



BUDGET COMMITTEE MEETING

Monday, August 2, 2021 8:00 AM

BOARD OF EDUCATION ONLINE-ZOOM COMMITTEE MEETING

ONLINE-ZOOM Please use the link below to join the webinar:

<https://us02web.zoom.us/j/89611568616?pwd=MUdxeWlOdy8rbENKaHpKT0g0cnZPUT09> Passcode: 383124 Or Telephone: US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 Webinar ID: 896 1156 8616 International numbers available:

<https://us02web.zoom.us/j/89611568616?pwd=MUdxeWlOdy8rbENKaHpKT0g0cnZPUT09>

1. Review of End of Year Budget Transfers and Report
2. Review of Transfer of Funds and Expenditures of Funds from the Unexpended Education Funds Account (1% non-lapsing account)
3. Review of School Foods Service Report
4. Review of Student Activities Report

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

Title of Report: End-of-Year Final Report, FY2020-2021 Education Budget

Board Meeting Date: August 2, 2021

Action: X Report: Information: Discussion:

Overview:

In May, the Board of Education approved preliminary budget transfers based on our projections for the year end. On July 28, 2021, all open purchase orders were completed and final invoices paid. Now that all the transactions have been completed for FY 20/21, a number of additional transfers are required. The major variances occurred in basic education, operations/maintenance, utilities, special education, athletics & clubs, and fringe benefits.

Board of Education Approved 2020-2021 Recap

	Board Approved	Final	Variance
Town Appropriated Budget	111,754,046	111,754,046	-
Supplemental Appropriations:			-
Custodial Fee Reimbursement	30,000	0.00	-30,000
Magnet School Transportation Grant	23,000	10,600	-12,400
Excess Cost/Agency Placement Grant	1,100,000	1,404,218	304,218
Total Approved Expenditures	112,907,046	113,168,864	261,818
Actual Expenditures		112,312,722	
Final year-end transfer to 1 % Non-Lapsing Fund		856,142	

Attached please find the Final Report for FY2020-2021, which includes:

Attachment I shows the Spring Revised Budget as approved by the Board of Education on May 10, 2021. In addition, it shows the actual expenditures and balances remaining by program for 2020-2021.

Attachment II is listed as Authorization #1 and lists the final transfers required so that no program is left in a deficit position at year-end.

Attachment III is a recap of the Board of Education Budget for 2020-2021 starting in January 2020 through June 30, 2021.

Submitted By: Karen Bonfiglio

Reviewed By: Alan Bookman

**BOARD OF EDUCATION BUDGET
FY 2020 - 2021
FOR PERIOD ENDING JUNE 30, 2021
BEFORE TRANSFERS**

PROG	DESCRIPTION	SPRING REVISED *	FINAL EXPENDITURES	BALANCES
0200	ART	1,207,341	1,231,955	(24,614)
0300	BASIC EDUCATION	15,272,966	15,170,965	102,001
0400	LANGUAGE ARTS	4,422,042	4,432,500	(10,458)
0500	MATHEMATICS	2,768,718	2,776,196	(7,478)
0600	SCIENCE	3,533,783	3,561,671	(27,888)
0700	HISTORY/SOCIAL SCIENCES	2,342,752	2,340,502	2,250
0900	CAREER/VOCATIONAL ED	1,605,119	1,631,297	(26,178)
1000	COMMUNITY SERVICES	213,554 ¹	229,653	(16,099)
1100	P.A.C.E.	602,257	601,190	1,067
1300	FOREIGN LANGUAGES & ELL	4,425,921	4,431,591	(5,670)
1400	SCHOOL COUNSELING	3,579,602	3,549,215	30,387
1500	HEALTH ED./PHYSICAL ED.	2,089,358	2,103,146	(13,788)
1600	HEALTH SERVICES	804,925	741,737	63,188
1900	LIBRARIES/MEDIA CENTERS	1,152,661	1,150,327	2,334
2000	MUSIC	1,803,614	1,801,478	2,136
2100	OPERATIONS/MAINTENANCE	7,338,501	8,095,955	(757,454)
2200	UTILITIES	2,497,354	2,119,244	378,110
2300	PROGRAM/STAFF DEVELOPMENT	535,500	534,430	1,070
2400	PUPIL TRANSPORTATION	3,688,398 ²	3,690,716	(2,318)
2700	SPECIAL EDUCATION	15,448,396 ³	14,858,149	590,247
2800	ATHLETICS & CLUBS	1,789,363	1,656,329	133,034
3000	AGRISCIENCE & TECHNOLOGY	314,650	310,929	3,721
3100	ELEMENTARY EDUCATION	2,314,869	2,312,179	2,690
3200	SECONDARY EDUCATION	2,738,230	2,752,740	(14,510)
3300	SYSTEMWIDE SUPPORT SVCS.	3,919,606	3,887,478	32,128
3400	FRINGE BENEFITS	22,904,900	22,493,904	410,996
3600	TECHNOLOGY SUPPORT SVCS.	3,854,484	3,847,247	7,237
	TOTAL	113,168,864	112,312,722	856,142

*** AFTER SUPPLEMENTAL APPROPRIATIONS APPLIED:**

1. CUSTODIAL FEE REIMBURSEMENT	0
2. MAGNET SCHOOL TRANSPORTATION GRANT	-10,600
3. EXCESS COST/AGENCY PLACEMENT GRANT	-1,404,218
	(1,414,818)

**GLASTONBURY PUBLIC SCHOOLS
GLASTONBURY, CONNECTICUT**

Attachment II

**FY 2020-2021
BUDGET TRANSFER REQUEST FORM
AUTHORIZATION #1**

The School Administration requests that the Glastonbury Board of Education give consideration and approval to this request for transfer of funds between established programs of the 2020-2021 operating school budget.

DOLLAR	TO	PROGRAM NAME	FROM	PROGRAM NAME
TRANSFER				
\$ 24,614	0200	ART	0300	BASIC EDUCATION
\$ 10,458	0400	LANGUAGE ARTS	0300	BASIC EDUCATION
\$ 7,478	0500	MATH	0300	BASIC EDUCATION
\$ 27,888	0600	SCIENCE	0300	BASIC EDUCATION
\$ 26,178	0900	CAREER/VOCATIONAL ED	0300	BASIC EDUCATION
\$ 16,099	1000	COMMUNITY USE	0300	BASIC EDUCATION
			0700	HISTORY/SOCIAL SCIENCE
			1100	P.A.C.E.
			1400	SCHOOL COUNSELING
\$ 5,670	1300	FOREIGN LANGUAGE	1400	SCHOOL COUNSELING
\$ 13,788	1500	HEALTH ED./PHYSICAL EDUCATION	1400	SCHOOL COUNSELING
			1600	HEALTH SERVICES
\$ 757,454	2100	OPERATIONS/MAINTENANCE	1600	HEALTH SERVICES
			1900	LIBRARIES/MEDIA CENTERS
			2000	MUSIC
			2200	UTILITIES
			2300	PROGRAM & SRAFF DEVELOPMENT
			2700	SPECIAL EDUCATION
\$ 2,318	2400	TRANSPORTATION	2700	SPECIAL EDUCATION
\$ 14,510	3200	SECONDARY EDUCATION	2700	SPECIAL EDUCATION

**BOARD OF EDUCATION BUDGET
FY 2020-2021
FINAL REPORT PERIOD ENDING JUNE 30, 2021**

Attachment III

PROG	DESCRIPTION	BOARD APP. BUDGET JANUARY, 2020	BOARD APP. BUDGET WITH REDUCTIONS	FINAL EXPENDITURES JUNE, 2021
0200	ART	1,238,241	1,238,241	1,231,955
0300	BASIC EDUCATION	15,703,806	15,703,806	15,170,965
0400	LANGUAGE ARTS	4,370,635	4,370,635	4,432,500
0500	MATHEMATICS	2,765,611	2,765,611	2,776,196
0600	SCIENCE	3,644,036	3,644,036	3,561,671
0700	HISTORY/SOCIAL SCIENCES	2,355,012	2,355,012	2,340,502
0900	CAREER/VOCATIONAL ED	1,668,487	1,668,487	1,631,297
1000	COMMUNITY SERVICES	397,422 ¹	397,422 ¹	229,653
1100	PACE	604,257	604,257	601,190
1300	FOREIGN LANGUAGES & ELL	4,516,924	4,516,924	4,431,591
1400	SCHOOL COUNSELING	3,620,715	3,620,715	3,549,215
1500	HEALTH ED./PHYSICAL ED.	2,096,400	2,096,400	2,103,146
1600	HEALTH SERVICES	806,762	806,762	741,737
1900	LIBRARIES/MEDIA CENTERS	1,373,698	1,233,698	1,150,327
2000	MUSIC	1,800,281	1,800,281	1,801,478
2100	OPERATIONS/MAINTENANCE	6,966,273	6,848,273	8,095,955
2200	UTILITIES	2,517,354	2,497,354	2,119,244
2300	PROGRAM/STAFF DEVELOPMENT	602,500	602,500	534,430
2400	PUPIL TRANSPORTATION	3,992,096 ²	3,852,096 ²	3,690,716
2700	SPECIAL EDUCATION	15,938,438 ³	15,786,863 ³	14,858,149
2800	ATHLETICS & CLUBS	1,930,758	1,920,558	1,656,329
3000	AGRISCIENCE & TECHNOLOGY	318,850	318,850	310,929
3100	ELEMENTARY EDUCATION	2,335,652	2,335,652	2,312,179
3200	SECONDARY EDUCATION	2,722,592	2,722,592	2,752,740
3300	SYSTEMWIDE SUPPORT SVCS.	3,370,567	3,290,567	3,887,478
3400	FRINGE BENEFITS	21,955,963	22,096,695	22,493,904
3600	TECHNOLOGY SUPPORT SVCS.	3,852,759	3,812,759	3,847,247
	SUB TOTAL	113,466,089	112,907,046	112,312,722

SUPPLEMENTAL APPROPRIATIONS :

1	CUSTODIAL FEE REIMBURSEMENT	-30,000	-30,000	0
2	MAGNET SCHOOL TRANSPORTATION GRANT	-23,000	-23,000	-10,600
3	EXCESS COST/AGENCY PLACEMENT GRANT	-1,100,000	-1,100,000	-1,404,218
	TOTAL OPERATIONAL BUDGET	112,313,089	111,754,046	110,897,904

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

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Title of Report: 2020-21 Year-End Report for School Food Service Department (SFSD)

Board Meeting Date: August 2, 2021

Action:	Report: XX	Information:	Discussion:
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Overview:

Glastonbury Public Schools continues to participate in the Healthy Food Certification Program. Glastonbury Food Services received \$38,256 in funding for this program during 2020-21. The CT standards for the Healthy Food Program remain more stringent than the USDA guidelines for competitive foods that all schools nationwide are now required to follow. We will continue to review the state approved snack products available in order to provide the best selection to the students.

A portion of our commodity dollars are utilized through the Department of Defense (DoD) fresh fruit and vegetable program; we have increased the amount allocated for next school year from \$40,000 to \$60,000. We continue to adhere to the meal pattern requirements of the USDA National School Lunch Program.

As a result of the pandemic the USDA granted approval for school nutrition programs to participate in the Seamless Summer Option (SSO) for the 2020-21 school year which allowed meals to be provided at no charge to all children 18 years and younger. Glastonbury enrolled in this program and as of September 14th, 2020 began offering breakfast and lunch meals to all students at no charge. In addition to providing meals to students who were in-person learning, meals were also provided as a grab and go option from both Smith Middle and Glastonbury High School for any remote/hybrid learners and any Glastonbury resident 18 years or younger. There was a significant increase in breakfast meals served, 250% and 212% higher than the previous two years respectively. Lunches were slightly lower compared to the previous two years by 20% and 17% respectively. Federal reimbursement funds increased significantly due to all meals being reimbursed at the higher free reimbursement rate of \$1.89 for breakfast and \$3.51 for lunches.

Given the restrictions on how meals were required to be served, alternate meal locations, and the necessity to keep students socially distanced we were unable to offer a la carte options. This resulted in a significant loss of revenue as our a la carte sales account for approximately \$500,000 in sales. Our income for a la carte sales this year was \$18,436.

The SFSD continued with a summer meal program this year and provided a full week of breakfast and lunch meals starting on the last day of school through July 30th. On average there were 140 student pickups each day meals were provided.

The SFSD currently has 3 part-time and 2 full-time positions open which we are hopeful to fill for the beginning of the coming school year. The SFSD employees will receive raises as approved by the Board of Education. The approved wages will put us in line to meet the minimum wage requirements.

Staff continues to receive the yearly mandated training to meet the USDA professional standard requirements. All schools are required to have two qualified food operators on site. Several staff obtained this certification during this school year. Documentation of the certification will be filed with the Town Health Department.

The BOE reimbursed SFSD \$237,891 for the employer's share of health insurance and provided financial support of an additional \$350,000. The funds were needed to cover the deficit and allow purchases of food and supplies needed to run the summer program and start the 21/22 school year. We began the 2020-21 school year with a balance of \$461,061. We ended the year with a net loss of \$259,227, which brings our year-end balance to \$201,834.

Submitted By: Karen Bonfiglio and Jessica D'Agnesse **Reviewed By:** Alan Bookman

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

Title of Report: 2020-2021 Year-End Reports for Student Activities

Board Meeting Date: August 2, 2021

Action:

Report: XX

Information:

Discussion:

Overview:

Glastonbury Public Schools maintains a separate fund to promote the safe handling of Student Activity money. The centralized accounting system is managed by a coordinator who oversees approximately 275 accounts, verifies deposits and approved expenses, and provides training to advisors and personnel involved in the collection of student and parent funds. All transactions are reviewed by the finance manager to ensure the proper use of student and community funds. In addition to all account books being audited at Central Operations, an annual audit is completed by the town's independent auditors.

At various levels, student involvement is encouraged under the guidance of a staff advisor. At the elementary level and middle school level, some student councils assist with school stores and/or raising charitable contributions. The GHS School Store is managed by students and overseen by one of the business teachers. Merchandise can be purchased online or at the store. Secondary clubs which take place after school are usually governed by students who assist the advisor in maintaining their club's financial records, exposing the students to the cash flow management process.

Activity accounts include foreign exchange trips, field trips, yearbook sales, dances, after-school clubs and sports, summer camps, a regional Vo-Ag program and Adult Education. FIRST Robotics, Model UN, Vo-Ag and music students compete regionally and nationally. This year many trips, activities and events did not take place due to COVID 19

From the student activity accounts, thirty-six scholarships were awarded to Glastonbury High School students, totaling \$38,031 in college assistance. The Bridgeworks program promotes life-skills by preparing and selling gift baskets, note cards and other useful items, while students apply basic math skills to create receipts, deposit slips and invoices.

Fundraising sparks an awareness and compassion of others, within community, state and world. In addition, students and staff work together toward a common goal. Many of the 20-21 school year fundraisers were canceled due to COVID 19. The Class of 2020 donated \$35,220 to Foodshare.

Student Activity Fund revenue for the fiscal year 2020-2021, has been recorded as follows:

Description	Beginning Balance	Deposits	Expenditures	Ending Balance
Buttonball Lane Total	\$2,106	\$11	\$739	\$1,378
Eastbury Links Total	\$0	\$1,875	\$750	\$1,125
Hebron Avenue Total	\$6,399	\$5,131	\$5,234	\$6,296
Hopewell Total	\$10,886	\$0	\$0	\$10,886
Naubuc Total	\$22,125	\$2,047	\$6,666	\$17,506
Nayaug Total	\$7,487	\$519	\$1,717	\$6,289
Gideon Welles Total	\$20,374	\$6,077	\$7,837	\$18,614
Smith Total	\$39,028	\$2,246	\$4,964	\$36,310
GHS Total	\$461,221	\$202,179	\$289,460	\$373,940
Scholarships Total	\$306,034	\$66,296	\$76,989	\$295,341
Adult/Vocational Education Total	(\$3,402)	\$137,569	\$119,865	\$14,301
Art Total	\$4,399	\$250	\$0	\$4,649
Athletics Total	\$41,173	\$8,032	\$19,275	\$29,930
Foreign Language Total	\$110,663	\$19,498	\$1,224	\$128,937
Health Education/Physical Education Total	\$5,697	\$7,278	\$4,222	\$8,752
Music Total	\$24,574	\$14,742	\$15,668	\$23,648
Science Total	\$26,176	\$2,788	\$2,735	\$26,229
Summer Programs Total	\$10,185	\$28,892	\$3,735	\$35,343
GPS/Central Office Total	\$266,920	\$653,600	\$559,451	\$361,068
	\$1,362,042	\$1,159,030	\$1,120,532	\$1,400,541

Submitted By: Karen Bonfiglio

Reviewed By: Alan Bookman