



**MINUTES
FINANCE COMMITTEE
AVON BOARD OF EDUCATION**

**Avon Board of Education
34 Simsbury, Avon, Connecticut 06001
Meeting Room Two
Tuesday, October 9, 2018 - 6:00 p.m.**

Attendance

Members Present: Jay Spivak, Chair; David Cavanaugh; Bogdan Oprica (attended via phone), Laura Young

Member(s) Absent:

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

Others Present: Board Chair Deb Chute, Ex Officio; Shirley Moy, Recording Secretary

I. Call to order

The meeting was called to order by Jay Spivak, Finance Committee Chair, at 6:01pm.

II. Approval of September 11, 2018 Minutes

David Cavanaugh moved, Laura Young seconded to approve the minutes of the September 11, 2018 Finance Committee meeting.

The motion passed 3-0-0.

III. Financial Report September 30, 2018

Ms. Michaud reviewed the Financial Report of Sept. 30th, which provided a year to date lookback revealing similar expenditure trends. The most notable differences between the two fiscal years unencumbered balances on September 30 were:

- Salaries being unencumbered by an additional 1.0%
- Benefits showing additional expenditures reducing the unencumbered remaining balance by 22%
- Both the OPEB and employer pension initial payments were made in August, thus lowering the unencumbered balance
- All other operational accounts continue to trend on par with the year prior

Special Education Expense Analysis

- Reported a \$500,000 positive variance due to the funds put into the Special Education Escrow Account which makes it possible for the District to easily absorb unbudgeted special education needs.
- No new students have been identified as requiring related services and the Special Education Escrow Account remains steady.

Use of Facility Account

- Showed little activity during September

- Total salary expenditures between July 1 and September 30 total \$1,482.74 with the collected revenue total of \$4,368.50.
- Unaudited fund balance for the account is about \$103,000.

Month to Month Comparison

- A new report format including information for the prior and current fiscal years was presented to the Committee and will be included in the monthly financial report moving forward.

IV. Transfers

All transfers were reviewed and discussed. Chair Spivak requested further information on two transfers from RBS and PGS for new chromebook carts. Ms. Michaud clarified the elementary schools had identified a particular cart to better maximize space issues within the classrooms. The other chromebook carts which were purchased for the most recent computer acquisition would be provided to the high school and middle school.

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

Motion passed 4-0-0

Additionally, Ms. Michaud addressed a question posed by Mr. Spivak from the September meeting regarding a transfer from information technology and the remaining account balance. The amount remaining in the information technology equipment miscellaneous line after processing the transfer was \$38,216.65.

V. New Business

a. Capital Budget – FY 2019/2020

Mr. Altimus, Director of Operations, reviewed the following:

- The Capital Budget adopted amount is \$435,000.00 for fiscal year 2018-2019; and a total of \$520,000.00 was awarded last fiscal year; approximately \$600,000 was adopted for the fiscal year 2016/2017 which included the paving of school parking lots. Paving is now part of the Town's pavement management plan and not included in the Board's capital request.
- Security upgrades update includes:
 - Visitor entrances
 - Door locks have been installed and key cards are pending
 - Surveillance cameras, Phase 1 is primarily complete – all five schools have been wired; will be completing installation of exterior and interior cameras
 - Bollards – the majority have been installed
 - Window film – four of five schools are completed
 - PGS' parent pickup door has been installed
- The Capital Budget requests for the fiscal year 2019/2020 total \$1,598,000, listed in priority order:
 - AHS water heater boiler replacement - \$185,000. The current unit is over 20 years old and a single tank. The replacement will divide the single tank into three separate units. The Administration recommends requesting access to previously appropriated funds designated for HVAC boiler which is available in an active Town of Avon capital account and deemed a higher priority than an HVAC boiler. Ms. Young asked that consideration be given that the high school is a shelter and the boiler for heat is a necessity. Mr. Altimus remarked that there will still be money left in the account to address the HVAC boiler if needed but the boiler for the water is a higher priority.

- Replace elevator hydraulic cylinder at AMS & AHS - \$130,000. This is due to a recent code change from the state and will be done during the summer.
- AHS Fire Alarm Supplement Notification System - \$110,000. The fire alarm system was reviewed by the factory representative and Avon Fire Department and discovered issues from original design which was used to generate the FY 2018-2019 capital funds request for the AHS fire alarm system. The monitoring system (panic buttons which connect to monitoring station and then to 911) was also reviewed by Avon Police Department and needed additional stations.
- RBS Roof Replacement which is broken into three phases – Phase 1 - \$165,000. A total projected cost for all three phases is \$550,000.
- Security Upgrades AMS & TBS Notification System & District-wide additional cameras – Phase II - \$70,000
- CO Security Upgrades and - \$20,000 AHS Air Handling/RTU Replacement of units in AHS academic wing – Phase 1 - \$450,000; total projected cost for the project is \$1,145,000.
- Rebuild of Athletic Fields – Phase II (AHS Football Field) - \$115,000
- Replace Athletic Track at AHS as it is currently - \$350,000
- District-wide HVAC Automation System Replacement - \$23,000
- Questions & Comments
 - Ms. Young asked the status of Middle School science labs and suggested to seek state funding such as Simsbury did with their renovation to readdress the renovation. Ms. Young also asked if there was an issue with ADA compliance. Mr. Altimus stated that since the money was taken to address security issues, the Middle School lab has been suspended. Some of the ADA compliance issues can be addressed this summer. Ms. Young asked Mr. Altimus to give an update on the science lab project at a future meeting.
 - Mr. Spivak asked the Committee if they saw a need to adjust the priority order to which the Committee agreed with the order.

Jay Spivak moved, David Cavanaugh seconded, to approve and move to the full Board the Fiscal Year 2019/2020 Capital Budget as presented.

Motion passed 4-0-0

b. Fees & Tuition

Ms. Michaud stated that the fees and tuitions needed to be addressed in order to be part of the budget process.

- Administration is recommending making no change to the fees as the district's fees are aligned with the surrounding districts' fees. Dr. Carnemolla added that after speaking with the Director of Nutrition, Maggie Dreher, it was agreed that the lunch prices did not require an adjustment.
- Dr. Carnemolla explained that the comparison of fees with other districts including the high school's parking fees, reveal Avon to be in line with other towns. Dr. Carnemolla stated that the high school principal, Mr. Renkawitz, has been restructuring the parking situation, offering temporary parking on a case by case basis, consideration for students facing hardship as well as refunding on a prorated basis any revoked or no longer needed parking privilege. As of now, no student has requested special consideration and all spots are paid. Ms. Michaud added that all seniors needing passes have been granted the privilege. Passes have also been assigned to students showing a need to be able to drive to and from school. Mr. Cavanaugh added that by setting a fee at the right price eliminates the issue of supply and demand. Mr. Spivak asked for confirmation that students pay by semester, which was confirmed. Dr. Carnemolla stated that parking fees collected first go to offset the cost of graduation.

Questions & Comments

- Mr. Oprica asked if spaces are still available and wanted to ensure that student needs were being accommodated. Dr. Carnemolla added that due to recent parking privilege situations approximately three spaces had just recently opened up. Mr. Spivak added that the number of students needing parking may increase as more students come of age and receive their licenses. Mr. Cavanaugh added that this situation is as close as possible to having 100% of the parking spaces filled.
- Mr. Spivak stressed the importance of being able to accommodate students who may have a financial hardship. Ms. Young agreed and mentioned the outdated form/wording about financial hardships on the website did not reflect current District policy and asked that it be revised so each student in every school knew how to address this issue. Dr. Carnemolla confirmed that the issue would be addressed and that Mr. Renkawitz had explained to all the students the process available should they have financial hardship for any of the fees.

Pay to Participate – Ms. Michaud recommended to leave the Pay to Play amount as is after the review of what is charged by surrounding towns. The revenue is used to offset athletic costs. Funds necessary to support district athletics, including Middle School sports, hovers at approximately \$850,000 to a \$1,000,000 which covers expenses such as transportation, coaches' salaries, supplies, officials, fees. Ms. Michaud reported about \$179,000 in Pay to Play revenue is collected for the high school alone, which offsets about 18% or approximately \$200,000 of the overall athletic budget.

Questions & Comments

- Mr. Spivak stated that the Board would prefer not to have any Pay to Participate fees and make athletics a part of the educational experience, but acknowledges that these costs need to be offset and would like to re-evaluate this on an annual basis.

Jay Spivak moved, Laura Young seconded, to approve and move to the full Board the Fiscal Year 2019/2020 Fees & Tuition Schedule as presented.

Motion passed 4-0-0

VI. Old Business

a. Fields update

Ms. Michaud explained that the administration is recommending taking immediate action on the refurbishment of the High School multi-purpose field after securing Tom Irwin Advisors to give an opinion of the condition of the field. The firm provided an estimated cost of \$70,000.00 to completely rebuild the fields. Ms. Michaud continued by recommending funding the project using \$25,000 from Use of Facilities Fund and \$45,000.00 from salaries/central administration general fund account. Mr. Altimus explained that an RFP will be completed and work is expected to be started as soon as possible this fall to offer the least disruption and give the most flexibility. Mr. Spivak asked that whatever work is done be done by experts who know what is needed for a field hockey field. Dr. Carnemolla added that the delay to renovate the field was due to the uncertainty of what would be included in the Turf Project.

Jay Spivak moved, David Cavanaugh seconded, to approve and move to the full Board the AHS Multi-Purpose Field Refurbishment Project with an estimated total cost of \$70,000.00 including funding recommendations as follows:

\$25,000.00 from the Use of Facilities Fund

\$45,000.00 from General Fund Acct 01.7.2320.111, Salaries/Central Administration

Motion passed 4-0-0

VII. Comments from the Public
No comments from the public.

VIII. Adjournment
*Jay Spivak moved, David Cavanaugh seconded, to adjourn at 7:21 pm.
The motion passed 3-0-0.*

Minutes prepared by Shirley Moy, Recording Secretary
Minutes respectfully submitted by Jay Spivak, Finance Committee Chair

Jay Spivak, October 18, 2018

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