

**Finance Subcommittee Meeting  
Wednesday, December 18, 2019 5:30 PM  
Central Services**

**I. Public Comment**

**II. Approve Minutes from November 20, 2019 Meeting**

**Attachments:**

Draft Finance SC Minutes 11-20-19

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**III. November Statement of Accounts**

**Attachments:**

SOA NARRATIVE REPORT NOVEMBER

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November 2019 SOA

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**IV. Championship Jackets for Girls' Soccer and Field Hockey Teams**

**Attachments:**

Granby Quote

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**V. Draft Budget Goals**

**Attachments:**

Draft Budget Goals FY21

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**VI. Fee Structure Update**

**VII. Update from Building Committees**

**VIII. Other**

**Finance Subcommittee Meeting – Draft Minutes  
November 20, 2019, 5:00 p.m.**

Attendance:

Jenny Emery	Present	Anna Robbins	Present
Mark Fiorentino	Present	Mark Winzler	Present
Brandon Webster	Absent	Jordan Grossman	Present
Melissa Migliaccio	Present	Dave Peling	Present

Meeting commenced at 5:16 p.m.

Meeting adjourned at 6:55 p.m.

1. Public Comment: Jenny welcomed Dave Peling, the newest BOE member, who is anticipated to be joining the FC after the BOE Organizational meeting, to follow.
2. Approve Minutes from the September 18, 2019 and October 16, 2019 Meetings: Mark moved, and Jenny seconded, approval of minutes. Motion passed.
3. October Statement of Accounts: Anna reviewed the Statement of Accounts, and discussion ensued regarding special ed, accounting for BOE-related revenues. It was noted that the Asnuntuk program is generating more interest at the high school level (building off Middle School exposure), which increases out-of-district tuition, but that the increase is more than offset by reduced participation in the magnet schools.
4. Update on Solar and School Building Projects: Mark explained the status of the solar project and plans by the BOS to address it on Dec. 2, and have a public hearing on Dec. 16, with action to be taken Jan. 6. The FC discussed the role of the BOE. Mark agreed to discuss with the First Selectman whether and when the BOE should weigh in on the Solar Committee's report.
5. Special Education Expenditures: Jenny provided an overview for Dave and Jordan of the so-called "stop loss" agreement between the boards, as relates to excessive, unbudgeted special ed costs. We are anticipating, under Jordan's leadership, a deeper dive into the special ed programming. Mark Winzler noted he will share some perspectives gleaned during his tenure as interim superintendent.
6. Fee Structures: Anna shared information on the fee structure for pre-school, pay-to-participate, and building rental fees. The FC agreed in prior years to generally move these with wage inflation (e.g. 3%). Jenny requested we keep in mind where we are relative to neighboring districts. Anna will bring additional information to the next meeting so the FC can review and recommend action to the BOE.
7. Review of Plus One Process/Budget Timeline: The timeline and process were reviewed, including Jordan's presentation of the Plus One budget to the BOE on January 2, and the three Board meeting on January 21.
8. Other: Anna and Shannon said the vestibule project should be completed in early January. The Middle School roof project (hail damage) has moved slowly as a result of efforts to avoid impact on school activities, and the contractor has been very cooperative.
9. Mark moved and Jenny seconded adjournment at 6:55pm.

Mark L. Winzler  
*Interim Superintendent of Schools*



Anna M. Robbins, SFO  
*Business Manager*

Aimee D. Martin  
*Director of Pupil Personnel Services*

Christopher J. Tranberg  
*Assistant Superintendent*

To: Granby Board of Education  
From: Anna Robbins, Business Manager  
Date: December 18, 2019  
Re: Financial Forecast as of November 2019

As of November 30, 2019, the BOE shows a negative forecast of \$207,788. Special education expenditures are projected to be unfavorable \$410,759 and regular education expenditures are projected to be favorable \$202,972. The forecast is unfavorable over the previous month's forecast.

Spending in the regular education category is on target. Salaries and benefits represent 76% of the budget and show a slightly favorable forecast. The Quality & Diversity Fund shows a favorable forecast of \$24K. Magnet school tuition was adjusted compared to last month contributing to the change in forecast.

Revenues to the town reflect a projection of additional revenue for regular tuition from other towns of \$39K. The updated Excess cost funding from the state is projected to be lower than budgeted by \$42K, which is favorable compared to last month. Although out-of-district costs for special education are higher than budgeted, fewer students are meeting the stop-loss limits. The remaining revenue items are expected to meet budget at this time.

**Granby Board of Education  
FY 2019-2020  
Statement of Accounts  
for the period ended  
November 30, 2019**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast November
<b>Certified Salaries:</b>							
Administration	1,673,719	683,386	877,847	1,561,233	112,485	93.28%	32,365
Regular Education	10,721,894	3,306,975	7,183,158	10,490,133	231,760	97.84%	137,975
Special Education	1,740,035	578,044	1,194,826	1,772,871	(32,836)	101.89%	(32,836)
<b>Total</b>	<b>14,135,647</b>	<b>4,568,406</b>	<b>9,255,831</b>	<b>13,824,237</b>	<b>311,409</b>	<b>97.80%</b>	<b>137,504</b>
<b>Substitute/Tutor/Support Salaries</b>							
Substitutes	8,000	1,662	0	1,662	6,338	20.78%	1,000
Sped Support (Speech, O.T. & P.T.)	410,583	147,319	267,199	414,517	(3,934)	100.96%	(3,934)
Tech Support	230,410	94,580	139,657	234,238	(3,828)	101.66%	(3,828)
Tutors - Regular Education	21,110	5,055	14,408	19,462	1,647	92.20%	0
Tutors - Special Education	23,616	12,227	0	12,227	11,389	51.77%	4,942
<b>Total</b>	<b>693,718</b>	<b>260,843</b>	<b>421,263</b>	<b>682,106</b>	<b>11,612</b>	<b>98.33%</b>	<b>(1,820)</b>
<b>Teaching Assistant Salaries:</b>							
Regular Education TA	284,889	82,813	185,310	268,122	16,766	94.11%	3,904
Special Education TA	1,081,299	305,388	795,398	1,100,786	(19,487)	101.80%	(19,487)
<b>Total</b>	<b>1,366,188</b>	<b>388,200</b>	<b>980,708</b>	<b>1,368,908</b>	<b>(2,721)</b>	<b>100.20%</b>	<b>(15,583)</b>
School Secretaries' Salaries	615,682	228,421	386,571	614,992	690	99.89%	(2,234)
Central Office Salaries	532,735	205,411	330,620	536,031	(3,296)	100.62%	(6,864)
Custodial & Maintenance Salaries	1,293,756	495,218	733,715	1,228,934	64,823	94.99%	(9,218)
<b>Total Salaries</b>	<b>18,637,725</b>	<b>6,146,499</b>	<b>12,108,709</b>	<b>18,255,208</b>	<b>382,517</b>	<b>97.95%</b>	<b>101,784</b>
<b>Employee Benefits</b>	<b>5,001,350</b>	<b>1,908,985</b>	<b>2,897,460</b>	<b>4,806,445</b>	<b>194,904</b>	<b>96.10%</b>	<b>0</b>
<b>Total Salaries &amp; Employee Benefits</b>	<b>23,639,075</b>	<b>8,055,485</b>	<b>15,006,169</b>	<b>23,061,653</b>	<b>577,422</b>	<b>97.56%</b>	<b>101,784</b>

**Granby Board of Education  
FY 2019-2020  
Statement of Accounts  
for the period ended  
November 30, 2019**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast November
<b>Purchased Services:</b>							
Instructional Purchased Service	530,572	183,931	253,410	437,342	93,230	82.43%	
Administration Purchased Service	425,618	133,855	269,677	403,531	22,087	94.81%	0
Maintenance Purchased Service	101,483	35,520	40,518	76,038	25,444	74.93%	0
<b>Total</b>	<b>1,057,672</b>	<b>353,306</b>	<b>563,605</b>	<b>916,911</b>	<b>140,761</b>	<b>86.69%</b>	<b>0</b>
Legal Services	55,000	12,836	42,165	55,000	0	100.00%	0
<b>Repairs &amp; Maintenance:</b>							
Instructional Repairs & Maintenance	74,599	33,855	15,246	49,101	25,498	65.82%	0
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	0
Maintenance Repairs & Maintenance	462,698	198,145	54,427	252,572	210,126	54.59%	0
<b>Total</b>	<b>545,797</b>	<b>232,000</b>	<b>69,673</b>	<b>301,673</b>	<b>244,124</b>	<b>55.27%</b>	<b>0</b>
<b>Transportation:</b>							
Transportation Regular Education	852,106	176,882	723,963	900,845	(48,739)	105.72%	0
Transportation Special Education	662,900	35,057	611,902	646,959	15,941	97.60%	(58,889)
Transportation Vocational Tech	92,674	18,343	73,374	91,717	956	98.97%	0
<b>Total</b>	<b>1,607,680</b>	<b>230,283</b>	<b>1,409,239</b>	<b>1,639,522</b>	<b>(31,842)</b>	<b>101.98%</b>	<b>(58,889)</b>
Insurance Property & Liability	102,700	48,168	46,722	94,890	7,810	92.40%	0
Communications	99,281	32,672	42,098	74,769	24,512	75.31%	0
<b>Tuition:</b>							
Tuition Special Education	1,451,252	493,779	1,112,616	1,606,395	(155,142)	110.69%	(251,226)
Tuition Adult Education	10,467	0	9,924	9,924	543	94.81%	543
<b>Total</b>	<b>1,461,719</b>	<b>493,779</b>	<b>1,122,540</b>	<b>1,616,319</b>	<b>(154,599)</b>	<b>110.58%</b>	<b>(250,683)</b>
Conference & Travel Expense	73,497	27,789	9,853	37,642	35,855	51.22%	0
<b>General Supplies:</b>							
General Supplies Regular Education	297,040	148,768	82,466	231,234	65,806	77.85%	0
General Supplies Special Education	26,416	15,910	3,564	19,474	6,942	73.72%	0
General Supplies Administration	81,176	27,594	24,719	52,313	28,863	64.44%	0
General Supplies Maintenance	142,372	52,961	3,540	56,501	85,871	39.69%	0
<b>Total</b>	<b>547,004</b>	<b>245,233</b>	<b>114,289</b>	<b>359,522</b>	<b>187,482</b>	<b>65.73%</b>	<b>0</b>

**Granby Board of Education  
FY 2019-2020  
Statement of Accounts  
for the period ended  
November 30, 2019**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast November
Electricity	397,049	136,791	203,634	340,425	56,624	85.74%	16,500
Fuel/Natural Gas	156,352	37,630	135,213	172,843	(16,492)	110.55%	(16,500)
Textbooks/Workbooks	157,746	104,373	645	105,017	52,729	66.57%	0
Library/Media Center	62,118	37,346	5,120	42,467	19,651	68.36%	0
Software	304,544	193,400	44,244	237,644	66,900	78.03%	0
Dues & Fees	54,598	35,118	6,000	41,118	13,480	75.31%	0
<b>Replacement Equipment:</b>							
Replacement Equip Instructional	0		384	384	(384)	0.00%	0
Replacement Equip Administration	2,500	2,135	0	2,135	365	85.40%	0
Replacement Equip Maintenance	24,000	5,911	170	6,081	17,919	25.34%	0
<b>Total</b>	<b>26,500</b>	<b>8,046</b>	<b>554</b>	<b>8,600</b>	<b>17,900</b>	<b>32.45%</b>	<b>0</b>
Student Activities	786,287	165,968	329,839	495,808	290,479	63.06%	0
<b>Total General Fund</b>	<b>31,134,619</b>	<b>10,450,222</b>	<b>19,151,601</b>	<b>29,601,823</b>	<b>1,532,796</b>	<b>95.08%</b>	<b>(207,788)</b>
SPED	5,480,361					SPED	(410,759)
GEN ED	25,654,258					GEN ED	202,972
<b>Quality &amp; Diversity</b>	<b>\$1,082,731.00</b>	<b>\$514,718.15</b>	<b>\$410,942.66</b>	<b>\$925,661</b>	<b>\$157,070</b>	<b>85.49%</b>	<b>\$24,392</b>

**Granby Board of Education  
 FY 2019-2020  
 Statement of Accounts  
 for the period ending  
 November 30, 2019  
 For Selected Special Education Accounts**

II. Expenditures	FY 2019-2020 Budget	Expended	Encumbered	Expended & Encumbered	Balance	November 2019 Forecast
Legal Expense	27,500	2,253	25,248	27,500	0	0
Special Education Certified Staff	1,740,035	578,044	1,194,826	1,772,871	(32,836)	(32,836)
Teacher Assistants	1,081,299	305,388	795,398	1,100,786	(19,487)	(19,487)
Special Education Tutors	23,616	12,227	0	12,227	11,389	4,942
Evaluation & Therapy Services	83,176	42,148	77,658	119,806	(36,630)	(49,329)
Sped Support (Speech, O.T., & P.T.)	410,583	147,319	267,199	414,517	(3,934)	(3,934)
Special Ed Transportation	662,900	35,057	611,902	646,959	15,941	(58,889)
Out of District Tuition	1,451,252	493,779	1,112,616	1,606,395	(155,142)	(251,226)
<b>Total Selected Special Education Accounts</b>	<b>5,480,361</b>	<b>1,616,214</b>	<b>4,084,847</b>	<b>5,701,061</b>	<b>(220,701)</b>	<b>(410,759)</b>

**Granby Board of Education  
 FY 2019-2020  
 Statement of Accounts  
 for the period ending November 30, 2019**

<b>I. Revenue</b>	<b>FY 2019-2020 Budget</b>	<b>Currently Anticipated</b>	<b>Received To Date</b>	<b>Full Year Forecast November 2019</b>
<b>Reg. Tuition from other Towns</b>	494,560	533,136	250,680	38,576
<b>SPED Tuition from other Towns</b>	389,724	389,724	0	0
<b>SDE Excess Cost Reimbursement</b>	487,666	445,484	0	(42,182)
<b>Rental Fees</b>	16,157	16,157	6,895	0
<b>Pay for Participation</b>	54,615	54,615	12,700	0
<b>Sub Total</b>	<u>1,442,722</u>	<u>1,439,116</u>	<u>270,275</u>	<u>(3,606)</u>



SOCCER.COM  
431 US Hwy 70A East  
Hillsborough, NC 27278  
Tel: 1-800-967-8326  
Fax: 1-800-443-8326

Quote  
5389864

**BILL TO:**

Account No: 2002004521  
GRANBY MEMORIAL HIGH  
SCHOOL  
Tax Exempt  
315 Salmon Broke St

**SHIP TO:**

Account No: 2002004521  
GRANBY MEMORIAL HIGH  
SCHOOL  
Tax Exempt  
315 Salmon Broke St

Quotation details

Product	Size	Color	Quantity	Description	Quoted Price	Customization Charges	Total
A1005789 009	M	BLACK	60.000	ADIDAS 18 WINTER JKT, BLACK, M	68.19	0.00	4,091.40
<b>Merchandise Total:</b>							<b>4,091.40</b>
<b>Shipping Total:</b>							<b>143.20</b>
<b>Customization Total:</b>							<b>0.00</b>
<b>Tax:</b>							<b>0.00</b>
<b>Order Total:</b>							<b>4234.60</b>



To: Board of Education  
From: Mark Winzler, Interim Superintendent  
Date: December 4, 2019  
Re: FY21 BOE Budget Goals

Annually, the Board of Education adopts budget goals to help guide the development of the operating budget, Quality and Diversity Fund and Educational Capital Improvement Fund requests. Listed below is a draft proposal of the FY21 budget goals:

#### FY21 Budget Goals

The following budget goals support the district's vision, mission, values, and achievement goal:

1. Provides a rigorous and diverse 21<sup>st</sup> Century Curriculum;
2. Invests in the professional capital of the staff;
3. Promotes positive engagement and communication with the community;
4. Explores opportunities for alternative revenue sources;
5. Influences local and state educational policy; and,
6. Recognizes the economic climate, includes efficiencies and is responsive to the financial guidelines set by the Board of Finance.