



**Minutes**  
**FINANCE COMMITTEE**  
**Avon Board of Education 34 Simsbury, Avon, Connecticut 06001**  
**Via Zoom**  
**Tuesday, September 19, 2023 – 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, Board Recording Secretary

- I. Call to order  
*The meeting was called to order by Lynn Katz, at 6:00 pm.*
  
- II. Approval of June 7, 2023 Minutes  
*Ms. Deb Chute moved to approve the minutes of the June 7, 2023 Finance Committee meeting, Mr. Jeffrey Fleischman seconded.*  
*The motion passed 4-0-0.*
  
- III. Financial Report July/August 2023 Ms. Russo explained the Financial Highlights-  
Ms. Russo began with the August Financial Report, which was the combined July/August of 2023 report. Administrative salaries had some variances due to the shifting of principals at TBS and RBS, and making the Special Education Supervisor a 12 month position. Certified staff salaries saw fluctuating numbers due to hiring at higher or lower steps than anticipated. Non Certified staff had some variances due to movement. All of these savings and deficits due to movement and hiring and resignations/retirements of certified teachers and non certified staff was offset in a transfer in tonight's packet to balance out the salary lines.  
Ms. Russo went on to discuss the other expenses which include Insurance, Utilities and Supplies/Equipment. There are always variances in these from what is budgeted to what is encumbered, but budget transfers from where savings were incurred are made to offset the deficits.  
Special Education is still in motion with contracts still out for outplaced students, therefore amounts for transportation and other expenses are not finalized.  
  
General Funds:  
Start of 23-24 School Year, \$16,868,296 or 25.27% unencumbered  
Start of 22-23 School Year, \$ 12,146,827 or 18.87% unencumbered  
  
*Mr. Jeffrey Fleischman motioned to have the Financial Report moved to the Full Board, Ms. Deb Chute seconded.*  
*Motion Passed 4-0-0*

IV. Transfers

Transfers:

- 2023-59 - \$1,866,106.19 - Various offsets
- 2024-01 - \$6.00 - NAFME Dues
- 2024-002 - \$35.00 - updated signs
- 2024-003 - \$100,879.16 - June supply purchases
- 2024-004 - \$180.44 Teaching supplies
- 2024-005 - \$3,582.60 Transportation
- 2024-006 - \$1,356.88 Athletics
- 2024-007 - \$14,000 HVAC
- 2024-008 - \$156.60 Instructional Materials
- 2024-009 - \$500.00 Instructional Materials
- 2024-010 - \$161.58 Internship Program
- 2024-011 - \$488.49 Instructional Materials (Science)
- 2024-012 - \$665.00 Internal Costs for Admin Retreats
- 2024-013 - \$3,240.49 White Boards
- 2024-014 - \$1,070,882.71 Salary Transfers
- 2024-0115 - \$11,268.77 Operations/Facility Transfers

***Mr. Jeffrey Fleischman moved to have the transfers brought to the full board for approval, Deb Chute seconded.***

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

V. New Business

A. End of Year FY 22-23 Unaudited Financials

General Fund end of year unaudited balance was \$100,588.14

Facility Use Fund end of year unaudited balance was \$142,182.81 - use of these funds were used for the AHS Stage floor.

Technology Plan unaudited balance was \$1,634.28.

Special Education Fund - 3 settlements in escrow totalling \$341,113.32.

***Mr. Jeffrey Fleischman moved to have the End of Year 22-23 Unaudited Financials brought to the full board, Deb Chute seconded.***

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

B. Discussion of FY 24-25 Capital Request

Ms. Russo summarized the Capital Improvement Projects being looked at for the coming years. One of the major variables for the Capital Projects is the Middle School Electrical, where we are still holding out for an answer on how many, if any, panels have to be replaced Ms. asked how much one panel could cost, and Ms. Russo said upwards towards \$30,000 for one panel. If panels need to be replaced and can't be repaired, many things on the Capital Plan will be moved down. Items for the Capital Plan 2024-2025: AHS Roof Stage II, Turf Field; RBS Playground; AMS Side Entrance, Tennis Courts; TBS Roof and Basketball Court; CO Siding, windows; District Wide Flooring.

For year 2025 and beyond:

TBS Roof, replace Playground Equipment, Repair Tennis Court; CO Boiler; AHS Practice Field, Generator, Lockers, Auditorium and Bleachers; TBS Air Handling System; District Wide Truck.

A discussion ensued regarding the Middle School Tennis Courts and the repairs of the cracks not holding anymore, so a complete overhaul of the courts needs to be done. Ms. Young inquired about how you decide which project comes first, and managing resources with the town Ms. Russo answered they work with the town on the jointly used spaces, and prioritize what is 'utilized' more on any given day.

Ms. Katz asked how many panels are at the Middle School, with the potential to be replaced? Ms. Russo said there are 10-20, but the contractors are coming out and looking at it to determine what ones need to be repaired/replaced

Another discussion ensued regarding the Central Office and the repairs and updates needed. All of the Board members expressed concern over the electrical, the boiler and the overall state of the building and its safety for the people inside. The Board members also expressed their ‘backing’ of the Superintendent for whatever can be done to either move or update the Central Office as needed.

VII. Comments from the Public

There were no comments from the public.

VIII. Adjournment

**Mr. Jeffrey Fleischman made a motion to adjourn the meeting at 6:52 p.m., Laura Young seconded.**

**Motion passed 4-0-0**

Minutes prepared by Christine Sardinkas, Recording Secretary

Minutes respectfully submitted by Lynn Katz, Finance Committee Chair

Minutes respectfully received by Jeffrey S. Fleischman, Board Secretary

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