

**Finance Subcommittee Meeting
Wednesday, February 19, 2020 5:30 PM
Central Services**

I. Public Comment

II. Approve Minutes from the January 15, 2020 Meeting

Attachments:

Draft Finance SC Minutes 1-15-20 2

III. January Statement of Accounts

Attachments:

Granby Public Schools SOA Narrative January 2020 3

January 2020 SOA 4

IV. Leave-of-Absence for the 2020-2021 School Year

V. School Projects Update

Attachments:

ED SPECS GMMS Lower Gym Roof 2-13-2020 9

VI. Safety Grant Project Update

VII. Proof of Residency for Hartford Public Schools

Attachments:

Residency Verification Letter and Form 12

VIII. Other

Finance Subcommittee Meeting – Draft Minutes

January 15, 2019, 5:30 p.m.

Central Services

Attendance:

Jenny Emery	Via Telephone	Jordan Grossman	Present
Mark Fiorentino	Present	Anna Robbins	Present
David Peling	Present		
Melissa Migliaccio	Present		

Meeting commenced at 5:33 p.m.

Meeting adjourned at 6:47 p.m.

1. Public Comment: none

2. Approve Minutes from the December 18, 2019 Meeting: Jenny moved, and Mark seconded approval. Passed unanimously.

3. December Statement of Accounts: Statements were reviewed by Anna, noting that special ed deficit reduced somewhat, due to a change in out of placement needs. General ed expenses will be monitored closely by Jordan as the year progresses, to close the special ed deficit, without compromising classroom effectiveness.

4. Authorized Signatures Change for Child Nutrition Program: Dave moved, and Jenny seconded, the appointment of Jordan Grossman as the signatory for the state nutrition program. Motion passed unanimously.

5. Large Capital Projects Update: The committee discussed how best to manage developing large cap needs in the period between now and when CPPAC again becomes active. Jordan and the administration are looking to see how small cap can be used more strategically to address needs as they arise, even as the large needs get identified and documented. The administration will look to keep reports updated and periodically bring the FC up to date.

6. Other:

Mark requested that staff provide a list of services we receive through CREC, which has been requested by CREC. There was also discussion of meeting with CREC in the future to provide feedback on their services.

Anna reported that the Town audit is completed and there were no management comments noted for the BOE.

She also advised that the State is undertaking an audit of our food services. She also shared the draft RFP for food services, and there was discussion of special requirements we will ask for, as well as the timeline for selection and contracting, which is heavily controlled by the State. WE will look for complete the contract for Board approval by April.

Jenny moved and Mark seconded adjournment at 6:47 p.m.

Jordan E. Grossman, Ed.D.
Superintendent of Schools



Christopher J. Tranberg
Assistant Superintendent

Aimee D. Martin
Director of Pupil Personnel Services

Anna M. Robbins, SFO
Business Manager

To: Granby Board of Education
From: Anna Robbins, Business Manager
Date: February 19, 2020
Re: Financial Forecast as of January 2020

As of January 31, 2020, the BOE shows a negative forecast of \$159,297. Special education expenditures are projected to be unfavorable \$290,494 and regular education expenditures are projected to be favorable \$131,196. The overall forecast is slightly favorable over the previous month's forecast.

Salaries and benefits show a favorable forecast of \$144K. The forecast is favorable compared to last month by \$73K as mid-year adjustments are made to the unemployment account and retirement and severance account. Additional mid-year adjustments include a negative forecast in instructional purchased services, which includes an over-budget condition in special education evaluations and contracted services as well as our outsourced districtwide substitute account. Other over-budget conditions exist in transportation and utility accounts but have been offset by favorable projections in general supplies, textbooks, replacement equipment, and student activities.

The Quality & Diversity Fund continues to show a favorable forecast of \$21K primarily due to lower magnet school tuitions and personnel expenses.

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 \$70K. Special Education from other towns has been billed and is projected to be favorable \$21K bringing the forecasted revenue under budget by \$10K.

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
January 31, 2020**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast January
Certified Salaries:							
Administration	1,673,719	1,004,548	649,285	1,653,833	19,885	98.81%	19,885
Regular Education	10,721,894	5,362,175	5,178,293	10,540,468	181,425	98.31%	101,642
Special Education	1,740,035	934,785	844,433	1,779,218	(39,184)	102.25%	(20,877)
Total	14,135,647	7,301,509	6,672,011	13,973,520	162,127	98.85%	100,651
Substitute/Tutor/Support Salaries							
Substitutes	8,000	3,301	0	3,301	4,700	41.26%	1,000
Sped Support (Speech, O.T. & P.T.)	410,583	231,901	183,449	415,350	(4,767)	101.16%	(8,767)
Tech Support	230,410	139,843	94,395	234,238	(3,828)	101.66%	(3,828)
Tutors - Regular Education	21,110	9,095	10,361	19,456	1,654	92.17%	1,654
Tutors - Special Education	23,616	14,146	0	14,146	9,469	59.90%	4,942
Total	693,718	398,285	288,205	686,490	7,227	98.96%	(4,999)
Teaching Assistant Salaries:							
Regular Education TA	284,889	131,672	137,829	269,501	15,387	94.60%	4,017
Special Education TA	1,081,299	508,053	566,642	1,074,695	6,604	99.39%	3,198
Total	1,366,188	639,726	704,471	1,344,196	21,991	98.39%	7,215
School Secretaries' Salaries	615,682	345,035	270,495	615,529	152	99.98%	(1,481)
Central Office Salaries	532,735	307,374	228,718	536,092	(3,357)	100.63%	(9,341)
Custodial & Maintenance Salaries	1,293,756	755,909	521,944	1,277,852	15,904	98.77%	(12,151)
Total Salaries	18,637,725	9,747,837	8,685,844	18,433,680	204,045	98.91%	79,894
Employee Benefits	5,001,350	3,050,782	1,819,679	4,870,461	130,889	97.38%	63,798
Total Salaries & Employee Benefits	23,639,075	12,798,619	10,505,523	23,304,142	334,933	98.58%	143,693

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
January 31, 2020**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast January
Purchased Services:							
Instructional Purchased Service	530,572	311,725	203,788	515,514	15,058	97.16%	(81,211)
Administration Purchased Service	425,618	215,121	189,010	404,131	21,487	94.95%	6,150
Maintenance Purchased Service	101,483	47,131	29,568	76,699	24,783	75.58%	0
Total	1,057,672	573,978	422,367	996,345	61,328	94.20%	(75,061)
Legal Services	55,000	17,173	37,827	55,000	0	100.00%	0
Repairs & Maintenance:							
Instructional Repairs & Maintenance	74,599	45,612	6,515	52,127	22,472	69.88%	3,000
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	8,500
Maintenance Repairs & Maintenance	462,698	242,919	56,521	299,440	163,258	64.72%	0
Total	545,797	288,531	63,036	351,566	194,230	64.41%	11,500
Transportation:							
Transportation Regular Education	852,106	363,605	537,546	901,151	(49,045)	105.76%	(45,659)
Transportation Special Education	662,900	184,831	463,275	648,105	14,795	97.77%	(32,388)
Transportation Vocational Tech	92,674	32,025	53,692	85,717	6,956	92.49%	6,000
Total	1,607,680	580,461	1,054,513	1,634,974	(27,294)	101.70%	(72,047)
Insurance Property & Liability	102,700	71,528	23,362	94,890	7,810	92.39%	7,810
Communications	99,281	49,249	29,152	78,401	20,880	78.97%	0
Tuition:							
Tuition Special Education	1,451,252	1,072,981	514,376	1,587,357	(136,104)	109.38%	(168,865)
Tuition Adult Education	10,467	9,927	0	9,927	540	94.84%	540
Total	1,461,719	1,082,908	514,376	1,597,284	(135,564)	109.27%	(168,325)
Conference & Travel Expense	73,497	35,225	8,890	44,115	29,382	60.02%	0
General Supplies:							
General Supplies Regular Education	297,040	171,547	80,602	252,149	44,891	84.89%	5,500
General Supplies Special Education	26,416	16,827	3,338	20,165	6,251	76.34%	0
General Supplies Administration	81,176	41,471	22,408	63,879	17,297	78.69%	0
General Supplies Maintenance	142,372	63,989	6,248	70,237	72,135	49.33%	0
Total	547,004	293,834	112,597	406,431	140,573	74.30%	5,500

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
January 31, 2020**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast January
Electricity	397,049	207,107	181,298	388,405	8,644	97.82%	(12,951)
Fuel/Natural Gas	156,352	85,106	88,584	173,690	(17,338)	111.09%	(16,500)
Textbooks/Workbooks	157,746	109,186	2,222	111,408	46,338	70.63%	6,000
Library/Media Center	62,118	43,503	5,204	48,707	13,411	78.41%	0
Software	304,544	231,124	31,822	262,946	41,598	86.34%	0
Dues & Fees	54,598	36,684	5,975	42,659	11,939	78.13%	0
Replacement Equipment:							
Replacement Equip Instructional	0	384		384	(384)	0.00%	(384)
Replacement Equip Administration	2,500	2,135		2,135	365	85.40%	365
Replacement Equip Maintenance	24,000	6,081		6,081	17,919	25.34%	5,000
Total	26,500	8,600	0	8,600	17,900	32.45%	4,981
Student Activities	786,287	322,847	267,868	590,716	195,571	75.13%	6,102
Total General Fund	31,134,619	16,835,662	13,354,614	30,190,277	944,342	96.97%	(159,297)
SPED	5,480,361						SPED (290,494)
GEN ED	25,654,258						GEN ED 131,196
Quality & Diversity	\$1,082,731.00	\$640,159.81	\$298,554.16	\$938,714	\$144,017	86.70%	\$21,783

**Granby Board of Education
 FY 2019-2020
 Statement of Accounts
 for the period ending
 January 31, 2020
 For Selected Special Education Accounts**

II. Expenditures	<u>FY 2019-2020 Budget</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Expended & Encumbered</u>	<u>Balance</u>	<u>January 2020 Forecast</u>
Legal Expense	27,500	12,385	15,115	27,500	0	0
Special Education Certified Staff	1,740,035	934,785	844,433	1,779,218	(39,184)	(20,877)
Teacher Assistants	1,081,299	508,053	566,642	1,074,695	6,604	3,198
Special Education Tutors	23,616	14,146	0	14,146	9,469	4,942
Evaluation, Therapy & Contracted Services	83,176	87,698	64,586	152,284	(69,108)	(67,737)
Sped Support (Speech, O.T., & P.T.)	410,583	231,901	183,449	415,350	(4,767)	(8,767)
Special Ed Transportation	662,900	184,831	463,275	648,105	14,795	(32,388)
Out of District Tuition	1,451,252	1,072,981	514,376	1,587,357	(136,104)	(168,865)
Total Selected Special Education Accounts	<u><u>5,480,361</u></u>	<u><u>3,046,781</u></u>	<u><u>2,651,875</u></u>	<u><u>5,698,656</u></u>	<u><u>(218,295)</u></u>	<u><u>(290,494)</u></u>

**Granby Board of Education
 FY 2019-2020
 Statement of Accounts
 for the period ending January 31, 2020**

I. Revenue	FY 2019-2020 Budget	Currently Anticipated	Received To Date	Full Year Forecast January 2020
Reg. Tuition from other Towns	494,560	533,136	258,980	38,576
SPED Tuition from other Towns	389,724	411,174	10,986	21,450
SDE Excess Cost Reimbursement	487,666	417,589	0	(70,077)
Rental Fees	16,157	16,157	9,895	0
Pay for Participation	54,615	54,615	21,950	0
Sub Total	<u>1,442,722</u>	<u>1,432,671</u>	<u>301,811</u>	<u>(10,051)</u>

**EDUCATIONAL SPECIFICATIONS
for Granby Memorial Middle School
LOW-SLOPE ROOF REPLACEMENT
Roof Sections R1, R2, R3 & R8**

Project Rationale

The roof area indicated for replacement via this project is 28 years old and has met its life expectancy. It is original to the building construction, completed in 1992. The roof area included in this project (Sections R1, R2, R3, & R8 as indicated on the attached Roof Key Plan) comprises 14,243 square feet. The roof has exceeded its original warranty. Water intrusion in the spaces beneath these roofs can be attributed to leaks in the associated roof and/or associated flashing. Maintenance and repairs have occurred to prevent further leakage, but extensive damage could be caused if the roof is not replaced and new flashings installed.

Long-Range Plan

The long-range plan for Large Capital Improvements, as established by the Board of Education of the Granby Public Schools and provided to the Capital Program Priorities advisory Committee for the Town of Granby, calls for the provision of a safe and appropriate learning environment. In order to comply with this aspect of the plan, it is necessary to replace this portion of the Granby Memorial Middle School roof. We have developed a multi-phase, multi-school schedule for enacting the elements of the Large Capital Improvements plan, upon which a town referendum has authorized, in part, replacement of a portion of the existing middle school roof, which provides us with current detailed information to guide us in implementing our long-range plan. The Granby Board of Education plans to utilize the Granby Memorial Middle School site for the foreseeable future.

The Project

The Granby Board of Education proposes the following components of its roof replacement project:

- Architectural drawings and bid specifications
- Test for any hazardous roofing and flashing materials
- Remove all roofing materials down to the deck and dispose of hazardous materials, if present, in an appropriate manner
- Inspect roof deck and replace problem areas as appropriate
- Install new roofing system and flashings at adjacent vertical walls

EDUCATIONAL SPECIFICATIONS
for Granby Memorial Middle School
LOW-SLOPE ROOF REPLACEMENT
Roof Sections R1, R2, R3 & R8

- Install new insulation as required to meet current State of Connecticut building code for above-deck roof insulation
- Install new metal cap coping at parapet walls
- Provide positive drainage (min. 1/4" per 1'-0" slope) to existing roof drain locations; provide tapered insulation crickets at low points and at existing roof top equipment as required
- Replace flashings at existing rooftop equipment, roof curbs, access hatch, and other miscellaneous roof penetrations
- Replace roof access ladders
- New roof walkway pads from adjacent roof hatch to roof top equipment and to and from roof access ladders
- New through-wall roof scuppers in lieu of secondary roof drains to notify of roof drain failure

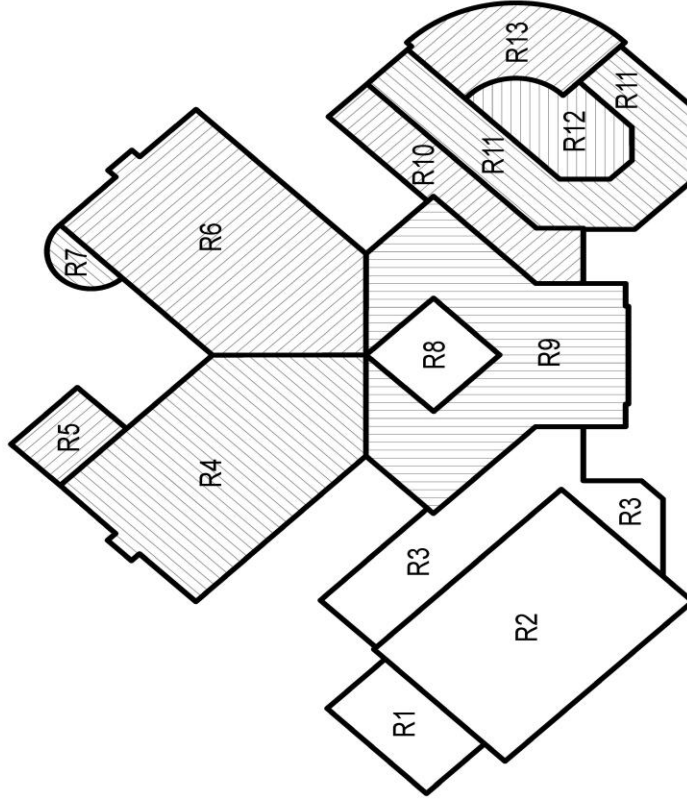
Current Space: The space underneath the roof to be replaced includes areas such as the Gymnasium, adjacent Auxiliary Gymnasium (Fitness Room) and supporting locker rooms, storage, corridor & Gym lobby, toilet rooms, as well as a staircase and adjacent corridors.



Building Systems

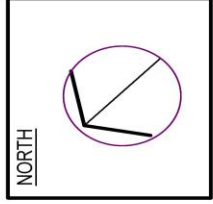
The existing building construction is steel-frame with metal decking. The metal deck at the Gymnasium and Auxiliary Gymnasium is an acoustic metal deck and is exposed to the spaces below. The top chord of the roof joists are sloped, as is the corresponding metal deck, providing and/or exceeding the required roof pitch. The lockers rooms, toilet rooms and corridors have a level roof structure (no slope) and will require tapered insulation to achieve the required roof pitch. Acoustical ceiling tiles may be replaced in areas as needed.

The proposed roof system is a single ply membrane: white, 90-mil EPDM roof with a 30-year warranty.

ROOF AREA DESIGNATION	SQ. FT.	PITCH	EXISTING ROOF ON EXISTING BUILDING	NEW ROOF ON EXISTING BUILDING	NEW ROOF ON NEW ADDITION	TYPE OF ROOFING	ORIGINAL CONSTRUCTION DATE	DATE OF LAST REPAIR/REPLACEMENT	PROGRAMMATIC AREA BELOW ROOF
R1	1,665	1/4":1'-0"		X		Single Ply Membrane (EPDM)	1992		Auxiliary Gym
R2	7,095	1/4":1'-0"		X		Single Ply Membrane (EPDM)	1992		Gymnasium
R3	4,203	1/4":1'-0"		X		Single Ply Membrane (EPDM)	1992		Locker Rooms, Entry
R4	7,698	5 1/4":3'-0"	X			Standing Seam Metal Roof	1992	2019	Classrooms
R5	937	5 1/4":3'-0"	X			Standing Seam Metal Roof	1992	2019	Science Room
R6	7,680	5 1/4":3'-0"	X			Standing Seam Metal Roof	1992	2019	Classrooms
R7	438	5 1/4":3'-0"	X			Standing Seam Metal Roof	1992	2019	ART Room
R8	1,280	1/4":3'-0"		X		Single Ply Membrane (EPDM)	1992		Open Stair & Toilet Rooms
R9	7,878	5 1/4":3'-0"	X			Standing Seam Metal Roof	1992	2019	Offices, Media Center
R10	2,356	1/4":3'-0"	X			Single Ply Membrane (EPDM)	1992	2019	Kitchen, Entry
R11	4,254	5 1/4":3'-0"	X			Standing Seam Metal Roof	1992	2019	Kitchen, Music Rooms
R12	1,809	1/4":3'-0"	X			Single Ply Membrane (EPDM)	1992	2019	Cafeteria, Music Rooms
R13	2,279	5 1/4":3'-0"	X			Standing Seam Metal Roof	1992	2019	Cafeteria
TOTAL	49,572								



 ALL HATCHED AREAS SHOWN ARE "NOT IN CONTRACT"
 CLEAR AREAS SHOWN ARE IN SCOPE OF WORK



1
RKP-1
ROOF KEY PLAN
 SCALE: 1" = 50'



NCA
 NORTH EAST
 COLLABORATIVE
 ARCHITECTS
 Office Street Office Town, CT
 06038
 P. 860.000.0000

GRANBY MEMORIAL MIDDLE SCHOOL
LOW-SLOPE ROOF REPLACEMENT
 Granby Public Schools
 15-B North Granby Road
 Granby, CT 06035
ROOF KEY PLAN

DATE: 2-11-2020
 SCALE: AS SHOWN
 JOB #: 20010
 DWG #: **RKP-1**
© 2019 NORTHEAST COLLABORATIVE 2/20, 11:19 AM



Leslie Torres-Rodriguez, Ed.D.
Superintendent

Sherri Davis-Googe
Executive Director

Anna Robbins
Business Manager
Granby Public Schools
15-B North Granby Road,
Granby CT 06035

January 28, 2020

Re: Residency Verification for Hartford Resident Students

Dear Ms. Robbins:

Hartford Public Schools is in receipt of the special education tuition invoice for Hartford resident students enrolled in your district. Beginning with school year 19-20, Hartford Public Schools is requiring proof of residency documentation for each student prior to submission of payment.

Outlined below are the acceptable documents for proof of residency. Note: Bills or statements must be dated within the last 3 months; lease agreement date range must include the current month.

Proof of Residency Acceptable Documents

Provide 1 of the following primary documents in the name of the Parent/Guardian(s)

- Current Mortgage Statement
- Lease Agreement
- Current Utility Bill (electric, gas, or water) **OR**

Provide 2 of the following secondary documents in the name of the Parent/Guardian(s) with matching addresses:

- Current Bill (Cable or Phone)
- Current Pay Stub
- Current Proof of Government Benefits

If the parent/guardian is unable to provide proof of residency due to living with family member or friend, a Certification of Residency Form must be completed and notarized by both parties. Also a proof of residency document must be provided by the Hartford resident the parent/guardian lives with (see attached).

Please provide the following document(s) for each student listed on the invoice as soon as possible to facilitate payment.

Thank you,

Sherri Davis-Googe
Executive Director, Office of Enrollment and School Choice

cc: Dr. Alberto Vazquez-Matos, Deputy Superintendent of Schools
Maureen Colman, Executive Director, Financial Management
Terri Ann Bouley, Tuition Specialist



CERTIFICATION OF RESIDENCY

(For families living with someone who is the owner/tenant of a residence in Hartford)

As part of HPS residence verification process, as the owner/tenant of a residence in Hartford need to verify that:

Student	School	Grade

And his/her parent(s)/legal guardian(s) _____
Parent/guardian's Name

Reside at _____ with me or in a Hartford residence owned by me.

AFFIDAVIT

I, _____, certify that the above named student(s) and parent(s) /guardian(s) reside with me or are in a residence that the above by me at the above listed address, in the City of Hartford. I realize that if I make a false statement as to the residency, I may be held liable for a share of the cost of the education of the said student(s) if they, in fact, do not permanently reside in Hartford

I agree to notify school district immediately regarding the termination of the named student'(s) full time physical presence or permanent residency at the above mentioned address in the City of Hartford, in which event the student will no longer be eligible for free school privileges.

I also understand that should the student(s) be found attending Hartford Schools illegally, the City of Hartford Reserves the right to recover the costs of such education, from me, the undersigned.

I also understand the that a false statement may lead to the disenrollment of the above named student(s) and may lead to prosecution under the criminal statues (i.e.C.G.S 53a-122) of the State of Connecticut as explained below.

I further state here that I have had this form explained to me and I am aware of my responsibility under the applicable laws concerning residency and school enrollment.

C.G.S 53A-1 22-Larceny I degree; the property or service is obtained by defrauding a public community and such property exceeds \$2,000. (Larceny I degree is a Class B felony) with a punishment of "Not less than one year nor more than twenty years imprisonment and/ or a fine up to \$10,000.00)

SIGNED _____
Legal Resident of Hartford

Date: _____

Sworn to and subscribed before me this _____ day of _____ 20____, by _____.

_____/_____/_____
Notary Public Signature *Date*

My commission Expires: _____/_____/_____