

**Coventry Board of Education Fiscal Committee
Coventry, CT
Approved Minutes
Meeting of Thursday, August 27, 2009**

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

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

The meeting was called to order at 6:33 pm by C. Trudon.

I. Approve Fiscal Minutes from June 25, 2009

Cheri Trudon asked for the following changes:

Page 1, III., line 4, change to: She said we received a substantially higher payment for that time of the year.

Cheri Trudon referred to page 2, IV. B, paragraph 4. She asked if the Coventry Board of Education received tuitions owed to us, from some of the other towns. Sherry Holmes said the Hartford and Windham tuitions did not come in. C. Trudon asked if there was any recourse. Dr. Bernard said there was a debate over the amount of hours and services provided. C. Trudon said the estimated tuitions from Hartford and Windham total approximately \$12,000. Dr. Bernard asked S. Holmes if Judith Richard could email the two towns as to why the tuitions did not come in and whether she expects it to be a continuing problem.

Motion: To approve the Fiscal Minutes of June 25, 2009 with noted changes.

By: C. Trudon Seconded: M. Kortmann

Motion Passes.

II. Encumbrance Report for June 2009

Sherry Holmes read the Expenditure Reports for Regular Budget and Grants-June, 2009. She said Special Education obligations were covered. She said all the oil tanks in our system were filled at \$2.00/gallon. She said the emergency response systems were purchased. Dr. Bernard said the Point of Sale System, Convection Countertop Steamer and Convection Oven for CGS were purchased.

Mary Kortmann suggested a "Pay-Pal" system that might be added to the Point of Sale System. She said this would eliminate the handling of money and checks. Sherry Holmes said there is a capability to use VISA and Mastercard in the system. She said this would be an upgrade.

Sherry Holmes said we spent all the grant carryover money before June 30, 2009, with the exception of the following grants: Title V, Personal Finance, Primary Mental Health and School

Readiness. She said these unexpended funds will be turned back to the State after the audit has been completed.

Sherry Holmes said Blum, Shapiro & Company will be starting the fiscal year end 2009 audit in October, 2009.

III. Encumbrance Report for July 2009

Sherry Holmes read the Expenditure Reports for Regular Budget and Grants-July, 2009.

Mary Kortmann asked about the Workers' Compensation Account. S. Holmes said we charged more than anticipated at budget time. There was a discussion about quarterly budget transfers, and evaluating our position in October.

There was a discussion about the Expenditure Report. Dr. Bernard said it would be helpful to add a column or a section for comments on the Expenditure Report. It was decided that there would be a comment section on a separate sheet for the Expenditure Report.

Cheri Trudon asked about the Health Insurance account. Sherry Holmes said at the beginning of the year (2008) there were 3 unions that had not settled contract negotiations. S. Holmes said the Health Insurance account budget was developed on estimate only. She said when the contract negotiations were settled for paraprofessional, nurses, and secretaries; they were designed in such a way that the Coventry Board of Education paid less money into Anthem Blue Cross and Blue Shield. She said their co-pays were higher. She said Anthem routinely credits the Coventry Board of Education's bills and had not credited for the teacher's plan. Sherry Holmes said the credit for the teacher's plan came in February, 2009. S. Holmes said health plans' coverage was changed, for instance if a spouse lost their job and were added to the plan. Mary Kortmann asked how this year's budget was determined, since we have the answers to the three groups' negotiations. S. Holmes said this year the Custodians are under negotiation. S. Holmes said she is waiting to get the Health Insurance bills in, because the bills are estimated right now. S. Holmes said that Anthem sends estimated bills for 6 months, before any actual bills appear. S. Holmes said that because of this situation, the Coventry Board of Education runs the risk of paying either too much, or not enough. S. Holmes said she is working on getting more of the actual bills in sooner.

IV. Budget Items

A. Sample Food Service Reports

Sherry Holmes said the top copy of the Food Service Reports is from the Town of Coventry. She said the town will keep track of all the food service revenues on a monthly basis. S. Holmes said the rest of the report lists expenditures by each school. She said the food services expense account numbers will start with 7000.

Sherry Holmes said the Coventry Board of Education has taken over the payroll for Food Services. S. Holmes said Beth Pratt will handle the Accounts Payable. Cheri Trudon asked

where the balances show up from the previous year's student lunch accounts. S. Holmes said they will be reflected on the Trial Balance.

B. Budget Transfers- June 30, 2009

The budget transfers were discussed.

Michael Whitham asked why the Student Transportation account was over by \$50,672. Sherry Holmes said that \$42,261 was an overage in Regular Education. She said the rest was for Special Education.

Cheri Trudon asked if the consensus of the Fiscal Committee was in favor of presenting the Budget Transfers to the Coventry Board of Education. The committee was in consensus.

V. Adjournment

The meeting adjourned at 7:25 pm.

Respectfully submitted,

Michelle M. Bates, BOE Clerk

October 1, 2009
Approved