

## **Special Board of Education Meeting**

Wednesday, April 20, 2022 6:00 PM

BOE Auditorium and via Zoom Meeting Platform, 129 Church Street, Bristol, CT  
06010

**I. Call to Order/Pledge of Allegiance**

**II. Discussion Concerning the Appointment of a  
Director of Finance**

**III. Possible Action Concerning the Appointment of a  
Director of Finance**

**IV. Adjournment**

## Lynn A Boisvert

### Career Objective

Initiative-taking, purposeful, dynamic professional with comprehensive experience and demonstrated excellence in all aspects of capital budgeting, grants management, educational accounting, building and food service operations, and personnel management. I have an exceptional aptitude for leveraging my technological skills, education, and training to solve complex problems and achieve lasting results. I seek to continue my professional growth within an organization that values hard work, integrity, and results.

### Professional Skills:

Budget Preparation	Benefits Administration	Staff Leadership
Budget Forecasting	Operations Management	Process Improvement
Grants Management	Organizational Development	Human Resources
Project Management	CT Regulatory Compliance	Tech-Savvy
Process Improvement	Insurance Administration	Talent Management

### Work History:

**Torrington Public Schools, Torrington, CT Director of Finance & Operations June 2020 – Present**

- Project Manager - implementation of cloud-based financial accounting package to streamline efficiencies, reduce redundancies, and increase productivity.
- Improved transparency and Board understanding of financial reporting by enhancing financial analysis tools and optimizing the reporting process.
- Developed long-term and annual plans and economic models for the schools and capital expenditures.
- Ensure controls are present in financial and operational systems, creating accounting processes and procedures
- RFP and RFQ oversight and management for all capital projects
- Oversight of grants management, including approval, allocation, disbursement, and planning.
- State of CT financial applications management
- Foodservice program management, including CEP verification and CSDE review
- On the collective bargaining team for the district.
- Effectively conducted ESSER I, ESSER II, and ESSER/ARPA grant account administration to ensure accurate disbursements, reconciliation, financial reporting, compliance of expenditures, and transparent accounting processes.
- Financial forecasting oversight for capital, general fund and grant, cash flow budget preparation, implementation, and variance analysis for forecasts and budgets.
- Responsibilities include district budget preparation, general A/P, A/R, P/R accounting management, facilities, maintenance, and foodservice oversight.
- Work with City and Building Committee on Capital expenditure projects.

**East Haven Public Schools** East Haven, CT Business/Finance Manager Jan 2018 – July 2020

- Developed long-term and annual business plans and economic models for the school district.
- Ensure controls are present in financial and operational systems, created accounting procedural manuals
- RFP and RFQ creation and management for all capital projects
- Streamlined and centralized divisional resources and purchasing process resulted in over 400k savings in the first year of implementation.
- Provide significant support and technical assistance to grantees regarding account management operations, including approval, allocation, disbursement, and planning.
- Project Manager - implementation of cloud-based inventory and facilities maintenance online work order system streamlining efficiencies, reducing redundancies, and increasing oversight of custodial and maintenance operations.
- Improved transparency and Board understanding of financial reporting by enhancing financial analysis tools and optimizing the reporting process.
- State of CT financial applications management
- Foodservice program management, including F&R verification and CSDE review
- On the collective bargaining team for the district.
- Effectively conducted CRF and ESSER grant account administration to ensure accurate disbursements, reconciliation, financial reporting, compliance of expenditures, and transparent accounting processes.
- Financial forecasting oversight for capital, general fund and grant, cash flow budget preparation, implementation, and variance analysis for forecasts and budgets.
- District budget preparation, grants management, general A/P, A/R, P/R accounting management, and oversight.
- Work with Town and Building Committee on Capital expenditure projects
- Manage a team of 27, including all aspects of performance.

**Rocky Hill Board of Education** Rocky Hill, CT April 2006 – December 2017

**Executive Assistant Finance & Operations** July 2012 – December 2017

- District Budget Preparation and general accounting, including forecasting and tracking district expenditures and budget variances. Database Administrator IVEE Accounting system
- Group Insurance Employee Wellness Plan Coordinator, 403(b) 457 Plan Administrator.
- CIRMA liaison for workers compensation and liability claims
- CIRMA train the trainer coordinator.
- Implemented risk-management techniques to promote organizational stability.
- Non-Certified staff HR coordinator onboarding, training, processing of new hires
- HR Generalist Substitute hiring and onboarding
- Student Activity Account Investments, Bank and General Journal reconciliations
- Grants Management, General Audit liaison, Annual ED001, Wire transfers, State and Federal reporting.
- State Teacher Retirement transmittal and annual reconciliation.
- Work with operations to ensure RFP/RFQ documentation is accurate.

**Payroll Grant Budget Coordinator** July 2008 – June 2012

- Budget preparation, monthly expenditure forecasting,
- Non-Certified Human Resource
- Bi-Weekly payroll processing through ADP online system, tax filing W2 processing
- Grants management and processing, ED111, ED114, and ED162 Non-Certified Staff

**Bookkeeper II Payroll/Grants Specialist** April 2006 – June 2008

- Bi-Weekly payroll processing through ADP online system, tax filing W2 processing,
- Grant management and AP/AR processing

**Wolcott Public Schools, Wolcott, CT Payroll/HR Coordinator** 2000 - 2004

- Bi-Weekly payroll processing through ADP online system, tax filing W2 processing
- Group Insurance and workers compensation coordinator, district ergonomics trainer
- SASI database administrator for NCLB. ED162 filing and reporting

**Better Brands, Inc.** Windsor, CT Controller 1988 - 2000

- General accountant, including sales budget forecasts, multiple state sales & use tax returns, state and federal income tax, and road use tax returns for the corporation and its five subsidiaries.
- Managed accounting department and Fleet operations.
- Group medical and workers compensation insurance, worked with brokers to ensure employee benefits were in-line with corporate goals
- 401(K) administration and reporting, wire transfers, and account sweep to investment accounts.

**Education:**

**Master of Business Administration MBA**, January 2020 GPA 4.0  
Southern New Hampshire University, Manchester NH

**Bachelor of Science Finance and Accounting, Minor Information Technology**,  
May 2017 Graduated Suma Cum Laude, GPA, 3.976

- President's List: Fall 2015 through Spring 2017,
- Alpha Lambda Delta: National Honor Society
- Delta Mu Delta: US National Business Honor Society
- Alpha Sigma Lambda: Sigma Psi Chapter, National Leadership Honor Society
- National Society of Leadership and Success

**Certifications:**

- State of CT 085 School Business Manager Provisional Certificate.
- SHRM-CP
- State of Connecticut – Notary Public