

**Coventry Board of Education
Coventry, CT
Approved Minutes
Fiscal Committee Special Meeting
Wednesday, October 20, 2010
Administration Building – Superintendent’s Office**

Members Present: Mary Kortmann, Fiscal Committee Chair
Cheryl Trudon, Fiscal Committee Member (arrived 9:39 a.m.)
Mark Malcolm, Fiscal Committee Member (via telephone)

Also Present: Dr. Donna Bernard, Superintendent of Schools
Gregg Blackstone, Business Manager
Paul Noel, Director of Physical Plant and Facilities

The meeting was called to order at 9:37 a.m. by M. Kortmann.

I. Capital Budget

The group discussed the Capital Improvement Plan through FY2017.

M. Malcolm said he was concerned about being able to find a CHS gymnasium floor that would fall under \$100,000. They discussed a referendum for a floor. M. Kortmann said it will be another summer before we have to worry about the referendum. Mr. Noel said the estimated price is from a company who had already installed a gym floor on campus. He said there is a likelihood that there is asbestos under the floor, which will increase the cost. M. Kortmann reiterated that this year will give us time to do the research.

Dr. Bernard asked if anyone had concerns with the FY2012 column. M. Kortmann said she is worried about support for the classroom furniture for \$42,000 for each year through FY2016. M. Malcolm agreed and said he fully supports visual evidence for these items.

Dr. Bernard reviewed the descriptive paragraphs of the CIP items. The group discussed further the visual evidence that should be given to the Board, the Town Council, and the public in general.

M. Kortmann discussed the total amounts for each fiscal year and asked that the years come to about the same amount, which will give the Town Manager a good five-year look.

The group talked about items to discuss with the Town, such as lightening protection and surge protection.

Mr. Noel addressed those items and the electrical modifications and the expansion of the generator capabilities.

The group agreed to add the electrical modifications to FY2014 at \$30,000.

The next topic discussed was the “SYS – Boiler Bypass Modification” and they agreed to add that to FY2014 at \$25,000. M. Malcolm added that Mr. Noel needs to document these items and reach out to vendors for costs.

M. Kortmann said she would like to see a paragraph on the CHS Track Resurfacing, which includes lengths of time that tracks last, original cost, maintenance costs, and what

happens if it is not updated when it needs to be done. M. Malcolm said this is the formula for every item listed. C. Trudon agreed.

“CNH/CHS Woodshop Dust Collection” was discussed next. Mr. Noel said he is unsure that it will fall under CIP or not. The group decided to remove it from the “others projects” list until further information could be gathered.

“CGS/GHR/Complex Gym Floor Refinish” was removed from the “others projects” list.

“SYS – Buried Oil Tank Replacement” was discussed. Mr. Noel said it would be a referendum item, but not for at least five years. The group decided that it would be added next year for five years out.

“CHS Portico” was discussed. Dr. Bernard said that it could be done in-house. M. Kortmann agreed. The item came off of the “others projects” list.

“GHR Exterior Door Replacement” was discussed. Mr. Noel explained the situation of the old outside classroom doors, which could be a safety hazard and energy concern. The group agreed to add it to FY2014 at \$40,000.

Dr. Bernard reviewed the list with changes.

M. Malcolm suggested a separate category, “Currently Researching for Further Development.” The group agreed.

M. Malcolm noted the detail rundown on the computers. He asked if each desktop included a monitor. Dr. Bernard said she would get a confirmation on that.

M. Malcolm asked for hardware specs. Dr. Bernard said we could bring Mr. Lambert in to answer those questions. M. Malcolm said he is concerned about all the computers having the same hardware, when perhaps we could have some that could be more “robust.”

Mr. Noel said there are some carpets that will not wait until FY2015. He said the carpet at the Grammar School will not wait; the portables at CNH will not wait. The group discussed tile vs carpet and carpet replacement in general. They left the carpet replacement in FY2015.

II. Food Service – Profit/Loss Statement; Cash Flow Statement

Mr. Blackstone said we are not “in trouble.” The group discussed “earned revenue.” There was clarity that money parents have sent in, which has not been applied to sales, is NOT included in the “earned revenue” figures. For July-Sept there is a negative of \$30,660. M. Kortmann said this is the start up months and Mr. Blackstone said Food Service has to pre-buy for the beginning of the year. M. Malcolm confirmed saying the figure was the same last year.

C. Trudon asked how confident are we that the figures we receive from Food Service are accurate. Mr. Blackstone said he is confident that the information he receives from Ms. Pratt is accurate.

M. Kortmann asked if the figures were through September. Mr. Blackstone said it was through September 30.

Mr. Blackstone said the pre-paid money needs to be reflected as cash.

M. Malcolm asked for an update on the Point of Sale system. Mr. Blackstone said they are going out to the schools using a laptop scanning kids, if the parents have not opted out. Dr. Bernard said she spoke with Food Service and that it will be fully running before January.

III. Adjournment

MOTION: To Adjourn at 10:43 a.m.

By: C. Trudon

Seconded: M. Kortmann

Result: Motion passes unanimously.

Respectfully submitted,

Kimberlee Michaud, BOE Clerk

Approved: **November 10, 2010**