

Finance Subcommittee Meeting
Wednesday, March 18, 2020 5:30 PM
Via Teleconference (Details available on Granby Public Schools website under Board of Education in the Meetings, Agendas and Minutes folder)

I. Public Comment

II. Approve Minutes from February 19, 2020 Meeting

Attachments:

Draft Finance SC Minutes 2-19-20 2

III. February Statement of Accounts

Attachments:

SOA Narrative February 2020 3

February 2020 SOA.xlsx 4

IV. Food Services RFP

V. Update on Building Projects

VI. Other

**Finance Subcommittee Meeting – Draft Minutes
February 19, 2019, 5:30 p.m.
Central Services**

Attendance:

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

Meeting commenced at 5:30 p.m.

Meeting adjourned at 6:45 p.m.

1. Public Comment: None

2. Approve Minutes from the January 15, 2019 Meeting: Dave moved, and Jenny seconded, approval of the January 15th, 2020 minutes. Motion passed.

3. January Statement of Accounts: Anna reviewed the statement and discussion focused on variations from budget. One line item over-budget relates to increased success in filling teacher absences with substitutes (not increased absences), through the contracted Kelly Services. Close attention is being paid to continuing to reduce the budget deficit that is the result of special ed.

4. Leave-of-Absence for the 2020-2021 School Year: Emily Rose, K-3 strings teacher, has requested an (unpaid) leave of absence for the 2020-21 school year. This is consistent with the GEA contract. Jenny moved, and Dave seconded, endorsement of the Administration’s approval of this leave. Motion passed.

5. School Projects Update: The admin team met with the State DAS and learned that the “rolling” window for projects such as the MS flat roof were tied to a Monthly 1st – 10th submission process, and our architect encouraged fast action in order to bid the project in time for summer execution. The FC will present a support a motion on the BOE agenda.

6. Safety Grant Project Update: Shannon explained there is additional analysis being done on the best use of state safety grant funding that remains. A proposal will be brought back, to be addressed in executive session.

7. Proof of Residency for Hartford Public Schools: This effort by Hartford Public Schools to shift the budget for residency confirmation to the host districts – like Granby – has been delayed for now.

Dave moved and Jenny seconded adjournment at 6:45 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: March 18, 2020
Re: Financial Forecast as of February 2020

As of February 29, 2020, the BOE shows a negative forecast of \$129,056. Special education expenditures are projected to be unfavorable \$307,306 and regular education expenditures are projected to be favorable \$178,249. The overall forecast is favorable over the previous month by \$30K.

Salaries and benefits show a favorable forecast of \$147K. The forecast is favorable compared to last month by \$4K. The over-budget conditions in transportation have been reduced by \$30K. The overstatement was due to an accounting error in the recording of a credit. Additional mid-year adjustments are slight and incremental. The district-wide cutoff date for encumbering funds is March 15. The practice allows the district to begin even more accurate forecasting for year-end.

The Quality & Diversity Fund continues to show a favorable forecast of \$22K primarily due to lower magnet school tuitions and personnel expenses.

Revenues to the town continue to reflect a favorable projection for regular tuition from other towns of \$39K. The projection for special education tuition from other towns remains favorable at \$21K. The first payment for Excess Cost Grant funding of \$328K was received by the town in February. The rate of reimbursement is 74.7%, which is higher than projected (72%). This change reflects our full-year forecast for February at a favorable \$6K compared to budget.

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
February 29, 2020**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast February
Certified Salaries:							
Administration	1,673,719	1,132,625	521,208	1,653,833	19,885	98.81%	21,320
Regular Education	10,721,894	6,187,532	4,354,572	10,542,104	179,790	98.32%	111,536
Special Education	1,740,035	1,056,169	697,401	1,753,569	(13,535)	100.78%	(25,777)
Total	14,135,647	8,376,325	5,573,181	13,949,507	186,140	98.68%	107,079
Substitute/Tutor/Support Salaries							
Substitutes	8,000	4,128	0	4,128	3,872	51.60%	0
Sped Support (Speech, O.T. & P.T.)	410,583	267,467	151,169	418,636	(8,053)	101.96%	(8,053)
Tech Support	230,410	157,948	76,290	234,238	(3,828)	101.66%	(3,828)
Tutors - Regular Education	21,110	11,036	8,395	19,431	1,679	92.05%	1,678
Tutors - Special Education	23,616	14,485	0	14,485	9,131	61.34%	4,942
Total	693,718	455,063	235,854	690,917	2,801	99.60%	(5,261)
Teaching Assistant Salaries:							
Regular Education TA	284,889	160,218	119,724	279,942	4,946	98.26%	1,126
Special Education TA	1,081,299	612,910	455,221	1,068,131	13,168	98.78%	2,681
Total	1,366,188	773,128	574,945	1,348,074	18,114	98.67%	3,807
School Secretaries' Salaries	615,682	395,468	220,277	615,745	(64)	100.01%	(1,429)
Central Office Salaries	532,735	347,920	188,081	536,001	(3,266)	100.61%	(9,381)
Custodial & Maintenance Salaries	1,293,756	860,386	427,343	1,287,730	6,027	99.53%	(10,845)
Total Salaries	18,637,725	11,208,291	7,219,682	18,427,973	209,753	98.87%	83,971
Employee Benefits	5,001,350	3,453,878	1,410,039	4,863,917	137,433	97.25%	63,798
Total Salaries & Employee Benefits	23,639,075	14,662,169	8,629,721	23,291,890	347,185	98.53%	147,769

**Granby Board of Education
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Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast February
Purchased Services:							
Instructional Purchased Service	530,572	383,340	149,000	532,340	(1,768)	100.33%	(81,211)
Administration Purchased Service	425,618	253,731	151,354	405,085	20,533	95.18%	6,150
Maintenance Purchased Service	101,483	51,565	17,394	68,959	32,524	67.95%	0
Total	1,057,672	688,635	317,749	1,006,384	51,288	95.15%	(75,061)
Legal Services	55,000	17,173	37,827	55,000	0	100.00%	0
Repairs & Maintenance:							
Instructional Repairs & Maintenance	74,599	48,838	4,882	53,719	20,880	72.01%	3,000
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	8,500
Maintenance Repairs & Maintenance	462,698	261,268	43,519	304,786	157,911	65.87%	0
Total	545,797	310,106	48,400	358,506	187,291	65.68%	11,500
Transportation:							
Transportation Regular Education	852,106	410,898	459,164	870,063	(17,957)	102.11%	(14,659)
Transportation Special Education	662,900	236,236	408,540	644,775	18,125	97.27%	(29,058)
Transportation Vocational Tech	92,674	39,859	45,859	85,717	6,956	92.49%	6,000
Total	1,607,680	686,993	913,563	1,600,555	7,124	99.56%	(37,717)
Insurance Property & Liability	102,700	71,528	23,362	94,890	7,810	92.39%	7,810
Communications	99,281	57,163	22,693	79,856	19,425	80.43%	0
Tuition:							
Tuition Special Education	1,451,252	1,086,919	498,088	1,585,007	(133,754)	109.22%	(172,332)
Tuition Adult Education	10,467	9,927	0	9,927	540	94.84%	540
Total	1,461,719	1,096,846	498,088	1,594,934	(133,214)	109.11%	(171,792)
Conference & Travel Expense	73,497	36,598	9,033	45,632	27,865	62.09%	0
General Supplies:							
General Supplies Regular Education	297,040	190,415	77,906	268,320	28,720	90.33%	5,500
General Supplies Special Education	26,416	21,137	2,365	23,502	2,914	88.97%	0
General Supplies Administration	81,176	53,588	14,736	68,324	12,852	84.17%	0
General Supplies Maintenance	142,372	71,703	4,984	76,687	65,685	53.86%	0
Total	547,004	336,843	99,990	436,833	110,171	79.86%	5,500

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
February 29, 2020**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast February
Electricity	397,049	230,317	158,088	388,405	8,644	97.82%	(12,951)
Fuel/Natural Gas	156,352	124,343	62,454	186,797	(30,445)	119.47%	(16,500)
Textbooks/Workbooks	157,746	113,088	4,909	117,996	39,750	74.80%	7,000
Library/Media Center	62,118	46,404	10,355	56,759	5,360	91.37%	0
Software	304,544	246,088	51,955	298,043	6,501	97.87%	0
Dues & Fees	54,598	37,487	5,489	42,976	11,622	78.71%	0
Replacement Equipment:							
Replacement Equip Instructional	0	2,135	0	2,135	(2,135)	0.00%	(2,135)
Replacement Equip Administration	2,500	6,081	0	6,081	(3,581)	243.24%	(3,581)
Replacement Equip Maintenance	24,000	0	0	0	24,000	0.00%	5,000
Total	26,500	8,216	0	8,216	18,284	31.00%	(716)
Student Activities	786,287	367,845	272,356	640,201	146,086	81.42%	6,102
Total General Fund	31,134,619	19,137,839	11,166,032	30,303,871	830,748	97.33%	(129,056)
	SPED 5,480,361					SPED	(307,306)
	GEN ED 25,654,258					GEN ED	178,249
Quality & Diversity	1,082,731	678,815	263,866	942,681	140,050	87.07%	22,486

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ending
February 29, 2020
For Selected Special Education Accounts**

II. Expenditures	<u>9-2020 Budget</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Expended & Encumbered</u>	<u>Balance</u>	<u>February 2020 Forecast</u>
Legal Expense	27,500	12,385	15,115	27,500	0	0
Special Education Certified Staff	1,740,035	1,056,169	697,401	1,753,569	(13,535)	(25,777)
Teacher Assistants	1,081,299	612,910	455,221	1,068,131	13,168	2,681
Special Education Tutors	23,616	14,485	0	14,485	9,131	4,942
Evaluation, Therapy & Contracted Services	83,176	102,626	60,259	162,884	(79,708)	(79,709)
Sped Support (Speech, O.T., & P.T.)	410,583	267,467	151,169	418,636	(8,053)	(8,053)
Special Ed Transportation	662,900	236,236	408,540	644,775	18,125	(29,058)
Out of District Tuition	1,451,252	1,086,919	498,088	1,585,007	(133,754)	(172,332)
Total Selected Special Education Accounts	<u><u>5,480,361</u></u>	<u><u>3,389,196</u></u>	<u><u>2,285,792</u></u>	<u><u>5,674,988</u></u>	<u><u>(194,627)</u></u>	<u><u>(307,306)</u></u>

**Granby Board of Education
 FY 2019-2020
 Statement of Accounts
 for the period ending February 29, 2020**

I. Revenue	FY 2019-2020 Budget	Currently Anticipated	Received To Date	Full Year Forecast February 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	433,637	328,018	(54,029)
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>1,448,719</u>	<u>629,829</u>	<u>5,997</u>