

COVENTRY BOARD OF EDUCATION
Coventry, CT
Approved Minutes
Fiscal Committee Meeting
Thursday November 17, 2011
Administration Building Conference Room

Members Present: Mary Kortmann, Fiscal Committee Chair
Denise Ryan, Fiscal Committee Member
Todd Cancelliere, Fiscal Committee Member

Also Present: Gregg Blackstone, Business Manager
Jennifer Beausoleil, Board of Education Chair
Paul Noel, Director of Physical Plant and Facilities
Barbara Trinks, Director of Pupil Services and Staff Support Services

The meeting was called to order at 6:34 pm by M. Kortmann.

I. Approve Fiscal Minutes from September 8, 2011 Meeting

M. Kortmann said, as the only past committee member present, the minutes were acceptable.

II. Approve Fiscal Minutes from October 6, 2011 Meeting

M. Kortmann said, as the only past committee member present, the minutes were acceptable.

III. Financial Reports for October

- Encumbrance Reports
- Management Report
- Excess Cost Report
- Ed Jobs Fund Schedule
- Food Services P&L and Cash Flow

Mr. Blackstone reviewed the reports for the committee. He discussed how certain grants expire at the end of the school year. D. Ryan asked if grant funds could be used to institute all-day kindergarten. M. Kortmann said yes however the Board is cautious about using grant money for permanent projects and tends to use the grant money for temporary assignments.

Mr. Blackstone reviewed the Ed Jobs Fund and expects the new hire replacing the Reading Teacher may incur further savings.

Mr. Blackstone reviewed the Expenditure Report All Activity. He pointed out the savings anticipated for the Certified Salaries line. M. Kortmann pointed out that the column 'Adjustments' is the amount of approved transfers for specific items from forecasted healthcare savings.

Mr. Blackstone reviewed the Management Report. T. Cancelliere asked if the salary savings were based on replacements or vacancies. Mr. Blackstone said it was because of replacements of hirer salary

employees by younger employees at a lower salary. Mr. Blackstone said the savings in Heat Energy and Gasoline and Diesel are due to lower lock-in rates than projected and the Tuition and Tuition, Non-Public negative amounts are due to special education.

Mr. Blackstone reviewed the Excess Cost Calculations Report which shows the costs associated with special education services. He said the State will reimburse for a percentage (approximately 75%) of the cost of the special education for a Coventry resident (over 4.5 times the cost of per non-special education pupil). Mrs. Trinks said there are six or more pending placements and said there were special circumstances related to NEXUS rules which relates to non-residents. J. Beausoleil said there is a letter on file documenting that Coventry would not be unfairly targeted for group homes. Discussion of the rotation of non-residential students among the committee followed.

Mrs. Trinks explained the grouping of non-Coventry charter and magnet schools and those students who have an IEP may be out-placed by parent choice and Coventry is responsible for their expenses. T. Cancelliere asked if there was any in-flow of students to Coventry. Mr. Blackstone said that there have been times when other towns have paid Coventry when their students were educated in the Coventry. Mr. Blackstone said the number of outplacements is consistent with last year. Mrs. Trinks said the number of students needing special education has been consistent with the state average; however the level of special education services needed has been increasing, notably autism.

Mr. Blackstone reviewed the Food Services Statement of Cash Flows and said although there were no-school days, the budget was not impacted.

IV. Capital Budget- draft for review and edit prior to submittal to the Board

Mr. Blackstone explained to the committee that the CIP is the first piece of the budget which spans many fiscal years. He said it will be submitted on January 12, 2012 to the Town Manager who will approve certain projects which will be put on the town referendum. The draft is a repeat of last year's CIP because only one item was approved last year.

Mr. Blackstone reviewed the CIP projects.

Project 1: Classroom Computerization/Upgrade

Mr. Blackstone asked for an increase in classroom computerization by replacing old desktop computers with tablets and two tablet carts. Mr. Blackstone said that CMTs will be taken on computers in 2014 and there might be some state funding to provide the necessary computers. Mr. Blackstone said leasing technological equipment like computers and phone system may be better than buying them. J. Beausoleil asked if the wireless infrastructure would be included in the technology budget. Mr. Blackstone said he would be talking to the Technology Team about it.

Project 2: Electrical modifications at CNH

Mr. Blackstone said that the electrical panel, which has been there for twelve years, needs to be replaced. Mr. Noel said that no parts are available for this panel. He said if it trips or needs to be shut down, they may not be able to get it back on. He said the new panel turn-around time is six or more weeks.

Project 3: Upgrade CGS Boiler Controls to Digital Controls

Mr. Blackstone said CGS is the only Coventry school that does not have a digital control. Mr. Noel said CGS is the lowest energy performing school in town.

Project 4: Furniture/Equipment Replacement- all schools

Mr. Blackstone said there are many broken, cracked, damaged items the students are using and there should be a replacement schedule for such items.

Project 5: Upgrade GHR boiler controls to digital/DDC

Project 6: CHS Old Gym Floor

Mr. Blackstone said the gym floor has bumps that cause safety issues and there is concern that there is asbestos under the floor. He said the floor needs to be replaced and bonding the amount for the floor may be the best approach.

Project 7: Phone system for CHS and CNH

Mr. Blackstone said the phone systems are becoming more difficult to repair and leasing a new system, such as a Voice-Over-IP system, would be cost effective.

Project 8: Pave CHS Parking Lot by Auditorium

Mr. Blackstone said the parking lot is "alligatored" and needs to be repaved. There is an estimate on file.

Project 9: Carpet replacement

D. Ryan expressed concern that carpets contribute to allergies and asked if flooring could be installed rather than carpet. Mr. Noel said the carpets in need of repair are in offices, computer rooms and libraries. Mr. Noel said he knows the right products to purchase to avoid moisture seeping under the carpet.

Project 10: Lightning Protection at CHS and CHN

Mr. Blackstone said this project has been on the CIP in the past also.

Project 11: CHS Surge Protection

Mr. Blackstone said he would like this project moved up in priority because of the Energy Audit report results.

Project 12: CHS/CNH Expand Generator to Classrooms

Project 13: GHR Exterior Door Replacement

Mr. Noel said the integrity of the wood behind the door frames is compromised.

Project 14: Boiler Bypass Modifications (all schools)

Mr. Blackstone referred to the list of **Possible Projects (15-21) Currently Being Researched** as proposed by Dr. Smotas.

Project 15: CHS Track Resurfacing

M. Kortmann asked Mr. Noel to investigate the costs involved in patching the track to be included in his budget.

Mr. Blackstone reviewed the Energy Audit report from Strategic Building Systems. He said these additional expenditures would result in recurring savings. The committee reviewed the list and agreed they would work on the projects as the budget allows.

M. Kortmann said she would like **Project 2: Electrical modifications at CNH for \$43,000** to be done with the Healthcare savings. D. Ryan and T. Cancelliere agreed.

T. Cancelliere asked if any of the projects could be done in-house. Mr. Blackstone said the Town said that if a licensed contractor was required, one had to be hired. Mr. Noel said the law says the owner is allowed to do the work but the Town does not agree.

The committee discussed how to prioritize the CIP list and the use of the healthcare savings.

The committee agreed to move **Project 2: Electrical modifications at CNH** to the operating budget.

The committee agreed to propose Project 1: Classroom Computerization/Upgrade, Project 3: Upgrade CGS Boiler Controls to Digital Controls, and Project 4: Furniture/Equipment Replacement- all schools on the CIP and to propose Project 6: CHS Old Gym Floor as a FY 2013 project for CIP.

The committee agreed to leave Project 7 in CIP. Mr. Noel will be gathering lease and purchase information on the phone system.

MOTION: To add the meeting dates for 2012 to the agenda
By: D. Ryan Seconded: T. Cancelliere
Result: Motion passes unanimously

MOTION: To approve the meeting dates for 2012
By: D. Ryan Seconded: T. Cancelliere
Discussion: The committee discussed the start time of the meeting.
Result: Motion passes unanimously to approve the 2012 meeting dates and to begin the meetings at 6 pm.

VI. Adjournment

MOTION: To adjourn the meeting at 8:45 pm
By: D. Ryan Seconded: T. Cancelliere
Result: Motion passes unanimously.

Respectfully Submitted by:

Sara O'Brien, BOE Clerk

Approved: December 8, 2011