



BUDGET COMMITTEE MEETING

Monday, August 5, 2024 8:00 AM

Glastonbury Public Schools, Central Office, Conference Room C
628 Hebron Avenue
Glastonbury, CT 06033

1. Review of End of Year Budget Transfers and Report
2. Review of School Foods Service Report
3. Review of Student Activities Report
4. Annual Budget Adjustments for Non-Affiliated Compensation
5. Separate Program Report Within the Budget for Equity, Diversity, and Inclusion (EDI)

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

Title of Report: End-of-Year Final Report, FY2023-2024 Education Budget

Board Meeting Date: August 12, 2024

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 31, 2024, all open purchase orders were completed and final invoices paid. Now that all the transactions have been completed for FY 23/24, a number of additional transfers are required. The major variances occurred in, operations/maintenance, program and staff development, special education, and systemwide support services.

Board of Education Approved 2023-2024 Recap

	Board Approved	Final	Variance
Town Appropriated Budget	120,268,065	120,268,065	-
Supplemental Appropriations:			-
Custodial Fee Reimbursement	30,000	20,152	-9,848
Magnet School Transportation Grant	15,600	6,500	-9,100
Excess Cost/Agency Placement Grant	1,400,000	1,246,825	-153,175
Total Approved Expenditures	121,713,665	121,541,542	-172,123
Actual Expenditures		121,275,050	
Final year-end transfer to 1 % Non-Lapsing Fund		266,492	

Attached please find the Final Report for FY2023-2024, which includes:

- **Attachment I** shows the Spring Revised Budget as approved by the Board of Education on April 22, 2024. In addition, it shows the actual expenditures and balances remaining by program for 2023-2024.
- **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 2023-2024 starting in January 2023 through June 30, 2024.

Submitted By: Karen Bonfiglio

Reviewed By: Alan B. Bookman

**BOARD OF EDUCATION BUDGET
FY 2023 - 2024
FOR PERIOD ENDING JUNE 30, 2024
BEFORE TRANSFERS**

PROG	DESCRIPTION	SPRING REVISED *	FINAL EXPENDITURES	BALANCES
0200	ART	1,510,799	1,495,779	15,020
0300	ELEMENTARY EDUCATION	16,677,333	16,583,757	93,576
0400	ENGLISH/READING & LANGUAGE ARTS	4,610,111	4,538,235	71,876
0500	MATHEMATICS	2,959,059	2,979,399	(20,340)
0600	SCIENCE	3,742,061	3,704,420	37,641
0700	HISTORY & SOCIAL SCIENCES	2,522,383	2,519,387	2,996
0900	CAREER & TECHNICAL EDUCATION	1,998,560	1,949,460	49,100
1000	COMMUNITY SERVICES	409,112 ¹	373,665	35,447
1100	PACE: MATH & SCIENCE RESOURCE	653,984	653,426	558
1300	WORLD LANGUAGES & ML	4,861,352	4,812,970	48,382
1400	SCHOOL COUNSELING	4,366,833	4,341,325	25,509
1500	HEALTH ED & PHYSICAL ED.	2,317,302	2,315,871	1,431
1600	HEALTH SERVICES	1,037,322	985,501	51,821
1900	LIBRARIES MEDIA CENTERS	1,394,080	1,394,434	(354)
2000	MUSIC	2,006,301	1,993,432	12,869
2100	OPERATIONS & MAINTENANCE	7,428,602	8,694,782	(1,266,180)
2200	UTILITIES	2,440,457	2,305,335	135,122
2300	PROGRAM & STAFF DEVELOPMENT	565,000	347,307	217,693
2400	TRANSPORTATION	4,300,920 ²	4,237,229	63,691
2700	SPECIAL EDUCATION	17,657,614 ³	17,259,295	398,319
2800	ATHLETICS & CLUBS	2,177,291	2,135,389	41,902
3000	AGRISCIENCE & TECHNOLOGY	425,397	400,399	24,998
3100	ELEMENTARY OPERATIONS	2,467,924	2,461,655	6,269
3200	SECONDARY OPERATIONS	2,893,006	2,834,316	58,690
3300	SYSTEMWIDE SUPPORT SVCS.	3,671,958	3,557,389	114,569
3400	FRINGE BENEFITS & SUBSTITUTES	22,033,393	22,060,572	(27,179)
3600	TECHNOLOGY SUPPORT SVCS.	4,413,388	4,340,323	73,065
	TOTAL	121,541,542	121,275,050	266,492

*** AFTER SUPPLEMENTAL APPROPRIATIONS APPLIED:**

1. CUSTODIAL FEE REIMBURSEMENT	-20,152
2. MAGNET SCHOOL TRANSPORTATION GRANT	-6,500
3. EXCESS COST/AGENCY PLACEMENT GRANT	-1,246,825
	(1,273,477)

**GLASTONBURY PUBLIC SCHOOLS
GLASTONBURY, CONNECTICUT**

Attachment II

**FY 2023-2024
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 2023-2024 operating school budget.

DOLLAR	TO	PROGRAM NAME	FROM	PROGRAM NAME
TRANSFER				
\$ 20,340	0500	MATH	0200	ART
			0300	ELEMENTARY EDUCATION
\$ 354	1900	LIBRARIES/MEDIA CENTERS	0300	ELEMENTARY EDUCATION
\$ 1,266,180	2100	OPERATIONS/MAINTENANCE	0300	ELEMENTARY EDUCATION
			0400	ENGLISH/READING & LANGUAGE ARTS
			0600	SCIENCE
			0700	HISTORY & SOCIAL SCIENCES
			0900	CAREER & TECHNICAL EDUCATION
			1000	COMMUNITY SERVICES
			1100	PACE: MATH & SCIENCE RESOURCE
			1300	WORLD LANGUAGES & ML
			1400	SCHOOL COUNSELING
			1500	HEALTH ED & PHYSICAL ED.
			1600	HEALTH SERVICES
			2000	MUSIC
			2200	UTILITIES
			2300	PROGRAM & STAFF DEVELOPMENT
			2400	TRANSPORTATION
			2700	SPECIAL EDUCATION
			2800	ATHLETICS & CLUBS
\$ 27,179	3400	FRINGE BENEFITS	2800	ATHLETICS & CLUBS
			3000	AGRISCIENCE & TECHNOLOGY

**BOARD OF EDUCATION BUDGET
FY 2023-2024
FINAL REPORT PERIOD ENDING JUNE 30, 2024**

Attachment III

PROG	DESCRIPTION	BOARD APP. BUDGET JANUARY, 2023	BOARD APP. BUDGET WITH REDUCTIONS	FINAL EXPENDITURES JUNE, 2024
0200	ART	1,510,899	1,510,899	1,495,779
0300	ELEMENTARY EDUCATION	16,780,865	16,750,865	16,583,757
0400	ENGLISH/READING & LANGUAGE ARTS	4,711,340	4,711,340	4,538,235
0500	MATHEMATICS	3,026,454	3,026,454	2,979,399
0600	SCIENCE	3,860,005	3,860,005	3,704,420
0700	HISTORY & SOCIAL SCIENCES	2,580,014	2,580,014	2,519,387
0900	CAREER & TECHNICAL EDUCATION	2,032,145	2,032,145	1,949,460
1000	COMMUNITY SERVICES	388,960 ¹	388,960 ¹	373,665 ¹
1100	PACE: MATH & SCIENCE RESOURCE	653,984	653,984	653,426
1300	WORLD LANGUAGES & ML	4,865,748	4,865,748	4,812,970
1400	SCHOOL COUNSELING	4,310,417	4,310,417	4,341,325
1500	HEALTH ED & PHYSICAL ED.	2,314,542	2,314,542	2,315,871
1600	HEALTH SERVICES	1,028,775	1,028,775	985,501
1900	LIBRARIES MEDIA CENTERS	1,356,995	1,356,995	1,394,434
2000	MUSIC	2,005,895	2,005,895	1,993,432
2100	OPERATIONS & MAINTENANCE	7,402,062	7,402,062	8,694,782
2200	UTILITIES	2,907,706	2,907,706	2,305,335
2300	PROGRAM & STAFF DEVELOPMENT	595,000	595,000	347,307
2400	TRANSPORTATION	4,399,016 ²	4,339,016 ²	4,237,229 ²
2700	SPECIAL EDUCATION	16,745,792 ³	16,485,792 ³	17,259,295 ³
2800	ATHLETICS & CLUBS	2,114,496	2,114,496	2,135,389
3000	AGRISCIENCE & TECHNOLOGY	415,157	415,157	400,399
3100	ELEMENTARY OPERATIONS	2,430,298	2,430,298	2,461,655
3200	SECONDARY OPERATIONS	2,817,626	2,707,626	2,834,316
3300	SYSTEMWIDE SUPPORT SVCS.	3,876,302	3,876,302	3,557,389
3400	FRINGE BENEFITS & SUBSTITUTES	21,129,222	21,129,222	22,060,572
3600	TECHNOLOGY SUPPORT SVCS.	4,468,350	4,468,350	4,340,323
	SUB TOTAL	120,728,065	120,268,065	121,275,050

SUPPLEMENTAL APPROPRIATIONS :

1	CUSTODIAL FEE REIMBURSEMENT	-30,000	-30,000	-20,152
2	MAGNET SCHOOL TRANSPORTATION GRANT	-15,600	-15,600	-6,500
3	EXCESS COST/AGENCY PLACEMENT GRANT	-1,400,000	-1,400,000	-1,246,825
	TOTAL OPERATIONAL BUDGET	119,282,465	118,822,465	120,001,573

GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT

Title of Report: 2023-2024 Year-End Report for School Food Service Department (SFSD)

Board Meeting Date: August 12, 2024

Action:	Report: X	Information:	Discussion:
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Overview:

Glastonbury Public Schools continues to participate in the Healthy Food Certification Program. Glastonbury School Food Services (SFSD) received \$50,667 in funding for this program during 2023-24. 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.

This is the first year we have operated as part of the Lighthouse Co-Op group, which currently consists of 22 districts. We have seen a decrease in our supply expenses which is likely a reflection of the improved buying power of the Co-Op. We continue to allocate a portion of the district's USDA commodity dollars to the fresh fruit and vegetable program through the Department of Defense (DoD).

The final rule regarding the Nutrition Requirements in School Meals went into effect on July 1, 2024. These changes address sugar and sodium in foods offered. They will begin in the 2025-26 school year and will be phased in over several years to allow manufacturers time to reformulate products to meet these standards.

The State of Connecticut provided State Transition Assistance for Breakfast and Lunch Expenses (STABLE) funds to districts that allowed all students to receive free breakfast and extended free lunches to students eligible for reduced meals. We continued to see significant participation in the breakfast program which resulted in increased reimbursement funding. STABLE funds received for the free breakfast and free lunch totaled \$127,119. We anticipate to receive approximately \$25,000 more for meals served in May and June. We expect a decrease in breakfast participation for the 2024-25 school year since the program is ending. For 2023-24 we served a total of 102,255 breakfast and 450,308 lunch meals. Compared to last year, this is an increase of 25,784 breakfast and a decrease of 86,128 lunch meals. The comparison of meals does not include those served at GEHMS as they participate in the Community Eligibility Provision (CEP) which provides free meals for the entire school year.

In December, we received \$139,642 for supply chain assistance. For the past two years we received a total of \$507,144. These funds are allowed to only be used for unprocessed or minimally processed foods such as milk and produce. We do not anticipate any additional funding for supply chain assistance.

SFSD ended the year with only one part-time open position not filled. We transitioned two full-time positions from GHS to district floaters to assist in covering for absences. 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 food handler training. Documentation of these certifications will be filed with the Town Health Department when we apply for our food licenses.

Food Services is transitioning over to a new software program for 2024-25. This one program will improve workflow and eliminate the three systems we currently use.

SFSD had a fund balance exceeding the allowable 3 months of operating expenses. These excess funds were used to purchase new equipment which included: a new walk-in freezer at Smith Middle School, a reach-in refrigerator for Hopewell, 2-door reach-in freezers for Gideon Welles, Buttonball, Naubuc, and GHS, and a new milk cooler for Buttonball.

The SFSD was completely self-operating for the 2023-24 school year. We began the school year with a balance of \$1,119,387. We ended the year with a net profit of \$293,660 resulting in a year-end balance of \$1,413,047. We will likely once again have excess funds that we will need to submit a plan of action to the State on how they will be utilized. We will be evaluating staffing needs and any other equipment replacements which includes replacement of the serving line at Hebron Ave School and possibly installing an additional walk-in freezer at Glastonbury High.

Submitted By: Karen Bonfiglio and Jessica D'Agnese

Reviewed By: Alan B. Bookman

Glastonbury School Food Services Year-End Report 2023-2024

	Actuals	Actuals	Projected	Actuals
	2021-2022	2022-2023	2023-2024	2023-2024
Beginning Balance	201,834	590,532	1,119,387	1,119,387
Income				
Lunch, Milk, Breakfast, A la Carte	98,687	579,486	1,547,690	1,412,800
Federal Reimbursement	3,032,814	2,749,656	1,463,409	1,616,715
State Reimbursement	38,803	40,345	41,000	42,809
Healthy Foods Reimbursement	37,551	51,399	51,500	50,667
Catering & Miscellaneous	25,292	39,347	40,000	35,905
Miscellaneous	0	0	0	0
Interest Income	0	0	0	0
BOE	0	0	0	0
Total Income	3,233,147	3,460,234	3,143,599	3,158,896
Expenses				
Supplies	1,510,110	1,523,025	1,628,406	1,392,084
Personnel Expense	1,236,053	1,262,123	1,309,986	1,361,933
Equipment	98,285	146,231	100,000	110,218
Miscellaneous Expenses	0	0	1,500	1,001
Contracted Services	0	0	0	0
Total Expenses	2,844,448	2,931,379	3,039,892	2,865,236
Net Income or loss	388,698	528,855	103,707	293,660
Summer Projects & Equipment				
Year End Balance	590,532	1,119,387	1,223,094	1,413,047

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

***Breakfast for children 18 and under were offered at no charge through the USDA STABL Funds from 8/23/23 - 6/11/24 and the family contribution for families approved for reduced lunches were covered by the USDA STABL Funds during the same period.**

GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT

Title of Report: 2023-2024 Year-End Reports for Student Activities

Board Meeting Date: August 12, 2024

Action:

Report: X

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 230 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.

From the student activity accounts, forty scholarships were awarded to Glastonbury High School students, totaling \$42,045 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 – Nemo Jr.
- Smith Middle School – Little Mermaid Jr.
- Glastonbury High School – Our Town and Anything Goes

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

Student Activity Fund revenue for the fiscal year 2023-2024, has been recorded as follows:

Description	Beginning Balance	Deposits	Expenditures	Ending Balance
Buttonball Lane Total	\$10,246	\$9,381	\$7,758	\$11,869
Eastbury Total	\$912	\$2,430	\$1,574	\$1,767
Eastbury Links Total	\$3,000	\$0	\$551	\$2,449
Hebron Avenue Total	\$6,440	\$3,868	\$3,380	\$6,928
Hopewell Total	\$10,539	\$5,133	\$4,414	\$11,258
Naubuc Total	\$14,820	\$4,746	\$7,163	\$12,403
Nayaug Total	\$6,378	\$6,040	\$6,827	\$5,592
Gideon Welles Total	\$26,888	\$26,483	\$27,719	\$25,652
Smith Total	\$32,973	\$124,239	\$132,312	\$24,901
GHS Total	\$406,543	\$435,767	\$379,323	\$462,987
Scholarships Total	\$290,058	\$34,054	\$42,049	\$282,063
Adult/Vocational Education Total	(\$33,536)	\$171,989	\$187,508	(\$49,054)
Art Total	\$2,074	\$250	\$200	\$2,124
Athletics Total	\$35,417	\$45,473	\$35,767	\$45,124
Foreign Language Total	\$113,657	\$132,457	\$154,671	\$91,443
Health Education/Physical Education Total	\$10,908	\$3,342	\$1,809	\$12,441
Music Total	\$38,761	\$106,980	\$107,103	\$38,638
Science Total	\$18,190	\$14,409	\$19,327	\$13,272
Summer Programs Total	\$44,661	\$56,481	\$53,231	\$47,910
GPS/Central Office Total	\$292,950	\$1,187,594	\$1,062,985	\$417,558
	\$1,331,880	\$2,371,116	\$2,235,670	\$1,467,326

Submitted By: Karen Bonfiglio

Reviewed By: Alan B. Bookman