



**MINUTES
FINANCE COMMITTEE
AVON BOARD OF EDUCATION**

**Avon Board of Education
34 Simsbury, Avon, Connecticut 06001
Meeting Room Two
Tuesday, June 11, 2019 - 6:00 p.m.**

Attendance

Members Present: Jay Spivak, Chair; David Cavanaugh, Bogdan Oprica (called in 6:05 pm), Laura Young

Member(s) Absent:

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

Others Present: Shirley Moy, Board Recording Secretary

I. Call to order

The meeting was called to order by Jay Spivak, Finance Committee Chair, at 6:03 pm.

II. Approval of May 14, 2019 Minutes

*David Cavanaugh moved, Laura Young seconded, to approve the minutes of the May 14, 2019 Finance Committee meeting.
The motion passed 4-0-0.*

III. Financial Report May 31, 2019

Ms. Michaud reported that May was one of the busiest months. The salary line was down \$486,000 or a decrease of 1.34% in unencumbered funds because of the annual submission of stipends (personnel action forms) and payment to hourly employees. The account is comparable to the account in years past. There will not be a big change to benefits due to the earlier journaling including a journal entry in May. The benefits line was reduced \$960,000 from the month prior due to the May health insurance contribution and stop loss. All other object lines are liquidating which is also accurate for this time of year. The unencumbered balance from the month prior is approximately \$834,000, which is about the same as last year. Overall, May 2018 to May 2019 shows the district is flat and even for unencumbered balances.

Facility Use Fund – there was a payment to Liberty Landscapes for the field hockey fields. There was no change in revenue with the lessened requests for use of facilities.

Special Education showed no changes from month prior.

IV. Transfers

a. Funding of Escrow Account

Ms. Michaud explained the importance of the funding of the Special Education Escrow account which covers Special Education outplacements and tuitions associated. Ms. Michaud requested the Committee to allow as a priority to fund the fiscal year 2019-2020 Special Education Escrow Account as fully as possible. The estimated amount, which started with about \$500,000 for eight students, is \$827,504 for next year with two additional students anticipated. Ms. Michaud stated the account is about \$217,000 short with the \$113,000 expected from supplemental. The Committee discussed the District's obligations to pay for what is mandated and the funding process.

David Cavanaugh moved, Jay Spivak seconded, to approve and move to the full Board a directive for administration to fund the FY 2019/2020 Special Education Escrow Account as the first priority with any year-end funds which may become available. The motion passed 4-0-0.

b. Transfers

Dr. Carnemolla explained that many of the transfers were to zero out accounts to accurately reflect where the money was being spent. Ms. Michaud explained that the schools were balancing their accounts for the end of the year as well as prebuying for the upcoming year. Transfer requests were reviewed and discussed as presented including the money saved from the unemployment insurance line to fund a new crew trailer; the second phase of the RBS lockers and the interior/exterior window shade project:

2019-93 – To zero out negative balance for uniforms - \$1,102.20

2019-94 – Replacement field hockey nets at AMS - \$2,100.00

2019-95 – Whiteboards and supplies; zero out negative supply balances at AMS - \$1,427.00

2019-96 – Portable TV and cart for PGS library - \$1,960.00

2019-97 – Ant farms for Grade 1 at PGS - \$107.48

2019-98 – Guitar at PGS - \$727.35

2019-99 – Dryer and stand up desks for Special Education Dept. at AHS - \$2,995.39

2019-100 – Display rails at RBS - \$1,693.67

2019-101 – Cello repair at AHS - \$485.00

2019-102 – Supplies and office equipment at RBS - \$1,265.11

2019-103 – To zero out negative balance for library books at AMS - \$204.00

2019-104 – Supplies at RBS - \$244.77

2019-105 – To balance contracted services in Student Activities account at PGS - \$220.00

2019-106 – Crew trailer for the District Crew team - \$27,571.40

2019-107 – Phase II of lockers at RBS; Phase II of Int/Ext Shades Districtwide - \$46,711.43

2019-108 – Summer reading books for staff for Whole School Read at AMS - \$500.00

David Cavanaugh moved, Jay Spivak seconded, to approve and move to the full Board budget transfers as presented. Motion passed 4-0-0

V. New Business

a. Capital Projects

b. Summer Facility Projects

Ms. Michaud spoke both of the Capital Projects and Summer Facility Projects. Given to the Committee was a Summer 2019 summary detailing the various projects funded with this year's capital money for 2019/2020; what projects are still ongoing from prior years; and what is funded by district allocations.

c. Fiscal Year 2018/2019 Donations Summary

A draft list compiled by the schools showed what each school received this school year as donations or gifts. This list will be further edited and will be brought to the Board in the June meeting. The Committee suggested that PTOs be contacted to be more reflective of what has been given and the list should show who donated each item to the schools. Ms. Michaud added that AEF grants become part of the State and Federal system and follows grant procedures just like a State grant. Dr. Carnemolla added that the Robotics Project grant was recently presented to AMS but is for the upcoming school year. Dr. Carnemolla explained to the Committee that there is a fiscal impact to the grants as projects must be sustained in future years by the District. The AEF does not fund more than \$10,000 for any one grant and proposals need to be specific as to how the money being requested would be spent. The Committee expressed their agreement that having the superintendent more involved with the AEF grant process helps determine that money is being awarded to areas the district would like to see funded and that other parent organizations are not duplicating efforts to fund projects. Dr. Carnemolla expressed that anything integral to athletics, academics or activities should be funded by the District.

VI. Comments from the Public

No comments from the public.

VII. Adjournment

*Jay Spivak moved, David Cavanaugh seconded, to adjourn at 6:30 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, Aug. 14, 2019

Minutes respectfully received by Jeffrey S. Fleischman, Board Secretary
Jeffrey S. Fleischman, Aug. 14, 2019

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