



**MINUTES
FINANCE COMMITTEE
AVON BOARD OF EDUCATION**

**Avon Board of Education
34 Simsbury, Avon, Connecticut 06001
Meeting Room One
Tuesday, March 10, 2020 – 6:00 p.m.**

Attendance

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

Member(s) Absent: none

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 6:00 pm.

II. Approval of February 11, 2020 Minutes

Bogdan Oprica moved, Laura Young seconded, to approve the minutes of the February 11, 2020 Finance Committee meeting.

The motion passed 4-0-0.

III. Financial Report February 28, 2020

Ms. Michaud reported that February is typically a slow month with minimal change in unencumbered balances. Ms. Michaud added that she is waiting for payment for Open Choice tuition and the Early Beginnings grant; more information is expected in upcoming weeks. April is when supplemental appropriations must be requested after the arrival of funds.

As for the Facility Use fund, expenditures rose due to the gym floor bills and custodian salaries for winter activities, revenue increased as well. Other than the Pledge for lights, no other big payments are expected.

Ms. Michaud reported that the Special Ed Analysis showed a decrease in the estimated variance due to an unbudgeted new student which the obligation was fortunately met through the escrow account. The Escrow account is on track to be spent down.

There was not much to report on the Month-to-Month comparison as fees will be posted next month; details will be reported in the March financials.

IV. Transfers

- 2020-47 - \$486.00 for two dry erase white boards and to balance out instructional supplies in instruction and wellness accounts at AMS

- 2020-48 - \$25.00 to purchase Equatio single license at AMS

There was no discussion or any questions regarding the transfers.

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. Athletic Uniform and Reconditioning Services Bid Award

Ms. Michaud reviewed the bid process stating that there were only two responses with 1 response being invalid due to the fact that the company did not do uniform replacement. Stadium Systems, which has a relationship with Under Armour, was awarded the bid five years ago to provide the uniforms as well as recondition and clean current uniforms and equipment. Stadium System agreed to hold contract terms, as well as discount the rate for Under Armour apparel, to \$17,500 per year. The term is a four-year contract starting July 1, 2020 and will recondition under CIAC standards. Ms. Michaud also explained that in the four year cycle of uniforms, the middle school receives the older uniforms from the high school after being reconditioned. It was clarified that the Booster Club and PTOs can use whomever they wished for spirit wear.

Jay Spivak moved, David Cavanaugh seconded, to move to the full Board the four-year Athletic Uniform and Reconditioning Services contract recommended for award to Stadium Systems Inc. with an estimated total cost of \$210,000.00 as presented.

Motion passed 4-0-0

b. E-Rate Award: Districtwide Fiber Connectivity

E-Rate is a federal universal service support program offered to schools and libraries only Ms. Michaud explained. Although Comcast was awarded the bid five years ago, Ms. Michaud stated that after review with the Technology Department they would like to award the bid to Crown Castle. Crown Castle offers redundancy that Comcast does not and Crown Castle has the network fibers in place throughout Avon. The District has also had issues with Comcast outages that disrupted the schools and District office as well as phone lines. Crown Castle offers a four hour repair window and will have a more superior online portal. Ms. Michaud felt that while the potential for less outages warranted the higher cost of \$5,300.00 per month. Cost for the backup internet and additional fiber links is \$6,300.00 per month for all sites.

Jay Spivak moved, David Cavanaugh seconded, to move to the full Board a five-year Districtwide Fiber Connectivity contract recommended for award to Crown Castle with an estimated total cost of \$378,000.00 as presented.

Motion passed 4-0-0

c. Districtwide Copier & Print Services

Ms. Michaud explained that the copier contract is through the ERC, an organized cooperative group of ten districts, and asked to exercise the waiver provision to not go out to bid but to stay with the cooperative, as provided in Policy 3300, to continue services with The Office Works due to the agreed approval of their services. The contract is up on June 30, 2020. Avon is estimated to save between \$2,500.00 and \$8,000.00 annually by administering the new plan.

Jay Spivak moved, David Cavanaugh seconded, to move to the full Board a four-year districtwide copier and print services contract recommended for award to .The Office Works for an estimated cost of \$443,000.00 as presented.

Motion passed 4-0-0

VI. Comments from the Public

Charles Harvell, an Avon resident, introduced himself and explained his interest in attending various Avon town meetings.

VII. Adjournment

*Jay Spivak moved, David Cavanaugh seconded, to adjourn at 6:36 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, March 20, 2020

Minutes respectfully received by Jeffrey S. Fleischman, Board Secretary

Jeffrey S. Fleischman, March 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.