



BUDGET COMMITTEE MEETING

Monday, August 7, 2023 12:00 PM

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 School Foods Service Report
3. Review of Student Activities Report
4. Reorganization of Operations & Maintenance

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

Title of Report: End-of-Year Final Report, FY2022-2023 Education Budget

Board Meeting Date: August 14, 2023

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 28, 2023, all open purchase orders were completed and final invoices paid. Now that all the transactions have been completed for FY 22/23, a number of additional transfers are required. The major variances occurred in, operations/maintenance, utilities, special education, and systemwide support services.

Board of Education Approved 2022-2023 Recap

	Board Approved	Final	Variance
Town Appropriated Budget	116,937,381	116,937,381	-
Supplemental Appropriations:			-
Custodial Fee Reimbursement	30,000	19,460	-10,540
Magnet School Transportation Grant	7,800	17,700	9,900
Excess Cost/Agency Placement Grant	1,400,000	1,437,187	37,187
Agricultural Science & Technology Education Grant			
Total Approved Expenditures	118,375,181	118,411,728	36,547
Actual Expenditures		117,443,773	
Final year-end transfer to 1 % Non-Lapsing Fund		967,955	

Attached please find the Final Report for FY2022-2023, which includes:

Attachment I shows the Spring Revised Budget as approved by the Board of Education on April 24, 2023. In addition, it shows the actual expenditures and balances remaining by program for 2022-2023.

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 2022-2023 starting in January 2022 through June 30, 2023.

Submitted By: Karen Bonfiglio

Reviewed By: Alan Bookman

**BOARD OF EDUCATION BUDGET
FY 2022 - 2023
FOR PERIOD ENDING JUNE 30, 2023
BEFORE TRANSFERS**

PROG	DESCRIPTION	SPRING REVISED *	FINAL EXPENDITURES	BALANCES
0200	ART	1,477,427	1,476,807	620
0300	ELEMENTARY EDUCATION	16,243,157	16,187,105	56,052
0400	ENGLISH/READING & LANGUAGE ARTS	4,613,094	4,585,582	27,512
0500	MATHEMATICS	2,916,686	2,947,095	(30,409)
0600	SCIENCE	3,740,762	3,771,026	(30,264)
0700	HISTORY/SOCIAL SCIENCES	2,492,344	2,511,760	(19,416)
0900	CAREER & TECHNICAL EDUCATION	1,903,541	1,934,416	(30,875)
1000	COMMUNITY SERVICES	396,760 ¹	383,604	13,156
1100	PACE/MATH SCIENCE RESOURCE	641,384	640,623	761
1300	WORLD LANGUAGES & ML	4,634,944	4,528,602	106,342
1400	SCHOOL COUNSELING	4,120,650	4,085,417	35,233
1500	HEALTH ED./PHYSICAL ED.	2,244,387	2,246,823	(2,436)
1600	HEALTH SERVICES	996,262	966,107	30,155
1900	LIBRARIES/MEDIA CENTERS	1,162,049	1,180,983	(18,934)
2000	MUSIC	1,950,711	1,911,022	39,689
2100	OPERATIONS/MAINTENANCE	7,496,678	7,675,312	(178,634)
2200	UTILITIES	2,748,714	2,313,260	435,454
2300	PROGRAM/STAFF DEVELOPMENT	595,000	453,556	141,444
2400	TRANSPORTATION	4,335,725 ²	4,321,417	14,308
2700	SPECIAL EDUCATION	17,039,612 ³	16,089,512	950,100
2800	ATHLETICS/CLUBS	2,115,944	2,164,128	(48,184)
3000	AGRISCIENCE & TECHNOLOGY	366,565 ⁴	369,605	(3,040)
3100	ELEMENTARY OPERATIONS	2,466,632	2,465,240	1,392
3200	SECONDARY OPERATIONS	2,845,902	2,856,206	(10,304)
3300	SYSTEMWIDE SUPPORT SVCS.	3,934,287	4,288,374	(354,087)
3400	FRINGE BENEFITS	20,844,669	20,976,408	(131,739)
3600	TECHNOLOGY SUPPORT SVCS.	4,087,842	4,113,783	(25,941)
	TOTAL	118,411,728	117,443,773	967,955

*** AFTER SUPPLEMENTAL APPROPRIATIONS APPLIED:**

1. CUSTODIAL FEE REIMBURSEMENT	-19,460
2. MAGNET SCHOOL TRANSPORTATION GRANT	-17,700
3. EXCESS COST/AGENCY PLACEMENT GRANT	-1,437,187
4. AGRICULTURAL SCIENCE & TECHNOLOGY ED GRANT	0
	(1,474,347)

**GLASTONBURY PUBLIC SCHOOLS
GLASTONBURY, CONNECTICUT**

Attachment II

**FY 2022-2023
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 2022-2023 operating school budget.

DOLLAR	TO	PROGRAM NAME	FROM	PROGRAM NAME
TRANSFER				
\$ 30,409	0500	MATH	0200	ART
			0300	ELEMENTARY EDUCATION
\$ 30,264	0600	SCIENCE	0300	ELEMENTARY EDUCATION
			0400	ENGLISH/READING & LANGUAGE ARTS
\$ 19,416	0700	HISTORY/SOCIAL SCIENCES	0400	ENGLISH/READING & LANGUAGE ARTS
\$ 30,875	0900	CAREER & TECHNICAL EDUCATION	0400	ENGLISH/READING & LANGUAGE ARTS
			1000	COMMUNITY SERVICES
			1100	PACE/MATH SCIENCE RESOURCE
			1300	WORLD LANGUAGES & ML
\$ 2,436	1500	HEALTH ED./PHYSICAL EDUCATION	1300	WORLD LANGUAGES & ML
\$ 18,934	1900	LIBRARIES/MEDIA CENTERS	1300	WORLD LANGUAGES & ML
\$ 178,634	2100	OPERATIONS/MAINTENANCE	1300	WORLD LANGUAGES & ML
			1600	HEALTH SERVICES
			2000	MUSIC
			2200	UTILITIES
\$ 48,184	2800	ATHLETICS/CLUBS	2200	UTILITIES
\$ 3,040	3000	AGRISCIENCE & TECHNOLOGY	2200	UTILITIES
\$ 10,304	3200	SECONDARY OPERATIONS	2200	UTILITIES
\$ 354,087	3300	SYSTEMWIDE SUPPORT SERVICES	2200	UTILITIES
\$ 131,739	3400	FRINGE BENEFITS	2200	UTILITIES
			2300	PROGRAM/STAFF DEVELOPMENT
\$ 25,941	3600	TECHNOLOGY SUPPORT SERVICES	2300	PROGRAM/STAFF DEVELOPMENT

**BOARD OF EDUCATION BUDGET
FY 2022-2023
FINAL REPORT PERIOD ENDING JUNE 30, 2023**

Attachment III

PROG	DESCRIPTION	BOARD APP. BUDGET JANUARY, 2022	BOARD APP. BUDGET WITH REDUCTIONS	FINAL EXPENDITURES JUNE, 2023
0200	ART	1,295,479	1,295,479	1,476,807
0300	ELEMENTARY EDUCATION	16,324,300	16,324,300	16,187,105
0400	ENGLISH/READING & LANGUAGE ARTS	4,724,164	4,724,164	4,585,582
0500	MATHEMATICS	2,976,799	2,976,799	2,947,095
0600	SCIENCE	3,762,513	3,762,513	3,771,026
0700	HISTORY/SOCIAL SCIENCES	2,518,128	2,518,128	2,511,760
0900	CAREER & TECHNICAL EDUCATION	1,717,688	1,717,688	1,934,416
1000	COMMUNITY SERVICES	373,147 ¹	373,147 ¹	383,604 ¹
1100	PACE/MATH SCIENCE RESOURCE	641,384	641,384	640,623
1300	WORLD LANGUAGES & ML	4,762,133	4,762,133	4,528,602
1400	SCHOOL COUNSELING	4,110,250	4,110,250	4,085,417
1500	HEALTH ED./PHYSICAL ED.	2,240,704	2,240,704	2,246,823
1600	HEALTH SERVICES	920,499	920,499	966,107
1900	LIBRARIES/MEDIA CENTERS	1,161,127	1,161,127	1,180,983
2000	MUSIC	1,935,847	1,935,847	1,911,022
2100	OPERATIONS/MAINTENANCE	6,947,408	6,947,408	7,675,312
2200	UTILITIES	2,748,714	2,748,714	2,313,260
2300	PROGRAM/STAFF DEVELOPMENT	595,000	595,000	453,556
2400	TRANSPORTATION	4,265,809 ²	4,265,809 ²	4,321,417 ²
2700	SPECIAL EDUCATION	15,825,356 ³	15,535,356 ³	16,089,512 ³
2800	ATHLETICS/CLUBS	1,955,828	1,955,828	2,164,128
3000	AGRISCIENCE & TECHNOLOGY	342,373 ⁴	342,373 ⁴	369,605 ⁴
3100	ELEMENTARY OPERATIONS	2,388,449	2,388,449	2,465,240
3200	SECONDARY OPERATIONS	2,737,638	3,337,638	2,856,206
3300	SYSTEMWIDE SUPPORT SVCS.	3,659,147	3,659,147	4,288,374
3400	FRINGE BENEFITS	22,266,976	21,656,976	20,976,408
3600	TECHNOLOGY SUPPORT SVCS.	4,040,521	4,040,521	4,113,783
	SUB TOTAL	117,237,381	116,937,381	117,443,773

SUPPLEMENTAL APPROPRIATIONS :

1 CUSTODIAL FEE REIMBURSEMENT	-30,000	-30,000	-19,460
2 MAGNET SCHOOL TRANSPORTATION GRANT	-7,800	-7,800	-17,700
3 EXCESS COST/AGENCY PLACEMENT GRANT	-1,400,000	-1,400,000	-1,437,187
4. AGRICULTURAL SCIENCE & TECHNOLOGY ED GRANT	0	0	0
TOTAL OPERATIONAL BUDGET	115,799,581	115,499,581	115,969,426

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

Title of Report: 2022-23 Year-End Report for School Food Service Department (SFSD)

Board Meeting Date: August 14, 2023

Action:

Report: X

Information:

Discussion:

Overview:

Glastonbury Public Schools continues to participate in the Healthy Food Certification Program. Glastonbury School Food Services (SFSD) received \$51,399 in funding for this program during 2022-23. 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 for our students.

This year to gain buying power and receive more competitive pricing for food and operating supplies we have joined the Lighthouse Co-Op which currently consists of 14 school districts. As we have done in past years we will allocate a portion of the district's USDA commodity dollars to the fresh fruit and vegetable program through the Department of Defense (DoD). We continue to adhere to the meal pattern requirements of the USDA National School Lunch Program.

The State of Connecticut established a program using American Rescue Plan Act (ARPA) funds to assist districts in providing free meals for the 2022-23 school year. We were able to provide free meals for the majority of the school year with the exception of the time period between December 12th - March 1st. While offering free meals we continued to see a significant increase in meal participation which resulted in higher reimbursement funds. Additional funding received from providing free meals totaled \$1,086,041 not including funds we anticipate receiving for meals served in May and June. For the year we served a total of 75,274 breakfast and 522,005 lunch meals. Compared to last year this is a decrease of 1652 breakfast and an increase of 5,017 lunch meals. The comparison of meals does not include those served at GEHMS as they participate in the Community Eligibility Provision (CEP) and provide free meals for the entire school year and will continue to do so for the next 3 years.

Additional funding was received for supply chain assistance. We received the third and final payment in the amount of \$48,644 bringing the total amount received to \$367,502. These funds were only allowed to be used for unprocessed or minimally processed foods such as milk, and produce.

SFSD ended the school year with several open positions including high school manager, 2 full-time positions, and 3 part-time open positions. We anticipate most of these positions to be filled by the start of the school year. The SFSD employees will receive raises as approved by the Board of Education. Staff continues to receive the yearly mandated training to meet the USDA professional standard requirements. All new hires will be required to obtain ServSafe sanitation training. Documentation of the certification will be filed with the Town Health Department.

Several pieces of equipment were purchased to replace aging equipment at a cost of \$32,000. This includes reach-in freezers for Hopewell, Buttonball and Hebron Ave, a refrigerator for Buttonball, and a milk cooler and deli slicer for Smith Middle School.

The SFSD was completely self-operating for the 2022-23 school year. We began the school year with a balance of \$509, 532. We ended the year with a net profit of \$528,855 which brings our year-end balance to \$1,119,387. Due to increased funding received from serving free meals, we have exceeded the allowable carry-over balance which is three months' worth of operating expenses. The SFSD will submit a plan of action to the State showing how these funds will be utilized to support the department. We will be evaluating staffing needs, all kitchens for equipment that is in need of repair and the potential of expanding or installing an additional walk-in freezer at Smith Middle School.

Submitted By: Karen Bonfiglio and Jessica D'Agnesse

Reviewed By: Alan Bookman

Glastonbury School Food Services Year-End Report 2022-2023

	Actuals 2020-2021	Actuals 2021-2022	Projected 2022-2023	Actuals 2022-2023
Beginning Balance	461,061	201,834	590,532	590,532
Income				
Lunch, Milk, Breakfast, A la Carte	46,790	98,687	967,500	579,486
Federal Reimbursement	1,099,221	3,032,814	1,265,052	2,749,656
State Reimbursement	33,855	38,803	39,000	40,345
Healthy Foods Reimbursement	38,256	37,551	38,000	51,399
Catering & Miscellaneous	19,495	25,292	27,000	39,347
Miscellaneous	0	0	0	0
Interest Income	0	0	0	0
BOE	587,891	0	0	0
Total Income	1,825,508	3,233,147	2,336,552	3,460,234
Expenses				
Supplies	814,342	1,510,110	1,090,988	1,523,025
Personnel Expense	1,241,663	1,236,053	1,297,307	1,262,123
Equipment	28,730	98,285	100,000	146,231
Miscellaneous Expenses	0	0	1,500	0
Contracted Services	0	0	0	0
Total Expenses	2,084,735	2,844,448	2,489,795	2,931,379
Net Income or loss	(259,227)	388,698	(153,243)	528,855
Summer Projects & Equipment				
Year End Balance	201,834	590,532	437,289	1,119,387

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

* Meals for children 18 and under were offered at no charge through the USDA SMART Funds from 8/24/22 - 12/9/22 and 3/1/23 - 6/22/23 for the School Year 2022 - 2023. Meals were charged at regular price from 12/12/22 - 2/28/23 until the new SMART funds became available.

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

Title of Report: 2022-2023 Year-End Reports for Student Activities

Board Meeting Date: August 14, 2023

Action:	Report: X	Information:	Discussion:
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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 260 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. The trips, activities, and events that did not occur during COVID 19 are back to normal.

From the student activity accounts, thirty-eight scholarships were awarded to Glastonbury High School students, totaling \$37,250 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.

Drama productions and concerts showcase the teaching of the arts in Glastonbury and provide a positive liaison with the public. This year's performances include:

- Gideon Welles – Elf Jr.
- Smith Middle School – 13 The Musical
- Glastonbury High School – Clue and Legally Blond

Fundraising continues to be an important part of student activities as it sparks an awareness of and compassion for others, within community, state and world. In addition, students and staff work together toward a common goal.

Student Activity Fund revenue for the fiscal year 2022-2023, has been recorded as follows:

Description	Beginning Balance	Deposits	Expenditures	Ending Balance
Buttonball Lane Total	\$10,020	\$7,181	\$6,955	\$10,246
Eastbury Total	\$62	\$1,750	\$901	\$912
Eastbury Links Total	\$3,000	\$0	\$0	\$3,000
Hebron Avenue Total	\$6,621	\$948	\$1,130	\$6,440
Hopewell Total	\$10,913	\$2,943	\$3,318	\$10,539
Naubuc Total	\$18,037	\$5,666	\$8,882	\$14,820
Nayaug Total	\$5,879	\$5,858	\$5,359	\$6,378
Gideon Welles Total	\$16,999	\$27,935	\$18,046	\$26,888
Smith Total	\$36,551	\$95,688	\$99,266	\$32,973
GHS Total	\$411,145	\$437,699	\$442,300	\$406,543
Scholarships Total	\$313,767	\$13,585	\$37,294	\$290,058
Adult/Vocational Education Total	(\$6,535)	\$165,221	\$192,222	(\$33,536)
Art Total	\$3,514	\$727	\$2,167	\$2,074
Athletics Total	\$32,825	\$62,268	\$59,676	\$35,417
Foreign Language Total	\$132,129	\$221,482	\$239,954	\$113,657
Health Education/Physical Education Total	\$10,172	\$2,855	\$2,120	\$10,908
Music Total	\$33,154	\$116,322	\$110,716	\$38,761
Science Total	\$22,360	\$31,960	\$36,130	\$18,190
Summer Programs Total	\$50,606	\$47,274	\$53,220	\$44,661
GPS/Central Office Total	\$287,954	\$940,543	\$935,547	\$292,950
	\$1,399,174	\$2,187,907	\$2,255,202	\$1,331,880

Submitted By: Karen Bonfiglio

Reviewed By: Alan Bookman

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

Title of Report: Reorganization of Operations and Maintenance

Board Meeting Date: August 14, 2023

Action: X

Report:

Information:

Discussion:

Reorganization Overview:

1. Director of O & M - No change
2. Supervisor - Position eliminated - Savings \$100,482
3. Coordinator of Plant Op (\$74,360) replaced with Facilities Manager (\$90,000) - Cost \$15,640
4. Community Use Secretary - No change
5. Secretary - position added - Cost \$50,752

Net Saving from Changes:

- Current Salaries (Supervisor, Coordinator of Plant Op): \$174,842
- Proposed Salaries (Facilities Manager, Secretary): \$140,752
- Net Savings: \$34,090

Submitted By: Alan B. Bookman