

**Coventry Board of Education
Coventry, CT
Fiscal Committee-Approved Minutes
Special Meeting of Thursday, January 22, 2009**

Members Present: Cheryl Trudon, Fiscal Committee Chair
Mary Kortmann, Fiscal Committee Member
Michael Whitham, Fiscal Committee Member

Also Present: Donna Bernard, Superintendent of Schools
Sherry Holmes, Fiscal Services Director

The meeting was called to order at 6:41 pm by C. Trudon.

I. Approve Fiscal Committee Meeting Dates for 2009

Motion: To approve the Fiscal Committee Meeting Dates for 2009

By: M. Kortmann Seconded: C. Trudon

Discussion: M. Whitham said the start time of 7 pm is late. The committee agreed to begin meetings at 6:50 pm prompt.

Result: Motion Passes.

II. Approve Fiscal Committee Minutes from October 30, 2008

Motion: To approve the Fiscal Committee Minutes from October 30, 2008.

By: M. Kortmann Seconded: M. Whitham

Result: Motion Passes.

III. Budget Items:

a. Local advertisers to supply signage on ball fields.

C. Trudon said she has seen advertisement signage on the fences surrounding other towns' ball fields. She questions whether advertisement signs go up on Coventry's fences surrounding their ball fields. She suggested signage for the high school and middle school fields.

M. Kortmann said zoning regulations need to be checked. C. Trudon will call Eric Trott. She suggested setting up a fund for advertising.

There was a discussion on planning and zoning. There was a discussion about a fund created for advertisement signage. D. Bernard said we would have to establish a policy. D. Bernard said she would get some signage policies from other districts.

b. Review additional reports in draft format requested by committee

1. Summary report with monthly projected column

S. Holmes created a new spreadsheet. She added a new column which is projected expenses for July 1, 2008 to December 31, 2008. She took the current budget amount of each account and used the adjusted budget column and divided it by 12 then multiplied it

by 6 months. She said this projects where we should be at each level of each account. There was a discussion regarding some line items. D. Bernard said Non-Cert Temp. Salaries appropriations for the year are \$44,000, YTD expenditures are \$30,000 and the 6 month rate is \$22,000. S. Holmes said these are substitute teachers.

S. Holmes said pensions are paid at once to Travelers. She said annuities are paid up front.

M. Whitham asked what can be done for the line items that are over budget up to this point in the school year. D. Bernard said that some line items incur expenses all at once and are done for the year. She said that we continually look to contain spending.

D. Bernard said that teacher absenteeism is being heavily scrutinized.

There was a discussion about Non-Certified and Certified Temps.

There was a discussion about front loading spending. One area discussed was maintenance supplies at \$43,000 as opposed to an expected of \$25,000. S. Holmes said most of the expenses for maintenance were overtime. M. Kortmann said that Student Transportation is over budget. S. Holmes said it includes special and regular education transportation.

2. Detailed report by facility

S. Holmes said this report is broken down by facility. The facilities are GHR, CGS, CNH, Pupil Services, High School, and Warehouse. She said this is the same way that the budget is prepared. She said that she can email this 10-page report. All committee members agreed to have this report emailed to them.

3. Unemployment Analysis Spreadsheet

S. Holmes called the Department of Labor Employment Office to give us a better idea how the account would end up at the end of the year. She said the unemployment cap is 26 weeks. She said the laws have been lifted because of our economy and because so many people are unemployed right now. She said the Department of Labor can approve benefits for beyond the 26 weeks, based on each person's situation. She said the employer has no say on each individual person.

S. Holmes said she produced this spreadsheet based on the employee's position because legal council does not allow printing individual's names. She said the spreadsheet shows the amount each person was paid, July through December. She said she took the amount collected and the amount the district charged for each person. She said for people where the column "projected amount to be paid" is blank, are done collecting unemployment. There was a discussion on different positions and how much unemployment wages were collected. S. Holmes based the projected unemployment claims on 26 weeks. She said for example: Custodian A collected \$492, district was charged \$438, and we hired this person back. Another example Ms. Holmes gave: Para B collected \$500, district was charged \$490, and we hired her as a secretary. S. Holmes said Para B is not collecting unemployment wages anymore.

S. Holmes said she has January and February unemployment invoices. She said there are only two people collecting unemployment: Custodian B and Custodian C.

IV. Honorable Mention Received in the CAFE Award of Excellence for Educational Communications

Coventry's 2008-09 Budget Book received an Honorable Mention in the CAFE Award of Excellence for Educational Communications out of 169 districts.

V. Adjournment

The meeting adjourned at 7:22pm.

Respectfully submitted,

Michelle M. Bates, BOE Clerk

February 26, 2009

Approved