



**MINUTES  
FINANCE COMMITTEE  
AVON BOARD OF EDUCATION**

**Avon Board of Education  
34 Simsbury, Avon, Connecticut 06001  
Meeting Room One  
Thursday, April 4, 2019 - 6:00 p.m.**

**Attendance**

**Members Present:** Jay Spivak, Chair; David Cavanaugh, Bogdan Oprica, Laura Young

**Member(s) Absent:**

**Administration Present:** Dr. Bridget Heston Carnemolla, Superintendent; Heather Michaud, Director of Fiscal Affairs

**Others Present:** Board Chair, Debra Chute Ex Officio, Shirley Moy, Recording Secretary

- I. Call to order  
*Jay Spivak, Finance Committee Chair, called the meeting to order at 6:05 pm.*
- II. Approval of February 20, 2019 Minutes  
*Laura Young moved, David Cavanaugh seconded, to approve the minutes of the February 20, 2019 Finance Committee meeting.  
The motion passed 4-0-0.*
- III. Financial Report March 31, 2019  
Ms. Michaud reviewed the Financial Report of March 31<sup>st</sup>:
  - The Business Office has been shutting down older open purchase orders that are no longer needed and schools are putting in newer purchase orders in their place.
  - Technical services (information technology) as a line item will also go down as the day to day services are no longer needed.
  - Administrators were informed that they have three weeks to finish their spring purchasing and generate their transfers needed.
  - The database will be shut down the week of April 23<sup>rd</sup> to analyze data and will report back to the Finance Committee in May.
  - Facility use had an increase of \$14,000 in rental income from the month prior due to winter use of the facilities. Salaries also increased proportionally of \$4,300 due to the use of facilities.
  - Requests for the facility use funds will be requested to refinish the gym floors – with an estimation of RBS of \$15,000 and TBS with \$20,000; the high school floors were already done.
  - Funds were reallocated through general fund for the girls' field hockey field this past Fall. Tennis courts and baseball field were also funded from the facility use funds.

- Special education analysis had a minor adjustment to the anticipated tuition related costs of \$812.80. Escrow is on target and has some pending settlements.
- This year the district shows 1.61% further spent down compared to last fiscal year this time.

#### IV. Transfers

All transfer requests were reviewed and discussed as presented:

- 2019-58 – Maintenance Supplies for ice melt - \$2,000.00
- 2019-59 – Repairs & Services for elevator maintenance - \$2,500.00
- 2019-60 – Repairs & Services for unanticipated repairs of cutter - \$1,400.00
- 2019-61 – Other Supplies for visitor passes at TBS - \$56.02
- 2019-62 – General Supplies for graduation at AHS - \$4,900.00
- 2019-63 – Instructional Supplies at AHS - \$4,900.00
- 2019-64 – Music Equipment for digital piano package at AMS - \$60.00
- 2019-65 – Equipment for library at AHS - \$1,900.00
- 2019-66 – Library Books at PGS - \$1,500.00
- 2019-67 – Instructional Supplies at AHS - \$3,000.00
- 2019-68 – Technology Supplies for Business Ed class at AHS - \$2,934.00
- 2019-69 – Equipment - \$459.00
- 2019-70 – Supplies for Art and Office at AMS - \$907.00
- 2019-71 – Repairs and Maintenance of dry sprinkler system, snow removal equipment and other unanticipated repairs - \$3,527.79
- 2019-72 – Maintenance Supplies for HVAC pump replacement - \$2,750.00
- 2019-73 – Equipment for chairs and whiteboards at AMS - \$4,850.00

***Jay Spivak moved, David Cavanaugh seconded, to approve and move to the full Board budget transfers as presented.***

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

#### V. New Business

##### a. Audit Letter

- The District received a clean audit with recommendations of access levels and security of passwords.

##### b. Year-end encumbrance

- Ms. Michaud indicated the year-end encumbrance was not available this month due to the timing of this month's Finance Committee meeting. April 23 the database will be shut down.

##### c. Supplemental Appropriation

- Special Ed escrow account is estimated at \$577,000 for known settlement agreements that currently exist and others that are pending; includes transportation if necessary. There is a positive variance of \$450,000 though will most likely be less but will still be a deficit of \$170,000 for the estimated escrow account for the next fiscal year. Ms. Michaud asked to utilize the Open Choice and Early Beginnings grant of approximately \$113,000.00 through a supplement appropriation from the Town to help fund the Special Ed escrow. The Open Choice grant permits funds to be used for Special Education costs. The Superintendent explained the Open Choice grant. Revenue goes to the Town, which necessitates an appropriation; however, the Town offsets the budget with what is expected to be received through the District's grant revenue.
- Ms. Michaud reported that after submitting the October 2018 PSIS report detailing

student enrollment, there were 120 Open Choice students. The Town will receive \$72,000.00 from the Open Choice program for fiscal year 2018/2019.

- It was recommended that a request of a full supplemental from the Town of \$113,024.00, which is a combination of the Early Beginnings grant of \$90,000.00, and the Open Choice grant of \$23,024.00. The Early Beginnings grant gives \$4,500.00 per PK and K student, with 20 students. Neither funding source was included in the current fiscal year's budget, therefore it is unanticipated revenue.
- The Superintendent further explained the process of Open Choice students and clarified that there will be Open Choice kindergarten students at both Roaring Brook and Pine Grove schools as many will be moving forward from PK.

***Jay Spivak moved, Laura Young seconded, to move to the full Board a request for a supplemental appropriation of \$113,024.00.***

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

VI. Comments from the Public

Ms. Chute clarified that the District does not pay for transportation for Open Choice students. Ms. Michaud added that in regards to related services, such as outplacement which is very rare, the District pays out first from the tuition it receives and then bills back Hartford on a quarterly basis. Dr. Carnemolla added that once a student enrolls, he/she is considered Avon's student. There is also an access cost formula as well as an ECS grant.

VII. Adjournment

***Jay Spivak moved, Laura Young seconded, to adjourn at 6:55 pm.  
The motion passed 4-0-0.***

Minutes prepared by Shirley Moy, Recording Secretary

Minutes respectfully submitted by Jay Spivak, Finance Committee Chair

*Jay Spivak, April 15, 2019*

Minutes respectfully received by Jeffrey S. Fleischman, Board Secretary

*Jeffrey S. Fleischman, April 15, 2019*