



**Minutes**  
**FINANCE COMMITTEE**  
**Avon Board of Education**  
**34 Simsbury, Avon, Connecticut 06001**  
**Via Zoom**  
**Tuesday, December 13, 2022 – 6:00 p.m.**

**Attendance**

**Members Present:** Lynn Katz, Committee Chair; Deb Chute; Jeffrey S. Fleischman; Laura Young

**Member(s) Absent:** none

**Administration Present:** Dr. Bridget H. Carnemolla, Superintendent; Jess Giannini, Assistant Superintendent; Roberto Medic, Assistant Superintendent; Susan Russo, Business Manager

**Others Present:** Christine Sardinkas and Shirley Moy, Board Recording Secretaries

- I. Call to order  
*The meeting was called to order by Lynn Katz, at 6:05 pm.*
  
- II. Approval of November 9, 2022 Minutes  
*Deb Chute moved to approve the minutes of the November 9, 2022 Finance Committee meeting, with minor clerical error change to amount in donation letter to TBS from PTO (from \$4,30000 to \$4,300.00) Laura Young seconded.*  
*The motion passed 4-0-0.*
  
- III. Financial Report November 30, 2022  
Ms. Russo reviewed the highlights of the Financial Summary for the period ending November 30, 2022 which shows the District with over \$5.3 million unencumbered or 8.25% which is slightly below last year's numbers due to the treatment of how we handle the health insurance transferred to the town. Ms. Russo reviewed the variances in salaries due to savings and deficits with leaves in certified staff and teachers, as well as FMLA maternity leaves and coverage for those on FMLA leave. Ms. Russo also commented that some staff resignations and anticipated leaves in November will be reflected in the adjusted payroll. Those vacancies will be filled with either long term substitutes or other replacements. Non-Certified staff salaries indicate some movement as we continue to fill vacancies in para-educators, interventionists and teaching assistants. These staff movements will also be seen in the budget transfers to accommodate where we budgeted for them last year vs. what school they ended up at this year. An LPN was also onboarded for a student with significant needs. This specific hire was in the budget last year, under 'Nurses Extra Days' so when this LPN is hired for the specific student, it will move into the special education expense to properly reflect where it should be, to be eligible for certain credits.

In other expenses, inflation is always a constant subject and is impacting services in disposal, telecommunications, natural gas and heating oil. This cost is passing through not only our direct service providers, such as Eversource and CT Gas and CT Water, but we are continuing to see these costs on our repair and maintenance side with increased labor and materials. Time sensitive repairs were done at PGS and RBS (transfer 2023-31), leaking skylight, broken window and

exterior door repairs that had to be remedied immediately. Funds were available, just not for those schools so they were moved over to cover those repairs.

There is \$1,557,359 unencumbered in Special Education tuition with 44 students currently in outplaced programs and 4 students in escrow. Regarding Transportation, there is extra time on the wheelchair services that were needed last year, and there will be some equipment that we need to purchase for student needs, but with some additional savings on other transportation and equipment, we could offset those expenses (transfer 2023-29).

Questions were posed about the extra custodial hours for events security, asking if it is built into the budget each year? Ms. Russo answered that next year's budget does have additional hours built in to make sure there is coverage for events and extra coverage.

Question posed if we were in a soft freeze at the moment? Ms. Russo responded we were still in a soft freeze, though it may have to move to a hard freeze once the numbers for December and January come in. Should be ok with schools closed for a week at the end of December, but will feel the Eversource rate increase sometime in January or February as we have a contract for supplier cost but not for delivery charges.

Question on the one extra student going into outplacement since last month, was it something we were aware of? Ms. Russo responded that yes, a few students are in the hopper but we are trying to address the needs in house.

***Jeffrey Fleischman moved to have the financial report forwarded to full board, Laura Young seconded.***

***Motion Passed 4-0-0.***

#### IV. Transfers

Ms. Russo provided information of the following transfers:

- 2023-026 - \$3.98 for Instructional Supplies/Wellness at RBS
- 2023-027 - \$90.14 for Instructional Supplies/English Lang. at PGS
- 2023-028 - \$40.41 for Instructional Supplies/Lang. Arts/Library Books/Multimedia at TBS
- 2023-029 - \$119,134.49 for General Transfers addressing increased costs in disposal services, snow removal, maintenance and repairs as well as Dental increased cost vs. what was budgeted and copier use.
- 2023-030 - \$94,091.72 for Salaries
- 2023-031 - \$11,000 for Repairs at Roaring Brook and Thompson Brook

***Lynn Katz moved to approve and move to the full Board the budget transfers as presented, Jeffrey S. Fleischman seconded.***

***Motion passed 4-0-0.***

#### V. New Business

A. Student Activity Accounts- presented quarterly.

- Clubs and activities are starting to utilize accounts more than last year, definitely more than the Covid years. Balances are being spent down as field trips are being planned and fundraisers for charitable organizations are being run. AP Exams were brought up last year, practices were adjusted and was moved to an online platform for payment. We only charge what the test costs, not any late fees. Proctor costs will come out of this account as well.

Question on AP Exams and the District covering the costs of the exam for the students? Ms. Russo responded that the cost of the exam is \$97/test and we have 650 students taking AP courses this year, so at this time, we would not be able to absorb the cost. The cost to the student has been brought down from \$97 to \$90 this year, but if going forward that is something we want to absorb, it would be a budget conversation.

Question on the balance for the Summer Theater of \$55,000, why so high? The last few years it had not been run and last year there was not enough participation, so the line item has not been spent down.

B. FY 23-24 Budget

- Ms. Russo reminded everyone that there is a special BOE Meeting next Tuesday at 6:00 p.m., before the regularly scheduled BOE Meeting at 7:00 p.m.
- PDF's of the Operating School Budgets will be sent out by the end of the week for review.
- Full Budget Binder will be available closer to when the Superintendent presents her budget to the Board in January. Still obtaining information and in conversations with insurance brokers regarding health insurance.

VI. Old Business

There was no Old Business to discuss.

VII. Comments from the Public

There were no comments from the public.

VIII. Adjournment

***The Finance Committee adjourned by unanimous consent at 6:29 pm.***

Minutes prepared by Christine Sardinkas, Recording Secretary

Minutes respectfully submitted by Lynn Katz, Finance Committee Chair

*Lynn Katz, December 19, 2022*

Minutes respectfully received by Jeffrey S. Fleischman, Board Secretary

*Jeffrey S. Fleischman, December 19, 2022*

***Minutes are approved at the next Finance Committee meeting, and any corrections to the minutes, if needed, will be made at that time.***