

**Coventry Board of Education**  
Coventry, Connecticut

**Joint Meeting of the Board of Education Fiscal Committee and the  
Town Council Finance Committee**

Approved Minutes of June 14, 2018, Continued to June 28, 2018  
Administration Building Conference Room

Fiscal Committee Members Present:

Mary Kortmann, Board of Education Fiscal Committee Member  
William Oros, Board of Education Fiscal Committee Member  
Jennifer Beausoleil, Board of Education Chair

Fiscal Committee Members Absent:

Peter Larson, Board of Education Fiscal Committee Member

Town Finance Committee Members Present:

Carolyn Arabolos, Town Council Finance Committee Chair  
Mike Sobol, Town Council Finance Committee Member  
Lisa Conant, Town Council Finance Committee Member  
Joan Lewis, Town Council Chair

Also Present:

Eugene Marchand, Board of Education Vice-Chairman  
David J. Petrone, Superintendent of Schools  
Robert Carroll, Director of Finance and Operations  
William Trudelle, Director of Physical Plant and Facilities  
John Elsesser, Town Manager  
Amanda Backhaus, Town Finance Director  
Leslie Zoll, Blum Shapiro

**I. Call to Order**

M. Kortmann called the meeting to order at 6:08 p.m.

**II. Joint Meeting - BOE Fiscal Committee and Town Finance Committee**

**II.A. Information: Audit Communication**

Ms. Zoll distributed a memo "Auditing Standard No. 114" from Blum Shapiro. She reviewed the audit procedures.

Ms. Zoll talked about the audit of the PSIS information and said there has been some talk at the State level regarding about how and when this information will be reported by districts and then audited.

Mr. Elsesser asked that it be recorded, that the State of Connecticut is changing its audit software and may change the date of the enrollment review [PSIS]. If these changes are made, the 2017 information would not be reported. It was noted that this will make it difficult to compare previous years of information. Ms. Zoll stated that there is nothing official yet from the State.

Ms. Zoll went on to talk about cyber security training and noted that Blum Shapiro can assist, if needed. She noted the industry developments, the GASB statements, are available in summary on the memo.

Mr. Elsesser noted the GASB Statement 75 – OPEB information. He said this will make us look to be in a worse financial condition. He added that most liability is on the Board side, due to the earlier retirement ages. He said we may consider to start funding a trust, to cover the liability. The group continued to discuss this concept.

## **II.B. Youth Building Facilities Use Agreement**

Dr. Petrone talked about the 18-21 year old program and he said there is a need to create an independent living training area. He said the Youth Building is an ideal location for this program. Dr. Petrone continued to talk about the Youth Building Facilities Use Agreement that has been vetted through the schools' district office and town hall. He noted the details of the agreement.

C. Arabolos asked if the building is being used now. Mr. Elsesser said it is being used intermittently by different groups, but more in the summer by the summer camp program. He noted that the work suggested to be done is needed, especially network access.

Dr. Petrone said the schools have an ongoing need for this space.

Mr. Elsesser said these students help with the food bank, which is located at Patriot's Park. He said this makes sense in terms of the location. He said that the mention of foot gear should be removed from the Agreement.

Mr. Elsesser continued to discuss the expenses portion of the agreement and that charging rent was considered by the Recreation Department. He noted he is endorsing the agreement without rent required. The Committee members discussed the rent topic and it was noted that the work being done by the Board, and the fact that the Board will be covering the utilities, would probably cover the rent that would be lost.

The members discussed how this project is being financed. Dr. Petrone said it is all covered under the special education budget. He said some of it was budgeted for, as it needed to happen regardless of the location.

The group continued to talk about the work that needs to be completed.

## **II.C. Coventry Academy Expansion/Renovation**

Dr. Petrone reviewed the Coventry Academy program, its growth, and the facility needs that have to be addressed. He reviewed the renovations that are proposed.

Dr. Petrone talked about the timeline and noted how many items are being addressed this summer.

J. Lewis asked if the students have anything to do with the high school. Dr. Petrone said yes and said they take classes at the high school and also meet with staff.

C. Arabolos asked if the tour that had to be cancelled this year could be rescheduled to the fall. Dr. Petrone said of course.

## **II.D. Facilities and Maintenance Issues**

Dr. Petrone noted the district equipment, specifically the CGS boilers, and the worries over those.

The Committee members went on to discuss the various facility items, including equipment cost and life expectancy. Dr. Petrone explained the procedures going forward for the maintenance plan.

## **II.E. Tuition MOA**

M. Kortmann said this MOA is formalizing the process that has been happening this fiscal year. Mr. Carroll and Ms. Backhaus said they would both prefer to do it this way.

Mr. Elsesser asked if the item could wait until July 2 for approval from the Town, M. Kortmann said yes.

## **II.F. ECS Outlook**

Dr. Petrone reviewed the ECS figures that have been received. He and Mr. Elsesser noted language that a cut cannot be made next year under the bill the Governor signed.

## **II.G. Forecasting End of Year**

### **II.H. Transfer to 1% Account**

M. Kortmann noted the Management Report for May 31. She reviewed the forecasted unexpended funds at the bottom of the report. She continued saying that this is not final and more funds may be coming in from tuition from other towns, etc. M. Kortmann said she is proposing the Board vote to send the request to move some unexpended funds to the 1% at the June 28 meeting. She said there are a few things that could possibly happen next year, like a new security grant, and they would like to be able to take that into consideration. Ms. Backhaus said it is fine with her. Mr. Elsesser said as long as the Board makes the vote before the end of the year, the Council can act on it in July.

The Committees talked about the project of removing the unit ventilators at the CHS/CNH complex and the details of what needs to be considered.

## **II.I. Board of Education Custodial Services**

Dr. Petrone reviewed the history of the agreement between the town and the district in regards to custodial services. He said this has been a challenging item. He reviewed cleaning square feet and how long it should take to clean according to industry standards. He said a balance and a solution is needed. C. Arabolos asked about how many people are working and the expectations. Dr. Petrone said there are two part-time staff members covering the spaces and he reviewed some of the specific challenges. The committees talked about how paying the custodian works. Ms. Backhaus talked about the allocation of work by the custodian. The committee members discussed the challenges and possible solutions.

J. Beausoleil asked for representation on each side to meet and address a very clear list of expectations. Dr. Petrone said that could be arranged. Mr. Elsesser agreed.

**MOTION: To recess the Fiscal Committee Meeting at 7:25 p.m.**

**By: J. Beausoleil**

**Seconded: W. Oros**

**Result: Motion passes unanimously**

**Thursday, June 28, 2018**  
**Administration Building Conference Room**

Fiscal Committee Members Present:

Mary Kortmann, Fiscal Chair  
Peter Larson, Fiscal Member  
William Oros, Fiscal Member and BOE Secretary  
Jennifer Beausoleil, Board Chair (arrived at 6:36 p.m.)

Others Present:

Eugene Marchand, BOE Vice-Chair  
Dr. David J. Petrone, Superintendent of Schools  
Robert Carroll, Director of Finance and Operations  
William Trudelle, Director of Physical Plant and Facilities

M. Kortmann reconvened the meeting at 6:32 p.m.

**II.C. Coventry Academy Expansion/Renovation**

Dr. Petrone reviewed the progress being made regarding the Coventry Academy Expansion/Renovation.

J. Beausoleil arrived at 6:36 p.m.

Dr. Petrone said there have been some recent challenges regarding what actually needs to be done to be sure the building is up to code. He said he believes we are in a much better spot than when the concerns were brought up at the beginning of the week.

**II.D. Facilities and Maintenance Issues**

W. Trudelle reviewed the work being done this summer, beginning with the entry way at CHS. He also talked about the boilers, oil tanks, and fire walls projects. M. Kortmann asked about the rooftop ventilators at the preschool. W. Trudelle said the RFP is to be done.

The Committee talked about the driveways and it was noted that the crack sealing will be done at all schools, except CGS. CGS is in too bad of shape and will need to be completely redone.

**III.A. VOTE: Approve Fiscal Minutes of May 10, 2018**

**MOTION: To approve the Fiscal Minutes of May 10, 2018**

**By: W. Oros**

**Seconded: P. Larson**

**Result: Motion passes unanimously**

**III.B. Financial Reports for May 31, 2018**

**III.B.1. Management Report**

**III.B.2. Encumbrance Reports**

**III.B.3. Special Education Tuition/Excess Cost**

**III.B.4. Food Service**

**III.B.5. Capital and Special Funds**

**III.B.6. Preschool Fund**

Mr. Carroll reviewed a draft June 30 version of the 17-18 Management Report. He talked about the last minute items that have come up, from PSSS needs and technology. The Committee discussed

how to handle these issues and if there was anything else that needed to be addressed. Mr. Carroll reviewed the remaining accounts and reports. The Committee said the full Board was scheduled to vote on moving funds to the 1% non-lapsing account later this evening.

Mr. Carroll said the Food Services accounts are still pending, but could finish in the black. The Committee reviewed the Capital and Special Funds.

#### **IV. Adjournment**

**MOTION: To Adjourn the Fiscal Meeting at 7:24 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:** July 12, 2018