



**REGULAR MONTHLY MEETING MINUTES
AVON BOARD OF EDUCATION**

**AVON HIGH SCHOOL
Avon Community Room
Tuesday, May 15, 2018—7:00 p.m.**

Attendance

Members Present: Jackie Blea, Debra Chute, Jeffrey S. Fleischman, Jason Indomenico, Houston Putnam Lowry, Bogdan Oprica, Jay Spivak, Laura Young

Member(s) Absent: David Cavanaugh

Administration Present: Dr. Bridget Heston Carnemolla, Superintendent of Schools; Heather Michaud, Director of Fiscal Affairs; Dr. Kimberly Mearman, Director of Pupil Services; Dr. Donna Nestler-Rusack, Assistant Superintendent

- I. Call to Order
The meeting was called to order by Debra Chute, Board Chair at 7:01 pm.
- II. Pledge of Allegiance
- III. Avon Achievers
 - A. Krista Allen, Trisha Blunt, Pamela Conrad, Anne Feeney, Mary Howley, Sharon Major, Dee Suttmeier, and MaryJane Zemaitis – AMS Staff – in recognition of their work as para-educators who demonstrate compassion on a daily basis for the students in their care. They always go above and beyond in their duties and provide tremendous support to the classrooms.
- IV. Approval of Minutes
 - A. Board of Education Regular Monthly Meeting, April 24, 2018
Houston Putnam Lowry moved, which Jackie Blea seconded, to approve the April 24, 2018 Regular Monthly Meeting minutes as presented.

The motion carried 8-0-0.
 - B. Board of Education Special Meeting, May 7, 2018
Houston Putnam Lowry moved, which Jason Indomenico seconded, to approve the May 7, 2018 Special Meeting minutes as presented.

The motion carried 8-0-0.
- V. Communication from Public
There was no communication from the Public.

VI. Items of Information and Proposals

A. Student Representatives Reports – Amir Johnson and Heather Monroe, Student Representatives
No report was given.

B. Financial Report – Heather Michaud, Director of Fiscal Affairs

Ms. Michaud reviewed the financial report regarding the year-end balance - \$265,000 was encumbered by March 31, 2018; salaries saw a modest decrease of \$37,000 of unencumbered funds from the previous months. Total estimated salary variance as of month ending April 30th is approx. \$7,293. This is a positive rather than negative.

Questions and comments

- Ms. Blea asked for an explanation of how the budgeted amount for para-educators and secretaries went from 2.25% to 2%. Ms. Michaud explained the settled amount at negotiations ended up being lower than what was budgeted.
- Ms. Young asked how items were placed on the year-end encumbrance list which Chair Chute replied it would be addressed later in the meeting.
- Ms. Blea asked Ms. Michaud about the unfilled positions to which Ms. Michaud replied the courier position requires certain type of driver's license and the teaching assistant positions are dependent on the grant funds which were not released until January.

VII. Committees & Liaison Reports

A. Committee Reports

1. Curriculum & Professional Practices – Ms. Blea explained that the committee did not meet earlier this month but will be meeting on May 29th.

2. Finance – Mr. Spivak shared that the last Finance meeting was spent discussing year end encumbrances and facilities use expenditures; which will be discussed later in the meeting. Next meeting will be June 12th at 6:00 pm

3. Negotiations – Mr. Indomenico gave some positive news that an agreement seems to have been reached with the Safety & Security personnel. Negotiations will begin with custodians & maintainers on May 23rd.

4. Policy – Ms. Young shared that the Policy committee met yesterday discussing primarily the homework policy which was reworked by the Homework Advisory Council the last two years and presented by Jess Giannini; the retention policy with information provided by Dr. Rusack; fracking waste in the food system with Maggie Dreher and business policies which will be moved to the full Board in June. Next meeting is June 12th.

B. Liaison Reports

1. Board Representative to Curriculum Professional Development Council – Ms. Chute explained that the CPDC will be meeting May 31st. An update will be given at the June meeting.

2. Board Representative to Avon Board of Finance – Ms. Chute shared in Mr. Cavanaugh's absence that the last Board of Finance meeting was the Budget presentation with the superintendent and most Board members in attendance. Mr. Indomenico reminded everyone the Town Referendum was scheduled for tomorrow.

3. Board Representative to Avon Town Council – Mr. Indomenico stated the Town Council met on May 3rd and agreed there needed to be a joint meeting with the Board of Education regarding the artificial turf fields which will be held the end of May. Current field conditions will be examined by several Town Council members. The superintendent will possibly arrange for some Board members to join Town Council members for a walk thru of the fields. A presentation was given in regards to the long term bonding/financing and how it would look for the town. Discussion was also had regarding the retiring human resource person and possible sharing of services between the District and the Town.

4. Board Representative to Capital Region Education Council – Ms. Blea shared that tomorrow CREC would be having their annual meeting which she would not be able to attend. Ms. Blea believes conversations are concentrating around magnet school tuitions for the 18-19 and 19-20 school years. Chair Chute asked if anyone on the Board was interested in subbing for Ms. Blea to please contact Ms. Blea.

VIII. Chair’s Report – Debra Chute, Board Chair

Ms. Chute did not have anything to report except that she hoped for a good turnout for the referendum so that the budget will be well received.

IX. Superintendent’s Report – Dr. Bridget Heston Carnemolla

A. Hiring Report – a long term subs were hired for LATIN and there was one notice of resignation of an English teacher.

B. Enrollment – held steady with the same number of students from the previous month. Registrations continue to come in for kindergarten.

C. Other notes –

- Choral teacher, Andrew Brochu, gave Avon High choral students a wonderful opportunity working with renowned composer Paul Mealor who composes for the Royal Family.
- Capstone presentations were recently given with one presentation on school security, which the Avon Chief of Police, SRO, Security Director and Superintendent were able to attend. The student spoke on security measures which many are currently being done at the District, however, he also spoke about “connected students” – having students connected with at least one adult at the schools was the best security measure we could have.
- The Superintendent continues to try to visit all the schools consistently.
- Chair Chute and the Superintendent attended a meeting with all the parent leaders.
- The Superintendent attended for the first time the Avon/Canton Rotary and will continue to go as her schedule allows.
- Two high school sisters were recognized for winning the Congressional App Award at the Capital which the Superintendent and Board Chair were able to attend.
- The Superintendent also attended the National Honor Society induction and Senior Athlete ceremony last week.
- Mr. Lynch at TBS took a group of students to the Hartford Marriot to be recognized as ambassadors for Junior Achievement with over 500 people in attendance including the Superintendent.
- Dr. Carnemolla thanked the various PTOs for showering the staff with their appreciation with breakfasts, lunches, and ice cream trucks which was very much welcomed with less than 24 school days of school left.

X. Consent Calendar

A. 17-18/112 Approval of Budget Transfers

Chair Chute asked that a motion be made to add the field trip request for the ARML Math League Meet to the Consent Calendar. Three student qualified to compete as part of the state math team June 1-3 at Penn State University.

Houston Putnam Lowry moved, which Jackie Blea seconded, to add the ARML Math League Meet field trip to the Consent Calendar

The motion carried 8-0-0.

Houston Putnam Lowry moved, which Jason Indomenico seconded, to approve both items on the Consent Calendar.

The motion carried 8-0-0.

XI. New Business

A. 17-18/113 Approval of Year-End Encumbrances

Questions and Comments

- Ms. Young asked how the AHS baseball field was chosen over the other fields which are also in terrible shape for refurbishing to which Ms. Michaud explained that the field was cited at the beginning of the year as needing work and believes it to be unplayable by next Spring. This matter was brought up to the Finance Committee which decided to utilize the faculty funds. The conversation of fields was brought to the Town which is why Championship Turfs reviewed all the Board of Education fields and will review the Town fields as well to develop a schedule for maintenance. This report hopes to be received soon and presented to the Finance Committee in June. Dr. Carnemolla added that some of the fields needing attention, not including the middle school fields, are being reseeded which does not require any encumbered funds to complete.
- Ms. Young asked whether the field mower will be shared with the Town given that the Town owns the fields. Ms. Michaud explained that the Town has two field mowers of their own, this one is to replace the one the District owns. This field mower was listed on the Capital Improvement requests but was not approved. The only items approved on the Capital Improvement list are the AHS fire alarm and security upgrades which total approximately \$565,000.
- Mr. Lowry asked Ms. Michaud to explain the status of the supplemental appropriation as it is listed as pending on Ms. Michaud's year-end encumbrance list. Ms. Michaud explained that it will go to Town Council and then Board of Finance in June as the information regarding the supplemental appropriation did not get to the Town Council in time for the May meeting, through by statute they must grant it as it regarding Open Choice. Dr. Carnemolla explained that the material did not get to the Town in time as the material had to be presented to the Finance Committee first and then to the full Board.
- Mr. Lowry asked what the next items were that did not make the list. Ms. Michaud explained that the list was prioritized according to what affected students first. Items that were next on the list included sound proofing panels for the middle school and central office upgrades including flooring, pipes and heating.
- Mr. Spivak, Finance Committee Chair, stated that the list was created with items being student centered and having student impact. Mr. Spivak asked administration to have discussions with each school to ensure they have the textbooks needed. Mr. Spivak also asked to hold off on the field mower for one more year to allow funds for repairs of other fields needing work as indicated by the Champion Turfs report.
- Ms. Young also asked why there were so many items on the list regarding security when funding was just provided for security upgrades to which Ms. Michaud replied that even with the reallocation of the middle school science lab funds and the capital funds the amount needed for security upgrades was going to be short approximately \$100,000. The interior and exterior blackout shades were always slated to be included in year-end funds and were not included in the security upgrades. Dr. Carnemolla added that it was stressed at the Board of Finance meeting that the Board of Education would not come back to the Town asking for additional funds for items on the priority list of security upgrades and if needed, the Board of Education would reallocate its own funds. Costs for security upgrades

were estimated and other variances may be needed, however, some costs have come in lower than estimated such as cameras.

- Mr. Lowry stated that he will be asking for information on the cost spent on interior cameras and ask for the number of incidences to calculate the expense of the use of the cameras. Mr. Lowry expressed that he is not entirely convinced that advice given to the Board on the topic of cameras was well informed. Mr. Lowry mentioned he was happy to see traffic bollards, window films and shades which he raised were included as he feels those are more cost effective. Dr. Carnemolla stated that she appreciated knowing in advance Mr. Lowry's requests and will try to provide that information however Dr. Carnemolla also stated that it will be difficult to quantify the cameras' use and the numbers may not be accurate as all incidents will not be logged. Ms. Chute did remind Mr. Lowry that the cameras will be in use for many years and asked that this be moved forward in a positive way as it impacts the safety of the students.
- Ms. Blea thanked the Finance Committee for the list and while understanding Mr. Lowry's concerns feels that the best was done with the guidance given by the professionals. Ms. Blea asked when the items will be set in motion to which Ms. Michaud answered that if approved the purchase orders will be placed or RFPs be started and should be started during the summer.
- Ms. Young asked if the list could be split and was wondering why over \$100,000 needed to be spent on furniture. Ms. Michaud explained the remaining items on the list which included the report card generator to coordinate with PowerSchool; technology equipment for our backup rooms; student lockers at RBS; bell system for AHS; track repairs; furniture which is part of the replacement cycle and includes furniture to provide a better learning environment; crew boat storage and the field mower.
- Board members asked if the order of the list was finite to which Dr. Carnemolla answered that should priorities change, it will be brought back to the Board, however, if approved, she would like to get these items moving forward. Dr. Carnemolla also explained that not all the furniture that is being replaced is being disposed. Ms. Michaud explained that the District works with the Town when large items are being disposed.

Houston Putnam Lowry moved, which Bogdan Oprica seconded, to approve the Year-End Encumbrances as presented in the amount of \$1,182,906.27.

The motion carried 8-0-0.

B. 17-18/114 Approval of Facilities Use Expenditure

Ms. Michaud explained that funds are generated when renters use the District's facilities which has been used to fund tennis court repairs, help with some of the school playgrounds, the Veterans' Day bus each year, as well as supporting custodial salaries during rental events. The fund has accrued to a total of \$1,190,686.41. It is recommended to use the funds towards a maintenance cycle of the gymnasium floors in the District starting with the main gym at the high school.

- Mr. Spivak added that this was discussed at the Finance Committee meeting and is comfortable with this use as most of the money coming into this fund is from people using the gymnasiums but does not want to do this on an annual basis to allow flexibility with use of the funds as needs come up.
- Mr. Fleischman asked why the gymnasium at the high school chosen over other schools that may need the updating more. Ms. Michaud explained that the Director of Operations

recommended the high school gymnasium floor first as it had not been touched in a longer period of time compared to the other gymnasiums.

- Ms. Chute asked if this would be for both high school gyms to which Ms. Michaud replied only the older one.
- Ms. Young agreed with Mr. Spivak that the funds need to remain flexible instead of being designated for one particular use but would approve use of part of the funds for maintaining the high school gym floor this year.
- Mr. Oprica asked if there were safety issues with the gym floor that warranted the work to which Ms. Michaud replied only slight warping due to some roof leaks. Dr. Carnemolla added that warping is a safety issue.

Jay Spivak moved, which Laura Young seconded, to approve the expenditure from the Use of Facilities Account for the purposes of maintaining the high school gymnasium.

The motion carried 8-0-0.

XII. Communication from Avon Board of Education Members

Ms. Blea shared as she realizes how much parents of athletes are asked to contribute and fundraise, she would be interested in knowing what the true costs are pertaining to these sport programs. Ms. Michaud replied that the Finance Committee has been interested in this as well. Most of the information is provided by the Director of Athletics. There has been shifting of funds into the general fund. Ms. Michaud agreed the discussion should be continued.

XIII. Communication from the Public

XIV. Executive Session

A. Discussion Concerning the Employment Terms of the Assistant Superintendent of Schools, Director of Fiscal Affairs, Director of Operations and Director of Safety and Security

The Board adjourned Public Session by unanimous consent at 8:15 pm after a brief recess.

The Board entered Executive Session at 8:22 pm. The Board invited Superintendent, Dr. Bridget Carnemolla to join the executive session to discuss issues concerning the Employment Terms of the Assistant Superintendent of Schools, Director of Fiscal Affairs, Director of Operations and Director of Safety and Security.

XV. Adjournment

Bogdan Oprica moved, which Houston Putnam Lowry seconded, to exit Executive Session and entered Public Session at 9:38 pm.

The motion carried 8-0-0.

XVI. Adjournment

Houston Putnam Lowry moved, which Jeffrey S. Fleischman seconded, to adjourn at 9:39 pm

The motion carried 8-0-0.

Minutes prepared by Shirley Moy, Board Recording Secretary

Minutes respectfully submitted by Jeffrey S. Fleischman, Board Secretary

Jeffrey S Fleischman 5/25/18