

Regular Board of Education Meeting – Draft Minutes
Tuesday, June 18, 2024, 7:00 p.m.
Town Hall Meeting Room

Present Board Members: Liz Barlow, Heather Lombardo, Monica Logan, Donna Nolan, David Peling, Karen Richmond-Godard, Rosemarie Weber, and Katie O’Neill

Absent Board Members: N/A

I. Call to Order and Welcome

Monica Logan called the meeting to order at 7:00 p.m.

II. Awards and Recognition

The Board recognized David Schupp for the David Schupp, Jr. Memorial Scholarship which raised over \$366,000 for Granby Memorial High School students pursuing a STEM major over the past 32 years.

III. Public Comment

Charlie Krut, high school student from the robotics team, made public comments regarding financial support for the upcoming robotics season and spoke about the new space which now requires new shelving units as the old ones were lost in the move. He also stated a moving service is required for the move as well as assistance to disassemble and reassemble some machinery. The team increased their fundraising efforts to local businesses but additional funding is needed; he stated that our team is under-funded compared with other towns. Charlie went on to state that robotics students go on to pursue college and careers in mechanical engineering, etc. and that it is worth investing in this program.

IV. Student Representative Reports

- Katie O’Neill stated she was very grateful to attend the retiree luncheon held last week.
- Graduation was held even though a light rain started but it was a beautiful ceremony with the band and select choir performing. The grad night party held afterwards at the YMCA was a huge success as well.
- After graduation, there were two days left of exams.
- Looking forward to the summer. Some students will attend summer school or enrichment and CIAC is allowing a set number of practice hours this summer for athletes.
- This week high school students are touring colleges and Katie informed the Board that she went last year and found it very beneficial.

V. Reports and Discussion

V.A. Director of Finance & Operations Report

Ms. Nickie Stevenson, Director of Finance & Operations, presented the May 2024 statement of accounts and stated the full-year forecast shows an anticipated favorable condition of \$223K which is \$3K over April’s forecast. Regular education is overbudget by \$265K. The continued underbudget favorable forecast is due to anticipated year-end reductions in certified salaries, employee benefits, student activities, and general supplies. Special education continues to be overbudget; however, it is trending in the right direction with a current overbudget estimate of \$41K which is \$61K better than last month. This positive change is attributed to continuous fluctuation in the required needs of students. Forecasted revenue to the town continues to be unfavorable \$287K which is a \$42K decrease from last month. This is due to the long-awaited second installment of the Excess Cost Grant. Tuition from other towns remains steady and the forecast for Quality & Diversity (Q&D) Fund is positive with a balance of \$192K which is \$171K better than budgeted. Karen Richmond-Godard inquired why the balance is so large in the Q&D Fund. Ms. Stevenson stated the opening balance as well as tuition received from Open Choice students is the reason for the sizable amount. Superintendent Burke added when state funding is received, Open Choice tuition and funds for the Open Choice Academic and Social Support Grant go into the Q&D Fund which, unlike the operating budget, is a non-lapsing budget.

V.B. Annual Technology Report

Mr. Jon Lambert, Director of Technology, presented the Annual Technology Report for the 2024-2025 school year and stated it has been a great year. He informed the Board there were quite a few staffing changes this year and also that IT services are now shared with the town as well as the school district. Mr. Lambert stated

this collaboration provides leadership, budget and project management for technology and provides short-term and long-term cost savings while expanding technology services to the town and school district. The collaboration also provides purchasing power. An organizational chart for the Technology Department was shared and the roles of each position explained.

Mr. Lambert highlighted areas of focus for the department, such as technology management, planning and budget; technology infrastructure; support of the fiber-optic network, local networks and wireless networks; security systems including lockdown alarm, visitor management system and security cameras. Mr. Lambert also shared school system highlights for the school year as follows: the newly configured technology department; network reliability, quality technology and equipment; improvements in various cybersecurity; replacement of school employee records, applicant tracking and student data management systems software; installation of twenty-six (26) 75-inch interactive computer displays in Wells Road classrooms funded by a \$91,000 grant awarded by the CT Public Utilities Regulatory Authority; and, supporting technology for events, hybrid meetings, graduation, etc. Next, Mr. Lambert shared highlights on the town side as follows: Successful transition from outsourced to internal technology support system; implementation of backup and disaster recovery system; and, implementation of multifactor authorization for town user accounts.

With regard to FY25 goals and initiatives, Mr. Lambert stated the department is trying to stay focused on cybersecurity improvements, policy, best practices and objectives. Other goals and initiatives shared were completing updates to the town and school server operating systems in all locations; completing updates to all town and school PCs to Windows 11 Pro; new copier lease collaboratively with the town, replacing all town and school copiers; and, installing eight (8) 75-inch interactive displays at Kelly Lane which is again funded by a grant.

Superintendent Burke thanked Mr. Lambert and the entire department for all of their work and stated the collaborative spirit will serve the district and town well.

VI. Business Requiring Action

VI.A. Minutes

A motion was made by Donna Nolan and seconded by Liz Barlow that the Granby Board of Education approve the minutes from the June 5, 2024 Board of Education Meeting. This motion passed unanimously at 7:44 p.m.

VI.B. 2024-2025 Board of Education Meeting Schedule and BOE Retreat Date

The Board reviewed and discussed the 2024-2025 Board of Education Meeting Schedule as well as discussed potential dates for a Board of Education Retreat over the summer. Monica Logan stated she was hoping to have all Board members available for August 12-16. Ms. Logan reviewed the proposed Board Meeting schedule and noted there will be no meetings held on January 1, 2024 and April 16, 2025 due to the holiday and April break. A new survey for Board Retreat dates will be sent out for the week of August 19-23.

VI.C. Food Services Contract Amendment Approval

The Board discussed and considered the approval of the Food Services Contract Amendment for Fresh Picks Cafe for the 2024-2025 school year. Superintendent Burke stated she is pleased with the percentage increase of 2% stating there were some areas of improvement with the company due to an audit and corrections were made. This is the last year of the existing contract and the district will go out to bid with an RFP in mid-January. A motion was made by Donna Nolan and seconded by David Peling that the Granby Board of Education approve the Food Services Contract Amendment for Fresh Picks Cafe as recommended by the Finance/Personnel/Facilities Subcommittee. This motion passed unanimously at 7:48 p.m.

VI.D. Superintendent's Contract Approval

The Board considered the approval of the Superintendent's Contract effective July 1, 2024 through June 30, 2027. Monica Logan stated the Superintendent's review and contract were previously discussed amongst Board members during executive session. A motion was made by Rosemarie Weber and seconded by Donna Nolan that the Granby Board of Education approve the Superintendent's Contract effective July 1, 2024 through June 30, 2027. This motion passed unanimously at 7:48 p.m.

VI.E. Capital Improvement Projects Approval

The Board will discuss the approval of the Capital Improvement Projects to forward to the Capital Program Priority Advisory Committee (CPPAC). Superintendent Burke stated this is an accomplishment in the making for some time as the Board and Superintendent have advocated over the years for a number of updates and upgrades through small capital funding. It has been recognized that the small capital allotment of funds has not sufficiently allowed the district to be planful and forward thinking to update buildings to have appropriate maintenance and upgrades to our instructional spaces. When the new Town Manager, Mike Walsh, came on board a few months ago, he engaged the district in the process of designing a list with every possible future need being identified. Additionally, town leaders went on building walkthroughs and the list presented was developed. She stated it is a living and breathing document which will ebb and flow with the needs of the district and is meant to start the process which will include 2 members each from the Board of Finance, Board of Selectmen, Board of Education, Superintendent, and also the Town Manager. This list projects out 10 years; however, the district is not married to that progression. Under each school building, fire doors and other components of the overall security system are listed. A phase-in of the security project will start as early as this summer and over the coming years eventually get to the complete project which is approximately \$3M. Superintendent Burke stated the middle school is a substantial component of the list as 32-year old system failures need updating. The district consulted with experts in the field and the district may qualify for funding. She stated she is energized by the process at this point. If the BOE approves the motion this evening (BOS approved last night), there will be a meeting with the BOF this summer and the CPPAC will convene. Liz Barlow inquired what is being approved this evening and asked if it is a guide rather than a plan. Superintendent Burke stated the Board is not approving a dollar amount or the list. The motion is written to forward the presented list on to the CPPAC Committee who will then make collaborative decisions with all of the town boards. A motion was made by Rosemarie Weber and seconded by Donna Nolan that the Granby Board of Education approve the Capital Improvement Projects for the school district to be forwarded to the Capital Program Priorities Advisory Committee as recommended. This motion passed unanimously at 8:03 p.m.

VII. Committee Reports

VII.A. Board Standing Committee Reports

VII.A.1. Curriculum/Policy/Technology/Communication

Monica Logan stated this subcommittee did not meet and the approved minutes are in the packet.

VII.A.2. Finance/Personnel/Facilities

Donna Nolan reported this subcommittee met this evening and reviewed the statement of accounts and food services contract amendment. Also discussed were the capital improvement projects and recommended motion for the Board. Additionally, discussed FY25 negotiations for administrators in the fall and transportation for the 2024-2025 school year. There is a potential of reducing bus routes by one; however, after speaking with the bus contractor, this is not feasible and will not be done. There will be an overbudget condition as a result of this but the shortfall is accounted for. With regard to unpaid school lunches, the district is able to use excess funds in the food service funds account this year.

VII.B. Other Board-Related Reports

VII.B.1. CREC/CABE

Monica Logan stated there is a meeting for Board Chairs on Thursday at CABE which she will attend.

VII.B.2. Granby Education Foundation

Liz Barlow reported that she attended the GEF meeting on Monday night which was basically a wrap-up for the year and not a lot of business was discussed. There was some discussion regarding student scholarships and use of the Cal Heminway fund to be used for public service. Also discussed the racial unity festival on June 24th.

VII.C. Calendar of Events

Monica Logan stated summer programs are starting soon and the first day of school is on August 27th.

VII.D. Board Member Announcements

Liz Barlow shared she worked at the safe graduation party and there was a lot of excitement about the raffle prizes this year. She also shared that she has a Junior who is attending the college exploration trip this week.

VII.E. Action Items

1) Two BOE volunteers are needed for CPPAC.

VIII. Superintendent's Report

Superintendent Burke stated last week was a whirlwind of celebration and excitement. She had the honor of attending the top scholar luncheon which was very impressive and truly a genuine opportunity to learn about our school district. She also shared that the graduation ceremony was wonderful and it turned out to be a beautiful evening. Additionally, she attended the Grade 8 moving-up ceremony and 5th grade ceremony as well as the PreK ceremony where PreK students ran down a red carpet to family members waiting for them.

Superintendent Burke shared the week ended with an Administrative Retreat on Thursday and Friday which was two days full of thought and reflection, data analysis and a productive opportunity for the year to come and re-energize and open our doors for 2024-2025. She also stated that the Granby Communications Plan was developed as a 3-year plan and has taken a pivotal role in the district's work. At the retreat, it was wonderful to hear from administrators their reflection from a building level specifically around community engagement. Next year, we will see the implementation of a multi-generational mentoring program for which the seeds were already started but will be expanded upon. Community organizations want to learn more about our schools and to get different generations in our schools is a goal of the Communications Plan and the district is already planning to get it off the ground this upcoming school year. Superintendent Burke mentioned the addition to the Board agenda of recognizing students, staff and members of the community. She also stated the "Let kindness ripple" theme started this year because as a new Superintendent, she knew she had to start in the role and include kindness to grow good humans in our school district. This theme came to light at convocation with giving each staff member a hand-painted rock and the year ended with every graduating senior receiving a rock hand-painted by a staff member. This was not just a gift for the students but also a gift for the teachers to reflect on their relationships with students. Superintendent Burke concluded by stating it was a great year and she is looking forward to whatever theme will come about this summer. Monica Logan stated that she appreciates the hours Superintendent Burke puts into the school district and she has given the district a strong path forward.

IX. Chairperson's Report

Monica Logan, Board Chair, stated she attended graduation and thanked Rosemarie Weber for giving the graduation speech which provided a personal connection to the graduates. She also thanked all Board members for their hard work and time away from their families as their service is highly appreciated. Lastly, she thanked Superintendent Burke and her team at Central Services for all of their hard work.

A motion was made by Heather Lombardo to amend the motion for Executive Session to discuss a student discipline matter as well as the Superintendent's evaluation. This motion passed at 8:19 p.m.

X. Executive Session

A motion was made by Heather Lombardo and seconded by Donna Nolan to enter into an Executive Session to discuss a student discipline matter and the Superintendent's evaluation. This motion passed unanimously at 8:20 p.m.

A motion was made by Heather Lombardo and seconded by Donna Nolan to adjourn Executive Session at 8:39 p.m.

A motion was made by Donna Nolan and seconded by Rosemarie Weber to enter back into regular session at 8:40 p.m.

XI. Adjournment

A motion was made by Donna Nolan and seconded by Liz Barlow that the Granby Board of Education adjourn the Board of Education Meeting. This motion passed unanimously at 8:41p.m.

Respectfully submitted,

Elizabeth H. Barlow
Board Secretary