

Coventry Board of Education
Coventry, Connecticut

Fiscal Committee Meeting
Unapproved Minutes of Thursday, January 8, 2026
Administration Building Conference Room

Committee Members Present:

Mary Kortmann, Chair
Emma Eaton
Courtney Rossignol

Committee Members Absent:

None

Also Present:

Jennifer Beausoleil, Board Chair and Ex-Officio

Administrators Present:

Dr. David J. Petrone, Superintendent of Schools
Charmaine Bradshaw-Hill, Director of Finance and Operations

Board Member Megan Boshuyzen was also present in the audience.

I. Call to Order

M. Kortmann called the meeting to order at 6:00 p.m.

II. VOTE: Approve Fiscal Minutes of December 11, 2025

MOTION: To approve the Fiscal Minutes of December 11, 2025

By: C. Rossignol

Seconded: E. Eaton

Result: Motion carries unanimously

III. Information: Financial Reports for December 2025

III.A. Management Report

C. Bradshaw-Hill reported that the budget freeze is still in effect. Dr. Petrone informed the group that there may be an increase in special education costs.

III.B. Encumbrance Reports

C. Bradshaw-Hill provided an update on grants, noting that they have been slow to come in but all are now awarded. Dr. Petrone is working to secure grants to support reading initiatives and art programs.

C. Bradshaw-Hill clarified that the Building Use figure shown in red is a credit and noted that the amounts reflect the net deposits once the cost of labor has been covered. M.

Kortmann suggested that the floor refinishing should be paid from this fund. There was a discussion about timing for the floor work, with Dr. Petrone expressing that it may be too late for this summer.

There was consensus to explore scheduling the floor refinishing.

There was a discussion regarding the Nutanix process. The work has been completed, but the record-keeping component is still in progress. C. Bradshaw-Hill explained that the Board of Education has no control over this expenditure or the reporting, as it is managed by the Town. Once the town provides the reconciliation reports showing the payments were posted, Finance will update the report to reflect those payments.

J. Beausoleil noted that purchases have been made but not reported in a way visible to the Board, and the town has not provided reports to allow the Board to plan for the remainder of the year. She described the three-year delay in audits as inexcusable. C. Bradshaw-Hill provided an update on the current status of the process, while J. Beausoleil added that the last reconciliation was as of 6/30, despite the Board's expectation that the reconciliations would occur on a monthly basis.

III.C. Capital and Special Funds

There were no questions.

III.D. Special Education Tuition/Excess Cost

Dr. Petrone reported that a meeting was held earlier this week and that the district will be receiving some small funding.

III.E. Preschool Fund

C. Bradshaw-Hill stated that the program is receiving the necessary resources for the students. She noted that Summer School projections, based on data collected in June of last year, indicate a shortfall in the anticipated Summer School revenues.

C. Rossignol asked whether the payment portal for Hale could be made more user-friendly, such as allowing recurring payments or letting families select a payment plan at the start of the program. C. Bradshaw-Hill informed the group that the portal is managed by the town, so the Board does not have the control to make changes to the portal. However, she would look into whether or not it could handle alternative invoices.

III.F. Food Service

There has been no formal report since the start of the school year. C. Bradshaw-Hill noted that she knows the progress of the CNP claims payments from the State and Fed as she has access to the State's grant payment system.

IV. Information: Building Committee Update

Dr. Petrone reported that the company performing the commissioning is uploading shared documents with Pro-MEC, who is addressing the punch list items. A leak in the CHS HVAC system will be inspected by the manufacturer tomorrow to determine if it can be repaired; if replacement is necessary, a quick turnaround is expected. The team is still waiting for warmer weather to conduct the commissioning on the start up on the chiller. A price for the transformer change order has not been received.

Dr. Petrone also noted the GHR roof audit has been submitted and explained the steps taken to complete the submittal.

V. Information/Communication: Possible Bond Items

Dr. Petrone submitted a letter to the Town Manager for the committee's review but has not yet received a response.

VI. Adjournment

MOTION: To adjourn the Fiscal Meeting at 6:50 p.m.

By: E. Eaton

Seconded: C. Rossignol

Result: Motion carries unanimously

Respectfully submitted:

Tricia Dean
Board Clerk

Approved: _____