



**MINUTES
FINANCE COMMITTEE
AVON BOARD OF EDUCATION**

**Avon Board of Education
34 Simsbury, Avon, Connecticut 06001
Meeting Room One
Tuesday, February 11, 2020 – 6:00 p.m.**

Attendance

Members Present: Jay Spivak, Chair; David Cavanaugh; Bogdan Oprica (participated telephonically until arrival at 6:08 p.m.)

Member(s) Absent: Laura Young

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

Others Present: Debra Chute, Board Chair; 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 January 14, 2020 Minutes

*David Cavanaugh moved, Bogdan Oprica seconded, to approve the minutes of the January 14, 2020 Finance Committee meeting.
The motion passed 3-0-0.*

III. Financial Report January 31, 2020

Ms. Michaud shared a mid-year report, which looks back at the same time period year prior and stated that as of January 2019, the only difference was found in the benefits line due to the journal entry performed in January whereas it was performed in December the year prior. All object codes other than that seemed on trend for the current fiscal year.

Ms. Michaud reviewed the activity in object code 300, which included several payments for Special Education evaluations and consultant services for Fall services as well as to object code 600 for several software packages (Finalsite, IEP Direct, Office and Applitrack).

Midyear look back in facilities account from January 31, 2019 showed this fiscal year's expenditures and revenue to be similar – January 2019 expenditures \$12,500 and revenue \$26,000; current expenditures \$13,800 and revenue \$33,000. The pledge for the artificial field's lights is included in this fund account.

The midyear report for the fund balance, which is an enterprise account, showed \$114,000 for last fiscal year and an increase of \$11,000 due to journaling out expenditures last year.

There was nothing to report for the Special Ed Expense Analysis for January but will show more movement in February. The escrow remains on track.

IV. Transfers

- 2020-38 - \$5,000.00 for 2020 graduation at AHS – to pay for graduation invoices from last year's graduation
- 2020-39 - \$1,600.00 for two office chairs for Pupil Services at CO
- 2020-40 - \$154.00 to zero out negative balance in Student Activities fund at TBS
- 2020-41 - \$17,000.00 for window replacement & HVAC repairs at RBS; security alarm partial replacement and sprinkler repair at AMS; PA speaker installation at PGS
- 2020-42 - \$1,945.00 for flags and cleaning supplies Districtwide
- 2020-43 - \$15,185.18 for SEL (Second Step) pilot program at PGS & RBS
- 2020-44 - \$42,382.86 for substitutes Districtwide due to increase of daily and short term leaves
- 2020-45 - \$233,072.15 to rectify and/or anticipate salaries and stipends variances Districtwide
- 2020-46 - \$45,911.10 for items including legal & consulting fees, telecommunications (internet access for schools), disposal services, Special Ed Summer tuition

Ms. Michaud explained the transfer requests and answered any questions from Committee members.

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

Motion passed 3-0-0

V. New Business

a. Audit Letter

Ms. Michaud reviewed the audit conducted by Blum Shapiro and its recommendations. The Fraud Tip Line was implemented three years ago but has not been implemented on the Town side. Information Technology controls showed no deficiencies and had a best practice listing. Also included from Blum Shapiro are Federal and State audits, which speaks on the internal controls. The District was cited for a significant deficiency for an internal control regarding federal procurement and expenditure of funds, which is detailed in the District's Board Policy 3300. Though the Policy was written according to the District's legal counsel's standards, the District has accepted the deficiency. The corrected action will be to add an addendum to the Policy, which has no implications. The use of the funds are so stringent, Avon is meeting better than those standards and far exceeds any policy that could be put in place. This action to amend the policy will be added to the next Policy meeting.

b. Student Activity Quarterly Report.

Ms. Michaud reported balances are down from prior year, however, RBS' balance is up due to \$7,000 donation.

c. Use of Facilities Report

Revenue comparison shows what has been invoiced and who is using the facilities; almost identical to previous years, largest payment were for town programs. The use of the turf field will also be added to this fund and reservations of the field is done through the high school.

d. RFQ/RFP Updates

Dr. Carnemolla explained to the Committee that she asked for this item to be added to the agenda to keep Board members informed of the various RFQs and RFPs to address the needs in the District. Ms. Michaud reviewed the current athletic uniform and

reconditioning services with Stadium Systems, which is an Under Armor dealer. The value of the contract is about \$148,000 for all CIAC recognized sports that need uniforms that the District provides.

Ms. Michaud explained the RFQ (request for qualification) which is a study not being done with a construction project but a study on space utilization and condition of the District's facilities (useful life). Estimated cost of \$25,000-\$30,000 to be done with year-end funds. Rather than rely on the space study being done by a town developer, it would be more informative and helpful to the District to have a comprehensive look at how space is being utilized. If the potential development in town moves forward the District may have a year in advance to plan for the increased enrollment. The RFQ is not binding and does not create an obligation.

Ms. Michaud explained the bid package for the RBS canopy to create an entranceway, which is entirely PTO, funded. The PTO will provide the money for the District to pursue the construction, however, because it is altering a town structure, this project must be overseen by the Board.

Dr. Carnemolla will send info to the entire Board about the space study and on the agenda for the Feb board meeting

VI. Comments from the Public
There was no comment from the public.

VII. Adjournment
Jay Spivak moved, Bogdan Oprica seconded, to adjourn at 7:26 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, February 20, 2020

Minutes respectfully received by Jeffrey S. Fleischman, Board Secretary
Jeffrey S. Fleischman, February 20, 2020

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