for the work to be spelled out by the Town if this system was to be used. The Committee agreed the item could go to the full Board for discussion at the March 30 meeting.

### **V. Adjournment**

**MOTION: To adjourn the meeting at 6:55 p.m.**

**By: M. Kortmann**

**Seconded: M. Minor**

**Result: Motion passes unanimously**

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Respectfully submitted,

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Kimberlee Arey Delorme  
Board Clerk

**Approved: April 27, 2017**