



**MINUTES  
FINANCE COMMITTEE  
AVON BOARD OF EDUCATION**

**Avon Board of Education  
34 Simsbury, Avon, Connecticut 06001  
Via Zoom  
Tuesday, May 12, 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 April 4, 2020 Minutes  
*David Cavanaugh moved to approve the minutes of the April 30, 2020 Finance Committee meeting, Laura Young seconded.  
The motion passed 4-0-0.*
- III. Financial Report April 30, 2020  
Due to the school closing, Ms. Michaud reported that April was a little out of the ordinary. The unencumbered salary line, Object Code 100, increased by \$163,000, additionally in Object Code 500, all transportation related encumbrances were released causing an increase by \$216,000. The month-to-month comparison, the purchasing is not keeping up with the release of encumbrances.

Facilities Use Fund had no expenditures since the closing, reported Ms. Michaud. Revenue did go up \$1,400.00 from the Rec. and Park Dept. use prior to closing.

Special Ed Analysis showed changes that are not usual with some release of out of district placements. There have been no withdrawals of special education students but the related services are being released because they may not be needed. According to the Governor's Executive Order, Martel Transportation, used for Special Education transport, is also included to receive their payments to enable them to make payroll. The Special Education Escrow account saw one change with one student due to a one to one para that was reduced. The estimated amount going back to the Town is \$31,505.23. Dr. Carnemolla added that the return of money to the Town from the Special Education Expense Analysis is another reason a non-lapsing fund would be beneficial.

IV. Transfers

- 2020-48 - \$25.00 for Equatio single license for AMS
- 2020-53 - \$3,043.20 for Freckle subscription to assist with distance learning at PGS
- 2020-54 - \$2,673.60 for Freckle subscription to assist with distance learning at RBS
- 2020-55 - \$3,034.00 for HVAC software repair at AMS
- 2020-56 - \$1,779.00 for HVAC software repair at RBS and plumbing repairs at RBS
- 2020-57 - \$4,000.00 for redistribution of custodial supply funds among the schools
- 2020-58 - \$1,778.00 for library books at RBS
- 2020-59 - \$1,448.08 for Science spill kits and safety goggles at AHS
- 2020-60 - \$581.55 to zero out negative balance of math instructional supplies at TBS
- 2020-61 - \$748.50 for safety goggles at AHS
- 2020-62 - \$314.63 to zero out negative balances at RBS
- 2020-63 - \$3,085.00 for instructional supplies at RBS
- 2020-64 - \$1,450.00 for instructional supplies at RBS
- 2020-65 - \$1,193.65 for Special Education instructional supplies at RBS
- 2020-66 - \$208.50 for STEP program supplies at PGS
- 2020-67 - \$169.37 to zero out negative balances at PGS
- 2020-68 - \$400.00 for instructional supplies at RBS
- 2020-69 - \$945.00 for world language supplies at AMS
- 2020-70 - \$875.00 for negative balance of tech supplies and purchase art supplies at AMS
- 2020-71 - \$945.00 for student planners at AMS
- 2020-72 - \$1,131.00 for autism class at AMS
- 2020-73 - \$702.00 To purchase instructional supplies and ropes course repairs at AMS
- 2020-74 - \$785.00 to purchase math instructional supplies at AMS
- 2020-75 - \$950.00 to purchase language arts instructional supplies at AMS
- 2020-76 - \$781.00 to purchase science supplies at AMS
- 2020-77 - \$3,642.38 to purchase Foundations supplies for language arts at PGS
- 2020-78 - \$220.00 to purchase instructional supplies at RBS

Dr. Carnemolla explained that some of the purchases were to implement remote learning but most were for prebuying or to balance out negative balances. Ms. Michaud added that staffing transfers will be submitted in June to reconcile. Dr. Carnemolla said that more will come in June with transfers to support purchasing with year-end funds.

***Laura Young 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. Use of Facilities – Gymnasium Floor Refinishing

Ms. Michaud reviewed the refinishing of the various gyms and is now asking to continue on with the schedule with PGS and both gyms at AMS this summer. Given the situation, the refinishing can be started immediately. Ms. Michaud asked the Committee to approve bringing the request of \$40,333.00 from the Use of Facilities fund to the Board.

The Committee discussed whether it was more prudent to take the funds from the general use fund rather than Use of Facilities. Also discussed was the pledge made to ACORN for the lights at the high school which was also to come from the Use of Facilities fund. Dr. Carnemolla stated she would reach out to Susan Rietano Davey who make the request of

the Board and bring the discussion back to the full Board. The Committee also asked if there were opportunities to do other work at the school during this time to which Ms. Michaud replied that the custodians and maintainers have returned to work and to work on some of the more challenging projects including lighting fixtures and painting. While it may not save money the work is able to be addressed by our own staff instead of hiring outside workers.

***Jay Spivak moved Motion to approve and move to the full Board an expenditure from the Use of Facilities enterprise account for the purposes of refinishing the PGS and AMS gymnasium floors totaling an estimated \$40,333.00. Should funds become available in the general fund to cover this expense, either partially or in full, the general fund will be utilized first, then the Use of Facilities account funding. David Cavanaugh seconded. The motion passed 4-0-0.***

VI. Old Business

a. School Closure Update

Ms. Michaud reported that four invoices have been received during the closure period for utilities, for TBS, PGS, RBS and the Central Office, covering beginning March through beginning April and showed a 25% reduction in energy. Using this percentage the District should have a savings of about \$42,000 in energy. There may not be much savings in natural gas or water due to the increase of the watering of the fields. Committee Chair, Jay Spivak, reiterated the need for the non-lapsing fund which would only be used for the expenditures that the Board designates and is similar to fourteen special revenue funds the Town has established. CASBO's data would be beneficial to provide to the Board of Finance and show that it is not unique but done by other towns and even our town. Mr. Cavanaugh used the Open Choice money as an example for the non-lapsing fund.

VII. Comments from the Public

Board Chair Deb Chute reminded the Committee that the Open Choice funds that came in and must be approved by the Town and then the Board of Finance.

VIII. Adjournment

***Jay Spivak moved, David Cavanaugh seconded, to adjourn at 6:34 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, May 15, 2020*

Minutes respectfully received by Jeffrey S. Fleischman, Board Secretary  
*Jeffrey S. Fleischman, May 15, 2020*

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