

Seymour Board of Education FINANCE COMMITTEE MINUTES

November 6, 2019
Seymour Middle School
7:00 pm

BOARD MEMBERS IN ATTENDANCE: Christopher Champagne (7:03 pm)
Kristen Harmeling
Jay Hatfield
Jennifer Magri

OTHERS IN ATTENDANCE: Michael Wilson, Superintendent of Schools
Vonda Tencza, Associate Superintendent
Sherry Holmes, Business Manager
Lee-Ann Dauerty, Board Clerk

I. CALL TO ORDER

A. Pledge of Allegiance

Mr. Jay Hatfield called the meeting to order with the Pledge of Allegiance at 7:01 pm

II. PUBLIC COMMENT

None

III. DISCUSSION AND POSSIBLE ACTION

A. Financial Management Summary Ending October 31, 2019

Mrs. Holmes reported that the outside auditors continued testing in October, with final testing scheduled during the first full week in November.

A/C 110-119 Certified Staff. Accounts are as they should be this time of the year. We expect to see a slight surplus in these accounts. The Middle School Assistant Principal left on October 25th and the replacement, Kathleen Freimuth started on October 28th. Her salary will increase going from an elementary assistant principal to a middle school assistant principal. Kathleen has been with the district going on three years. Due to the vacancy, we had to hire a substitute three days a week to assist the Chatfield-LoPresti School Principal until a suitable replacement can be found. The committee had been interviewing candidates at the end of October and we hope to have someone in place by December 2019. We will be monitoring A/C 119 Substitutes closely, as we have several maternity leaves in progress that have been extended. A/C 120-140 Non Certified Staff. Accounts are generally on target. We had to contact Delta T substitute service to help us out with our shortage of paraprofessionals until staff return to work. A/C 210-295 Employee Benefits. Most accounts appear to be trending as projected. We have had a number of staff seeking tuition reimbursement, more than what was budgeted. This is an account that is difficult to predict from year to year. The Workers' Compensation and Dental amounts have been transferred to the Town for the Board's share of the costs.

A/C 411-450 Infrastructure Services. Building Repair & Maintenance Account is in a deficit situation due to ongoing building issues that needed to be addressed including the boiler at the Middle School. We continue to monitor these accounts. A/C 510-519 Transportation. We will continue to monitor special education transportation, as these accounts are highly variable throughout the year. We are dealing with a number of very costly transportation needs in special education that weren't anticipated in the budget. A/C 520-529 Insurance. These accounts are trending higher than the budgeted amounts for 2019-20. A/C 561-564 Tuition. The actual costs

of tuition are reflected in the financial statement at this time. We will continue to monitor these accounts as they are high as well. The Excess Cost amount will be revised in November to a more realistic amount based upon the state revenues in place. A/C 610-690 Supplies. We have frozen the budget allowing only those purchases that are an emergency in nature or necessary to continue student learning. A/C 730-745 Equipment. Only limited purchases have been made in these accounts. The technology equipment line will be frozen until spring 2020. Ms. Holmes notified the Board that the quarterly financial report must be posted on our website per state mandate and the one dated 7/1 has been posted. Ms. Harmeling asked about the Textbooks/Curriculum line item being over budget. Money may be shifted around when grants are approved. Ms. Harmeling asked how this would show and Ms. Holmes explained it is done through a journal entry. She said this cannot be done until the funds are actually received. Mr. Hatfield said he was concerned about this since Board members are personally liable. Ms. Harmeling reminded him that we are always shifting money around. There was a conversation between Mr. Hatfield and Ms. Holmes about information in an email and Ms. Harmeling said she was frustrated at the back and forth since she did not know what they were talking about. She requested that moving forward, the chairperson share anything that is being discussed at a Finance Committee meeting ahead of the meeting so all the members can be up to speed.

MOTION: (Mr. Champagne/sec., Ms. Harmeling) to recommend to the full Board the approval of the Financial Management Summary ending October 31, 2019 as presented

SO VOTED

AFFIRMATIVE: Mr. Champagne, Ms. Harmeling, Mr. Hatfield

OPPOSED: Mr. Champagne, Ms. Harmeling, Mr. Hatfield

ABSTAIN/RECUSE: Mr. Champagne, Ms. Harmeling, Mr. Hatfield

IV. REPORTS

1. Chairman's Report
None
2. Superintendent's Report
None

V. PUBLIC COMMENT

None

VI. ADJOURNMENT

MOTION: (Mr. Champagne/sec., Ms. Harmeling) to adjourn

SO VOTED

AFFIRMATIVE: Mr. Champagne, Mr. Hatfield, Mr. Kubik, Ms. Magri,

The meeting adjourned at 7:27 pm

Submitted by:
Lee-Ann Dauerty
Board Clerk