



Minutes
FINANCE COMMITTEE
Avon Board of Education
34 Simsbury, Avon, Connecticut 06001
Via Zoom
Tuesday, September 20, 2022 – 6:00 p.m.

Attendance

Members Present: Jeffrey S. Fleischman; Lynn Katz; Laura Young

Member(s) Absent: none

Administration Present: Dr. Bridget H. Carnemolla, Superintendent; Myles Altimus, Director of Operations; Jess Giannini, Assistant Superintendent; Roberto Medic, Assistant Superintendent; Susan Russo, Business Manager

Others Present: Deb Chute, Board Chair; Shirley Moy, Board Recording Secretary; Thej Singh, Board Member; Sarah Thompson, Board Member

- I. Call to order
The meeting was called to order by Lynn Katz, at 6:01 pm
- II. Approval of May 16, 2022 Minutes
Laura Young moved to approve the minutes of the May 16, 2022 Finance Committee meeting, Jeffrey S. Fleischman seconded.
The motion passed 3-0-0.
- III. Financial Report August, 2022
Ms. Russo reviewed the highlights of the Financial Summary for the period ending August 2022 which shows the District with 18.87% left of the budget over the year. The majority was encumbered in the first few months of summer. Ms. Russo reviewed the savings and variances in the administrative, certified staff, custodian/maintainers and paraprofessionals/tutor salaries. There was also a deficit in the security and safety specialist salaries due to the new contract. Ms. Russo also quickly reviewed the budget transfers to cover variances due to global increases such as shipping price increases as well as increases in membership fees. Ms. Russo did not have a special education report this month as tuition contracts, treatment and transportation contracts were still being processed; a full report will be given in September. Ms. Russo confirmed that what is happening is typical for the work done around this time of year.
- IV. Transfers
Ms. Russo provided information of the following transfers:
 - 2023-01 - \$94.00 to fund supplies needed for ESY end of summer gathering Districtwide
 - 2023-02 - \$48.00 for NAESP membership fee at TBS
 - 2023-03 - \$150.00 for CT School Buildings & Grounds Assoc. membership
 - 2023-04 - \$413.00 for Time for Kids magazine for RBS
 - 2023-05 - \$5.00 for price increase of wellness instructional supplies at AMS
 - 2023-006 - \$749.00 for additional Tech Ed supplies due to enrollment at AMS

- 2023-007 - \$97.48 to cover price increases of supplies at TBS
- 2023-008 - \$39.55 to cover price increases of supplies at TBS
- 2023-009 - \$300.92 to offset shipping costs for supplies at PGS
- 2023-010 - \$48.03 to offset price increases of supplies and additional cost of liftgate at AMS
- 2023-011 - \$515.12 for an office conference room monitor at AHS
- 2023-012 - \$393.54 to cover price and shipping cost increase of supplies and fees at RBS
- 2023-013 - \$9,207.20 for anticipated wheelchair transport Districtwide
- 2023-014 - \$1,009,114.45 to correct budget lines Districtwide
- 2023-015 - \$1,567,293.04 to correct budget lines Districtwide

Jeffrey S. Fleischman moved to approve and move to the full Board the budget transfers as presented, Laura Young seconded.

Motion passed 3-0-0

V. New Business

A. End of Year FY21-22 Unaudited Financials

Ms. Russo highlighted end of year financial summaries. The end of the year showed remaining unencumbered funds a little over \$2,990,070.40, on target of where the District should be. The end of year balance for the Facility Use Fund was \$164,396.48 which the Board approved use of the funds for the gym floor at AHS and completed over the summer. The RBS gym floor had to be paused due to unforeseen circumstances but will be finished either over a break or next summer. The Technology Protection Plan has a balance of \$27,661.64 which was utilized during the year to order some parts. Replacement Chromebooks were ordered for ones that were damaged and cannot be repaired. With the Special Education escrow, the District renewed six settlements for the upcoming school year totaling \$867,778.70. A check was cut to Shipman and Goodwin to offset our special education expenses for those six students this year which gives the District a little buffer in the budget should student move in that have needs.

Lynn Katz moved to approve and move to the full Board the End of Year FY21-22 Unaudited Financials as presented, Jeffrey S. Fleischman seconded.

Motion passed 3-0-0

B. Bus Contract Extension and Amendment

Ms. Russo brought to the attention of the Committee the amendment to the contract with Specialty Transportation. While other towns and districts were seeing increases of 3-5%, Ms. Russo was able to keep increase down to 1.417%. There's an addition to the amendment which guarantees a minimum of four buses for after-school activities which is to the District's benefit in offsetting the District's final bill given the many after school sports and activities. There is also an agreement Specialty would keep the existing relatively new buses in place or replace them with better models. Ms. Russo clarified that electric vehicles were not yet feasible just yet but a goal for the future and that there was no additional charges for fuel, just the ancillary charges not covered by the contract itself. The fleet consists of 24 buses and type 2 or wheelchair bus and van transportation. The contract is for five years after the conclusion of this current school year.

Lynn Katz moved to approve and move to the full Board the Bus Contract Extension and Amendment as presented, Laura Young seconded.

Motion passed 3-0-0

C. FY23-24 – Draft Capital Project request

Myles Altimus reviewed the completed capital projects from the last school year and shared with the Committee the capital project requests that will be brought forth to the Town in the

coming months which includes PGS notification alarm system; AHS floor replacement and asbestos abatement; AMS emergency generator; interior lock replacements districtwide; security upgrades districtwide and a partial roof replacement at Avon High School for a grand total of \$820,000. Mr. Altimus also provided a detailed report on the boiler and water heaters at the five schools and a five year outlook of capital projects planned. Ms. Russo stated that the Capital Project will be submitted to the Town after the Board votes on it during the October Board meeting.

Detailed information on the Capital Project can be found on the slide presentation that was shared:

<https://docs.google.com/presentation/d/1WVho1y6aTuJUy2CeRIDL07k6YJgCrpbC1nZbbK9Ulhw/edit?usp=sharing>

D. FY22-23 – Fee Schedule

Ms. Russo shared with the Committee the status of the school breakfast and lunch program stating that the State or the Federal Government may step in and continue to offer free lunches for the rest of the school year; no guidance has been provided as yet. Addressing concerns from the Committee on the rising cost of food, the costs for breakfasts and lunches will be reviewed again during the June Finance meeting and prices will be adjusted according to where the market is at that point. Ms. Russo also stated that the preschool’s tuition will go unchanged; however, where there is some small adjustment is I Facility Use for custodial rates.

Lynn Katz moved to approve and move to the full Board the Fee Schedule as presented, Jeffrey S. Fleischman seconded.

Motion passed 3-0-0

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 6:59 pm.

Minutes prepared by Shirley Moy, Recording Secretary

Minutes respectfully submitted by Jay Spivak, Finance Committee Chair

Jay Spivak, September 23, 2022

Minutes respectfully received by Jeffrey S. Fleischman, Board Secretary

Jeffrey S. Fleischman, September 23, 2022

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