

COPY RECEIVED  
DATE: 10/17/19  
TIME: 9:20 AM  
TOWN CLERK'S OFFICE



# Seymour Board of Education

## FINANCE COMMITTEE MINUTES

October 7, 2019  
Bungay School  
7:00 pm

### BOARD MEMBERS IN ATTENDANCE:

Christopher Champagne  
Kristen Harmeling  
Jennifer Magri

### BOARD MEMBERS ABSENT:

Jay Hatfield

### 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

Ms. Harmeling called the meeting to order with the Pledge of Allegiance at 7:11 p.m.

### II. PUBLIC COMMENT

None

### III. DISCUSSION AND POSSIBLE ACTION

A. Financial Management Summary Ending September 30, 2019

**MOTION:** (Ms. Harmeling/sec., Mr. Champagne) to recommend to the full Board the approval of the Financial Management Summary ending September 30, 2019 as presented

**SO VOTED**

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

Mrs. Holmes reviewed the Financial Management Summary with the committee. Line 110-119 Certified Staff are on target. Line 120-140 Non Certified are on target SRO's have been hired. Line 210-295 Employee Benefits are trending as projected. A monthly billing procedure to book monthly insurance expenses has been established. Line 411-450 Infrastructure Services the financial report reflects various blanket purchase orders in the encumbrance column for estimated services to be performed during the year. Various repair projects have been addressed that were identified by the Fire Marshal. A formal reply to the Fire Marshal will be sent in October. We lost a hot water heater in the middle school and it had to be replaced. The gym lighting in CLS gym needs to be addressed. Both projects can be wrapped into the Johnson Controls project at no cost to the district. Expenditures will be limited to emergencies only for the rest of the year. Line 510-519 Transportation will be monitoring special education transportation closely as these account are highly variable throughout the year. We have some challenges that lie ahead. Line 520-529 Insurance - these accounts are trending higher than the budgeted amounts for 19-20. The property and liability insurance are underfunded. Athletic insurance came in higher than what was projected. The costs came in after the budget was approved. Line

561-564 Tuition – we are waiting for finalization of the student enrollments and initial billing to determine final actual cost versus budgeted amount. Line 610-690 Supplies – The initial required purchasing for the start of the school year has been completed; on October 18, 2019 the district will be utilizing a freeze in these accounts. Line 730-745 only limited purchases have been made for required custodial and instructional equipment. The technology equipment line will be frozen until spring. Ms. Harmeling asked about encumbering salaries and Mrs. Holmes said we don't have the mechanism to do this at this time. Hopefully the new software program can do this as she would prefer to encumber salary and insurances at some point. Mr. Wilson said we are waiting on the Town to decide on the software program and there is the possibility that we could be separate from the Town. The software Mrs. Holmes prefers is one she is very familiar with and she could save money by doing the training herself. Ms. Harmeling asked that we hear more about this during the budget process. Ms. Magri said we have no choice we have to change software programs.

IV. REPORTS

1. Chairman's Report  
None

2. Superintendent's Report  
Mr. Wilson thanked the Board for their support should we need to go with an independent platform. He said they would give them more information during the Budget process.

V. PUBLIC COMMENT

None

VI. ADJOURNMENT

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

SO VOTED

AFFIRMATIVE: Mr. Champagne, Ms. Harmeling

The meeting adjourned at 7:22 pm

Submitted by:  
Lee-Ann Dauerty  
Board Clerk