



BUDGET COMMITTEE MEETING

Wednesday, August 3, 2022 8:00 AM

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. 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
5. Technology Budget Presentation and Report

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

Title of Report: End-of-Year Final Report, FY2021-2022 Education Budget

Board Meeting Date: August 8, 2022

Action: X Report: Information: Discussion:

Overview:

In April, the Board of Education approved preliminary budget transfers based on our projections for the year end. On July 27, 2022, all open purchase orders were completed and final invoices paid. Now that all the transactions have been completed for FY 21/22, a number of additional transfers are required. The major variances occurred in, operations/maintenance, utilities, program/staff development, special education, systemwide support services and fringe benefits.

Board of Education Approved 2021-2022 Recap

| | Board Approved | Final | Variance |
|--|----------------|----------------|----------|
| Town Appropriated Budget | 113,549,684 | 113,549,684 | - |
| Supplemental Appropriations: | | | - |
| Custodial Fee Reimbursement | 30,000 | 1,811 | -28,189 |
| Magnet School Transportation Grant | 19,500 | 9,900 | -9,600 |
| Excess Cost/Agency Placement Grant | 1,100,000 | 1,493,058 | 393,058 |
| Agricultural Science & Technology Education Grant | | 102,879 | |
| Total Approved Expenditures | 114,699,184 | 115,157,332 | 355,269 |
| Actual Expenditures | | 114,849,239 | |
| Final year-end transfer to 1 % Non-Lapsing Fund | | 308,093 | |

Attached please find the Final Report for FY2021-2022, which includes:

Attachment I shows the Spring Revised Budget as approved by the Board of Education on April 25, 2022. In addition, it shows the actual expenditures and balances remaining by program for 2021-2022.

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 2021-2022 starting in January 2021 through June 30, 2022.

Submitted By: Karen Bonfiglio

Reviewed By: Alan Bookman

**BOARD OF EDUCATION BUDGET
FY 2021 - 2022
FOR PERIOD ENDING JUNE 30, 2022
BEFORE TRANSFERS**

| PROG | DESCRIPTION | SPRING REVISED * | FINAL EXPENDITURES | BALANCES |
|------|---------------------------------|-------------------------|-----------------------|-----------|
| 0200 | ART | 1,266,239 | 1,257,322 | 8,917 |
| 0300 | ELEMENTARY EDUCATION | 15,788,179 | 15,697,279 | 90,900 |
| 0400 | ENGLISH/READING & LANGUAGE ARTS | 4,550,772 | 4,545,605 | 5,167 |
| 0500 | MATHEMATICS | 2,881,650 | 2,886,735 | (5,085) |
| 0600 | SCIENCE | 3,632,403 | 3,584,910 | 47,493 |
| 0700 | HISTORY/SOCIAL SCIENCES | 2,398,651 | 2,406,611 | (7,960) |
| 0900 | CAREER & TECHNICAL EDUCATION | 1,668,715 | 1,667,708 | 1,007 |
| 1000 | COMMUNITY SERVICES | 373,726 ¹ | 322,515 | 51,211 |
| 1100 | PACE/MATH SCIENCE RESOURCE | 628,530 | 627,474 | 1,056 |
| 1300 | WORLD LANGUAGES & ELL | 4,581,248 | 4,483,700 | 97,548 |
| 1400 | SCHOOL COUNSELING | 3,686,258 | 3,659,359 | 26,899 |
| 1500 | HEALTH ED./PHYSICAL ED. | 2,144,609 | 2,134,305 | 10,304 |
| 1600 | HEALTH SERVICES | 900,964 | 906,552 | (5,588) |
| 1900 | LIBRARIES/MEDIA CENTERS | 1,131,189 | 1,113,636 | 17,553 |
| 2000 | MUSIC | 1,863,810 | 1,775,602 | 88,208 |
| 2100 | OPERATIONS/MAINTENANCE | 7,227,201 | 7,778,001 | (550,800) |
| 2200 | UTILITIES | 2,437,155 | 2,309,130 | 128,025 |
| 2300 | PROGRAM/STAFF DEVELOPMENT | 615,000 | 513,754 | 101,246 |
| 2400 | TRANSPORTATION | 3,931,568 ² | 4,018,510 | (86,942) |
| 2700 | SPECIAL EDUCATION | 16,083,330 ³ | 15,313,272 | 770,058 |
| 2800 | ATHLETICS/CLUBS | 1,954,318 | 1,968,143 | (13,825) |
| 3000 | AGRISCIENCE & TECHNOLOGY | 443,420 ⁴ | 431,540 | 11,880 |
| 3100 | ELEMENTARY OPERATIONS | 2,380,169 | 2,399,779 | (19,610) |
| 3200 | SECONDARY OPERATIONS | 2,860,998 | 2,922,388 | (61,390) |
| 3300 | SYSTEMWIDE SUPPORT SVCS. | 3,792,515 | 4,022,647 | (230,132) |
| 3400 | FRINGE BENEFITS | 22,029,489 | 22,228,482 | (198,993) |
| 3600 | TECHNOLOGY SUPPORT SVCS. | 3,905,226 | 3,874,281 | 30,945 |
| | TOTAL | 115,157,332 | 114,849,239 | 308,093 |

*** AFTER SUPPLEMENTAL APPROPRIATIONS APPLIED:**

| | |
|---|-------------|
| 1. CUSTODIAL FEE REIMBURSEMENT | -1,811 |
| 2. MAGNET SCHOOL TRANSPORTATION GRANT | -9,900 |
| 3. EXCESS COST/AGENCY PLACEMENT GRANT | -1,493,058 |
| 4. AGRICULTURAL SCIENCE & TECHNOLOGY ED GRANT | -102,879 |
| | (1,607,648) |

**GLASTONBURY PUBLIC SCHOOLS
GLASTONBURY, CONNECTICUT**

Attachment II

**FY 2021-2022
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 2021-2022 operating school budget.

| DOLLAR | TO | PROGRAM NAME | FROM | PROGRAM NAME |
|------------|------|-----------------------------|------|---------------------------------|
| TRANSFER | | | | |
| \$ 5,085 | 0500 | MATH | 0200 | ART |
| \$ 7,960 | 0700 | HISTORY/SOCIAL SCIENCE | 0200 | ART |
| | | | 0300 | ELEMENTARY EDUCATION |
| \$ 5,588 | 1600 | HEALTH SERVICES | 0300 | ELEMENTARY EDUCATION |
| \$ 550,800 | 2100 | OPERATIONS/MAINTENANCE | 0300 | ELEMENTARY EDUCATION |
| | | | 0400 | ENGLISH/READING & LANGUAGE ARTS |
| | | | 0600 | SCIENCE |
| | | | 0900 | CAREER & TECHNICAL EDUCATION |
| | | | 1000 | COMMUNITY SERVICES |
| | | | 1100 | PACE/MATH SCIENCE RESOURCE |
| | | | 1300 | WORLD LANGUAGES & ELL |
| | | | 1400 | SCHOOL COUNSELING |
| | | | 1500 | HEALTH ED./PHYSICAL EDUCATION |
| | | | 1900 | LIBRARIES/MEDIA CENTERS |
| | | | 2000 | MUSIC |
| | | | 2200 | UTILITIES |
| \$ 86,942 | 2400 | TRANSPORTATION | 2200 | UTILITIES |
| | | | 2300 | PROGRAM/STAFF DEVELOPMENT |
| \$ 13,825 | 2800 | ATHLETICS/CLUBS | 2300 | PROGRAM/STAFF DEVELOPMENT |
| \$ 19,610 | 3100 | ELEMENTARY OPERATIONS | 2300 | PROGRAM/STAFF DEVELOPMENT |
| \$ 61,390 | 3200 | SECONDARY OPERATIONS | 2300 | PROGRAM/STAFF DEVELOPMENT |
| | | | 2700 | SPECIAL EDUCATION |
| \$ 230,132 | 3300 | SYSTEMWIDE SUPPORT SERVICES | 2700 | SPECIAL EDUCATION |
| \$ 198,993 | 3400 | FRINGE BENEFITS | 2700 | SPECIAL EDUCATION |

BOARD OF EDUCATION BUDGET
FY 2021-2022
FINAL REPORT PERIOD ENDING JUNE 30, 2022

Attachment III

| PROG | DESCRIPTION | BOARD APP. BUDGET JANUARY, 2021 | BOARD APP. BUDGET WITH REDUCTIONS | FINAL EXPENDITURES JUNE, 2022 |
|------------------|---------------------------------|---------------------------------------|---|-------------------------------------|
| 0200 | ART | 1,271,616 | 1,271,616 | 1,257,322 |
| 0300 | ELEMENTARY EDUCATION | 15,965,617 | 15,907,127 | 15,697,279 |
| 0400 | ENGLISH/READING & LANGUAGE ARTS | 4,550,472 | 4,550,472 | 4,545,605 |
| 0500 | MATHEMATICS | 2,867,425 | 2,867,425 | 2,886,735 |
| 0600 | SCIENCE | 3,621,041 | 3,621,041 | 3,584,910 |
| 0700 | HISTORY/SOCIAL SCIENCES | 2,431,334 | 2,431,334 | 2,406,611 |
| 0900 | CAREER & TECHNICAL EDUCATION | 1,663,443 | 1,663,443 | 1,667,708 |
| 1000 | COMMUNITY SERVICES | 370,822 ¹ | 370,822 ¹ | 322,515 ¹ |
| 1100 | PACE/MATH SCIENCE RESOURCE | 628,530 | 628,530 | 627,474 |
| 1300 | WORLD LANGUAGES & ELL | 4,574,500 | 4,574,500 | 4,483,700 |
| 1400 | SCHOOL COUNSELING | 3,728,804 | 3,728,804 | 3,659,359 |
| 1500 | HEALTH ED./PHYSICAL ED. | 2,172,517 | 2,172,517 | 2,134,305 |
| 1600 | HEALTH SERVICES | 825,318 | 825,318 | 906,552 |
| 1900 | LIBRARIES/MEDIA CENTERS | 1,175,498 | 1,175,498 | 1,113,636 |
| 2000 | MUSIC | 1,863,931 | 1,863,931 | 1,775,602 |
| 2100 | OPERATIONS/MAINTENANCE | 6,989,533 | 6,941,533 | 7,778,001 ⁵ |
| 2200 | UTILITIES | 2,660,655 | 2,532,655 | 2,309,130 |
| 2300 | PROGRAM/STAFF DEVELOPMENT | 615,000 | 615,000 | 513,754 |
| 2400 | TRANSPORTATION | 3,886,998 ² | 3,886,998 ² | 4,018,510 ² |
| 2700 | SPECIAL EDUCATION | 14,910,296 ³ | 14,910,296 ³ | 15,313,272 ³ |
| 2800 | ATHLETICS/CLUBS | 1,909,422 | 1,909,422 | 1,968,143 |
| 3000 | AGRISCIENCE & TECHNOLOGY | 330,341 ⁴ | 330,341 ⁴ | 431,540 ⁴ |
| 3100 | ELEMENTARY OPERATIONS | 2,355,316 | 2,355,316 | 2,399,779 |
| 3200 | SECONDARY OPERATIONS | 2,825,654 | 2,805,654 | 2,922,388 |
| 3300 | SYSTEMWIDE SUPPORT SVCS. | 3,575,804 | 3,645,804 | 4,022,647 |
| 3400 | FRINGE BENEFITS | 22,466,841 | 22,133,610 | 22,228,482 |
| 3600 | TECHNOLOGY SUPPORT SVCS. | 3,830,677 | 3,830,677 | 3,874,281 |
| SUB TOTAL | | 114,067,405 | 113,549,684 | 114,849,239 |

SUPPLEMENTAL APPROPRIATIONS :

| | | | |
|---|--------------------|--------------------|--------------------|
| 1 CUSTODIAL FEE REIMBURSEMENT | -30,000 | -30,000 | -1,811 |
| 2 MAGNET SCHOOL TRANSPORTATION GRANT | -19,500 | -19,500 | -9,900 |
| 3 EXCESS COST/AGENCY PLACEMENT GRANT | -1,100,000 | -1,100,000 | -1,493,058 |
| 4. AGRICULTURAL SCIENCE & TECHNOLOGY ED GRANT | | | -102,879 |
| TOTAL OPERATIONAL BUDGET | 112,917,905 | 112,400,184 | 113,344,470 |

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

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Title of Report: 2021-22 Year-End Report for School Food Service Department (SFSD)

Board Meeting Date: August 8, 2022

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 \$37,551 in funding for this program during 2021-22. 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 is utilized through the Department of Defense (DoD) fresh fruit and vegetable program. For the 2022-23 school year we have allocated \$40,000 for this program. 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 continue to participate in the Seamless Summer Option (SSO) for the 2021-22 school year allowing meals to be provided at no charge to all children 18 years and younger. Glastonbury enrolled in this program offering breakfast and lunch meals to all students at no charge. For the year, we served 121,442 breakfasts and 617,385 lunches. This is a 340% increase for breakfast and a 154% increase for lunch from the last pre-pandemic year 2018-19. Compared to last year there was a 140% and 190% increase for breakfast and lunch respectively. The Federal reimbursement rates increased in January from \$2.46 to \$2.60 for breakfast and from \$4.32 to \$4.56 for lunch. Federal funding received this year includes supply chain assistance funds in the amount of \$110,656. These funds were allocated to districts to assist with supply chain issues and increased food costs as a result of the pandemic. Although reimbursement rates exceeded projections these were offset by a significant increase in food and operating expenses.

In mid-April when all students returned to eating in the cafeterias we began offering a la carte items at Gideon Welles, Smith Middle, and Glastonbury High. We had \$140,000 in a la carte sales. In a pre-pandemic year, our a la carte sales account for approximately \$500,000.

SFSD currently has 5 part-time and 1 full-time open positions 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. Our starting rate of \$15.84 is in line with the State minimum wage requirement of \$15.00.

Due to aging equipment, two new serving lines and milk coolers have been purchased for Glastonbury High School. In addition, the steamers at Gideon Welles and Smith Middle School were replaced. The total cost for the new equipment is \$120,000.

Staff continues to receive the yearly mandated training to meet the USDA professional standard requirements. We will offer ServSafe certification to staff in order to ensure the minimal requirements of two qualified food operators per site is met. Documentation of the certification will be filed with the Town Health Department.

The SFSD was completely self-operating for the 2021-22 school year. We began the 2021-22 school year with a balance of \$201,834. We ended the year with a net profit of \$388,698 which brings our year-end balance to \$590,532.

Submitted By: Karen Bonfiglio and Jessica D’Agnese **Reviewed By:** Alan Bookman

Glastonbury School Food Services Year-End Report 2021-2022

| | Actuals | Actuals | Projected | Actuals |
|------------------------------------|------------------|------------------|----------------|----------------|
| | 2019-2020 | 2020-2021 | 2021-2022 | 2021-2022 |
| Beginning Balance | 617,525 | 461,061 | 201,834 | 201,834 |
| Income | | | | |
| Lunch, Milk, Breakfast, A la Carte | 1,006,782 | 46,790 | 97,860 | 98,687 |
| Federal Reimbursement | 528,113 | 1,099,221 | 2,324,377 | 3,032,814 |
| State Reimbursement | 31,556 | 33,855 | 33,800 | 38,803 |
| Healthy Snack Reimbursement | 38,268 | 38,256 | 39,000 | 37,551 |
| Catering & Miscellaneous | 42,510 | 19,495 | 10,000 | 25,292 |
| Miscellaneous | 8,875 | 0 | 0 | 0 |
| Interest Income | 0 | 0 | 0 | 0 |
| BOE | 246,815 | 587,891 | 0 | 0 |
| Total Income | 1,902,919 | 1,825,508 | 2,505,037 | 3,233,147 |
| Expenses | | | | |
| Supplies | 817,193 | 814,342 | 1,090,988 | 1,510,110 |
| Personnel Expense | 1,185,827 | 1,241,663 | 1,278,704 | 1,236,053 |
| Equipment | 55,073 | 28,730 | 15,000 | 98,285 |
| Miscellaneous Expenses | 1,290 | 0 | 1,500 | 0 |
| Contracted Services | 0 | 0 | 0 | 0 |
| Total Expenses | 2,059,383 | 2,084,735 | 2,386,192 | 2,844,448 |
| Net Income or loss | (156,464) | (259,227) | 118,845 | 388,698 |
| Summer Projects & Equipment | | | | |
| Year End Balance | 461,061 | 201,834 | 320,679 | 590,532 |

| Meal Price | | |
|-------------------|---------------|---------------|
| Grades K-6* | \$3.00 | \$0.00 |
| Grades 7-12* | \$3.50 | \$0.00 |
| Adult | \$4.50 | \$4.50 |
| Breakfast | \$1.50 | \$0.00 |

* Meals for children 18 and under were offered at no charge through the USDA Seamless Summer Option for the School Year 2021-2022

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

Title of Report: 2021-2022 Year-End Reports for Student Activities

Board Meeting Date: August 8, 2022

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 300 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 business 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 is 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, educating the students about 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. Although the trips, activities, and events are not occurring as they did prior to COVID 19 we are starting to see events getting back to normal.

From the student activity accounts, thirty-nine scholarships were awarded to Glastonbury High School students, totaling \$42,000 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 of and compassion for others, within community, state and world. In addition, students and staff work together toward a common goal. Many fundraisers took place district wide this year after seeing a decline due to COVID 19 in previous years.

Student Activity Fund revenue for the fiscal year 2021-2022, has been recorded as follows:

| Description | Beginning Balance | Deposits | Expenditures | Ending Balance |
|--|--------------------|--------------------|--------------------|--------------------|
| Buttonball Lane Total | \$1,378 | \$9,700 | \$1,058 | \$10,020 |
| Eastbury Total | \$0 | \$1,249 | \$1,186 | \$63 |
| Eastbury Links Total | \$1,125 | \$1,875 | \$0 | \$3,000 |
| Hebron Avenue Total | \$6,296 | \$929 | \$604 | \$6,621 |
| Hopewell Total | \$10,886 | \$1,917 | \$1,889 | \$10,914 |
| Naubuc Total | \$17,506 | \$6,808 | \$6,277 | \$18,037 |
| Nayaug Total | \$6,289 | \$1,602 | \$2,012 | \$5,879 |
| Gideon Welles Total | \$18,614 | \$12,036 | \$13,651 | \$16,999 |
| Smith Total | \$36,310 | \$36,518 | \$36,277 | \$36,551 |
| GHS Total | \$373,940 | \$409,161 | \$371,957 | \$411,144 |
| Scholarships Total | \$295,341 | \$59,651 | \$41,225 | \$313,767 |
| Adult/Vocational Education Total | \$14,301 | \$127,194 | \$148,030 | (\$6,535) |
| Art Total | \$4,649 | \$250 | \$1,385 | \$3,514 |
| Athletics Total | \$29,930 | \$46,721 | \$43,826 | \$32,825 |
| Foreign Language Total | \$128,937 | \$25,752 | \$22,560 | \$132,129 |
| Health Education/Physical Education Total | \$8,752 | \$5,434 | \$4,015 | \$10,172 |
| Music Total | \$23,648 | \$62,104 | \$52,598 | \$33,154 |
| Science Total | \$26,229 | \$9,169 | \$13,038 | \$22,360 |
| Summer Programs Total | \$35,343 | \$63,674 | \$48,411 | \$50,606 |
| GPS/Central Office Total | \$361,067 | \$752,161 | \$825,275 | \$287,954 |
| | \$1,400,541 | \$1,633,905 | \$1,635,274 | \$1,399,174 |

Submitted By: Karen Bonfiglio

Reviewed By: Alan Bookman