

**Coventry Board of Education**  
Coventry, Connecticut

**Fiscal Committee Meeting**  
Approved Minutes of Thursday, February 08, 2018  
Administration Building Conference Room

Committee Members Present:

Mary Kortmann, Fiscal Committee Chair  
Peter Larson, Fiscal Committee Member  
William Oros, Fiscal Committee Member  
Jennifer Beausoleil, Board Chair (arrived 6:20 p.m.)

Also Present:

Dr. David J. Petrone, Superintendent of Schools  
Robert Carroll, Director of Finance and Operations  
William Trudelle, Director of Physical Plant and Facilities

**I. Call to Order**

M. Kortmann called the meeting to order at 6:07 p.m.

**II. VOTE: Approve Fiscal Minutes of January 11, 2018**

**MOTION: Approve Fiscal Minutes of January 11, 2018**

**By: W. Oros**

**Seconded: P. Larson**

**Result: Motion passes unanimously**

**III. Financial Reports for January 31, 2018**

**III.A. Management Report**

**III.B. Encumbrance Reports**

Mr. Carroll said the district is doing well. He noted changes to the certified salaries line. Mr. Carroll continued and talked about changes to the health insurance line and special education tuition.

Mr. Carroll mentioned the newest heating gas bill. He said the projections were close. M. Kortmann talked about moving oil. W. Trudelle reviewed the procedure regarding waiting to move the oil, so it does not have to be moved twice.

Mr. Carroll said the district is to the good at the moment. M. Kortmann said it is definitely still too early to make any plans.

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

Mr. Carroll noted there are no significant changes. He reviewed the memo recently received from the State. M. Kortmann said we are right on the money with our predictions.

Mr. Carroll went on to review further information received from the State.

J. Beausoleil arrived (6:20 p.m.)

M. Kortmann asked that Mr. Carroll verify figures with the State.

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

Mr. Carroll said Food Service is a tough business. He reviewed those figures.

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

The Committee reviewed the funds.

### **III.F. Preschool Fund**

M. Kortmann asked for a tracking balance of the account. Mr. Carroll said he would provide that.

Mr. Carroll said the preschool fund is on schedule.

The Committee talked about how parents are able to pay the tuition.

### **IV. CSDE Memo Regarding Minimum Budget Requirement**

M. Kortmann noted it was difficult to understand the memo from the State. Dr. Petrone agreed, adding the MBR cannot be changed mid-year.

The Committee went on to discuss details of the MBR.

### **V. Budget Transfer**

Mr. Carroll noted the transfer is to move the salary of the unfilled electrician to the contracted services line.

There was consensus to move the transfer forward to the full Board.

### **VII. Adjournment**

**MOTION: To Adjourn the Fiscal Meeting at 7:17 p.m.**

**By: W. Oros**

**Seconded: P. Larson**

**Result: Motion passes unanimously**

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Respectfully submitted,

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Kimberlee Arey Delorme  
Board Clerk

Approved: March 12, 2018