

Finance Subcommittee Meeting
Wednesday, April 22, 2020 5:00 PM
Via Zoom Videoconference See details on the agenda or the Granby Public Schools' website.

I. Public Comment

II. Approve Minutes from March 18, 2020 Finance Subcommittee Meeting

Attachments:
Draft Finance SC Minutes 3-18-20 2

III. March Statement of Accounts

Attachments:
March 2020 SOA Narrative 3
March 2020 Statement of Accounts 5

IV. Food Services Contract

V. Healthy Food Certification

Attachments:
Healthy Food Certification 2020-2021 10

VI. Building Projects Update

VII. Security Projects

VIII. Other

Finance Subcommittee Meeting – Draft Minutes

March 18, 2019, 5:30 p.m.

Via Zoom Teleconference

Attendance:

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

Meeting commenced at 5:37 p.m.

Meeting adjourned at 6:30 p.m.

1. Public Comment: N/A

2. Approve Minutes from the February 19, 2020 Meeting: Dave moved, and mark seconded, approval of minutes. Motion passed, with Mark abstaining.

3. February Statement of Accounts: Anna reviewed the Statement of Accounts through February, which included a +\$31k credit for revenue received from CREC for the summer bus contract (they use and maintain our buses for camps and share the profit). By end of march we will begin to see what short term savings may accrue due to shut down of schools, even as Jordan is planning for the increased expense down the road that may be associated with the “academic hangover” from the shut-down. All agreed that diligent planning and active communication with the BOF is key to being able to respond to changing needs.

4. Food Services RFP: We have heard from 5 interested bidders, but the process has been slowed as the state has extended the deadline. This will come back to the Board in April. We also reviewed the curbside lunch offering being provided at GMMS. Utilization was initial slow and if it remains so we may go to an every-other-day schedule (as multiple days of food can be provided at one time).

5. Update on Building Projects: The State has been unresponsive regarding the MS roof approval which we submitted in the early March cycle. The administration will keep on it, as hopefully this is the kind of work that could proceed in this environment. We are out to bid for an architect for most of the rest of the desired work approved in the bond referendum and have extended the deadline by three weeks. Currently, virtual interviews are scheduled for April 2.

6. Other: Jenny raised concerns she has heard from the public regarding challenges some are having receiving school-wide communication. Linda and John (IT) have been tasked with determining where the problem(s) lie – school messenger, Cox, and/or Comcast – and how best to ameliorate the situation. Jenny requested that the Administration communicate actively with the public on this.

Mark moved and Dave seconded adjournment at 6:30 p.m.

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



Marian Hourigan
Interim 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: April 22, 2020
Re: Financial Forecast as of March 2020

The attached report of the financial results for March 2020 includes the standard reporting format, which forecasts full year results. Those results are stated assuming normal operations. There is an additional column in the report that forecasts financial results anticipating distance learning for the remaining days of FY20 as the guidelines for reopening our physical space seems to be a moving target.

As of March 31, 2020, if school were in session, the BOE would show a negative forecast of \$90,120. Although the forecast is negative, there has been a substantial improvement since the February forecast. This positive change in forecast can be attributed to the year-end process of assessing the status of open purchase orders and encumbering funds where possible through the end of the fiscal year.

The financial forecast that anticipates distance learning for the remaining days of FY20 is favorable by \$409,977. This is a swing of \$500K from the typical March forecast. The forecast includes the following assumption:

- Reduced nursing service
- Reduced transportation contract (20% estimated reduction as this matter is currently being negotiated)
- Reduced cost for miscellaneous afterschool hours performed by staff
- Increase cost for unemployment compensation
- Reduced cost for substitute services provided by Kelly Services
- Utility savings: electricity, natural gas, communication
- Reduction in consumable supplies, travel, conferences
- Increase in software purchases
- Decrease in student activities reflecting the elimination of spring sports

The Quality and Diversity fund reflects the following projected savings due the implementation of distance learning and the forfeiting of many of our normal activities:

- Reduction in after school and enrichment activities
- Reduction in bus monitor services
- Reduction in support services

The following will affect revenues to the Town:

- Reduction in building rentals
- Reduction in pay for participation fee

A reduction in the Excess Cost Grant will likely result due to the reduction in special education transportation costs. This reduction will be reflected in the Education Cost Sharing Grant (ECS) in FY21 and is estimated at approximately \$60k higher than the March 2020 projection of \$54K. In total, the unfavorable variance for this grant is projected to be \$124K.

Thank you for your patience as we continue to review these projections on a regular basis.

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
March 31, 2020
Assuming Financial Impact of Distance Learning**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast March	Anticipates Distance Learning through FY20
Certified Salaries:								
Administration	1,673,719	1,262,927	391,301	1,654,228	19,490	98.84%	20,084	20,084
Regular Education	10,721,894	7,012,178	3,547,451	10,559,629	162,265	98.49%	127,229	147,614
Special Education	1,740,035	1,193,487	555,267	1,748,754	(8,720)	100.50%	(22,716)	(22,716)
Total	14,135,647	9,468,592	4,494,019	13,962,612	173,035	98.78%	124,597	144,981
Substitute/Tutor/Support Salaries								
Substitutes	8,000	5,071	0	5,071	2,929	63.39%	1,464	2,929
Sped Support (Speech, O.T. & P.T.)	410,583	303,382	114,900	418,282	(7,699)	101.88%	(7,821)	(7,822)
Tech Support	230,410	176,052	58,185	234,238	(3,828)	101.66%	(3,828)	(3,828)
Tutors - Regular Education	21,110	13,229	5,861	19,090	2,019	90.43%	877	877
Tutors - Special Education	23,616	14,706	0	14,706	8,910	62.27%	4,942	4,942
Total	693,718	512,440	178,947	691,387	2,331	99.66%	(4,365)	(2,902)
Teaching Assistant Salaries:								
Regular Education TA	284,889	192,532	77,726	270,258	14,631	94.86%	1,126	10,802
Special Education TA	1,081,299	734,064	324,740	1,058,805	22,494	97.92%	2,681	17,201
Total	1,366,188	926,597	402,466	1,329,063	37,125	97.28%	3,807	28,003
School Secretaries' Salaries	615,682	446,325	169,739	616,064	(382)	100.06%	(1,429)	(1,429)
Central Office Salaries	532,735	388,557	153,768	542,325	(9,590)	101.80%	(9,556)	(9,556)
Custodial & Maintenance Salaries	1,293,756	960,373	334,677	1,295,050	(1,294)	100.10%	(14,199)	(4,199)
Total Salaries	18,637,725	12,702,883	5,733,617	18,436,500	201,225	98.92%	98,856	154,900
Employee Benefits	5,001,350	3,894,039	985,792	4,879,831	121,518	97.57%	63,798	42,298
Total Salaries & Employee Benefits	23,639,075	16,596,923	6,719,409	23,316,331	322,744	98.63%	162,654	197,198

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
March 31, 2020
Assuming Financial Impact of Distance Learning**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast March	Anticipates Distance Learning through FY20
Purchased Services:								
Instructional Purchased Service	530,572	432,468	115,307	547,775	(17,203)	103.24%	(99,195)	(11,669)
Administration Purchased Service	425,618	291,627	14,007	305,634	119,984	71.81%	10,598	90,945
Maintenance Purchased Service	101,483	54,645	21,681	76,326	25,157	75.21%	0	0
Total	1,057,672	778,740	150,995	929,735	127,937	87.90%	(88,598)	79,275
Legal Services	55,000	26,090	28,911	55,000	0	100.00%	0	0
Repairs & Maintenance:								
Instructional Repairs & Maintenance	74,599	53,133	8,418	61,551	13,048	82.51%	3,000	12,000
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	8,500	8,500
Maintenance Repairs & Maintenance	462,698	281,722	41,061	322,783	139,915	69.76%	0	0
Total	545,797	334,855	49,479	384,334	161,463	70.42%	11,500	20,500
Transportation:								
Transportation Regular Education	852,106	516,373	361,975	878,348	(26,242)	103.08%	(14,659)	80,341
Transportation Special Education	662,900	290,135	364,715	654,850	8,050	98.79%	(6,807)	31,023
Transportation Vocational Tech	92,674	49,030	36,687	85,717	6,956	92.49%	6,000	8,348
Total	1,607,680	855,538	763,377	1,618,915	(11,235)	100.70%	(15,466)	119,711
Insurance Property & Liability	102,700	94,888	0	94,888	7,812	92.39%	7,810	7,810
Communications	99,281	65,629	18,727	84,356	14,925	84.97%	0	5,000
Tuition:								
Tuition Special Education	1,451,252	1,172,054	422,707	1,594,761	(143,509)	109.89%	(188,617)	(188,617)
Tuition Adult Education	10,467	9,927	0	9,927	540	94.84%	540	540
Total	1,461,719	1,181,981	422,707	1,604,688	(142,969)	109.78%	(188,077)	(188,077)
Conference & Travel Expense	73,497	38,600	6,693	45,294	28,203	61.63%	15,000	26,000
General Supplies:								
General Supplies Regular Education	297,040	212,424	73,586	286,010	11,030	96.29%	5,500	5,500
General Supplies Special Education	26,416	21,766	2,372	24,138	2,278	91.38%	0	0
General Supplies Administration	81,176	56,761	26,874	83,635	(2,459)	103.03%	(2,459)	(2,459)
General Supplies Maintenance	142,372	78,911	2,046	80,957	61,415	56.86%	0	20,000
Total	547,004	369,862	104,879	474,740	72,264	86.79%	3,041	23,041

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
March 31, 2020
Assuming Financial Impact of Distance Learning**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast March	Anticipates Distance Learning through FY20
Electricity	397,049	287,015	113,340	400,356	(3,306)	100.83%	(12,951)	0
Fuel/Natural Gas	156,352	135,738	51,059	186,797	(30,445)	119.47%	(16,500)	0
Textbooks/Workbooks	157,746	115,659	14,107	129,766	27,980	82.26%	20,000	23,000
Library/Media Center	62,118	48,052	10,780	58,833	3,285	94.71%	0	3,285
Software	304,544	276,689	24,462	301,151	3,393	98.89%	0	(6,000)
Dues & Fees	54,598	37,894	6,547	44,441	10,157	81.40%	5,000	7,000
Replacement Equipment:								
Replacement Equip Instructional	0	0	0	0	0	0.00%	0	0
Replacement Equip Administration	2,500	2,135	0	2,135	365	85.40%	365	365
Replacement Equip Maintenance	24,000	6,081	0	6,081	17,919	25.34%	0	0
Total	26,500	8,216	0	8,216	18,284	31.00%	365	365
Student Activities	786,287	464,669	204,356	669,026	117,261	85.09%	6,102	91,869
Total General Fund	31,134,619	21,717,038	8,689,828	30,406,866	727,753	97.66%	(90,120)	409,977
SPED	5,480,361					SPED	(314,232)	(261,883)
GEN ED	25,654,258					GEN ED	224,112	671,861
Quality & Diversity	1,082,731	771,026	172,351	943,377	139,354	87.13%	23,486	70,455

**Granby Board of Education
 FY 2019-2020
 Statement of Accounts
 for the period ending
 March 31, 2020
 For Selected Special Education Accounts
 Assuming Financial Impact of Distance Learning**

II. Expenditures	9-2020 Budget	Expended	Encumbered	Expended & Encumbered	Balance	March 2020 Forecast	Anticipates Distance Learning through FY20
Legal Expense	27,500	19,058	8,443	27,500	0	0	0
Special Education Certified Staff	1,740,035	1,193,487	555,267	1,748,754	(8,720)	(22,716)	(22,716)
Teacher Assistants	1,081,299	734,064	324,740	1,058,805	22,494	2,681	17,201
Special Education Tutors	23,616	14,706	0	14,706	8,910	4,942	4,942
Evaluation, Therapy & Contracted Services	83,176	114,075	64,994	179,069	(95,893)	(95,894)	(95,894)
Sped Support (Speech, O.T., & P.T.)	410,583	303,382	114,900	418,282	(7,699)	(7,821)	(7,822)
Special Ed Transportation	662,900	290,135	364,715	654,850	8,050	(6,807)	31,023
Out of District Tuition	1,451,252	1,172,054	422,707	1,594,761	(143,509)	(188,617)	(188,617)
Total Selected Special Education Accounts	<u>5,480,361</u>	<u>3,840,961</u>	<u>1,855,766</u>	<u>5,696,728</u>	<u>(216,367)</u>	<u>(314,232)</u>	<u>(261,883)</u>

**Granby Board of Education
 FY 2019-2020
 Statement of Accounts
 for the period ending March 31, 2020
 Assuming Financial Impact of Distance Learning**

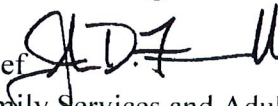
I. Revenue	FY 2019-2020 Budget	Currently Anticipated	Received To Date	Full Year Forecast March 2020	Anticipates Distance Learning through FY20
Reg. Tuition from other Towns	494,560	535,231	262,680	40,671	40,671
SPED Tuition from other Towns	389,724	411,174	205,587	21,450	21,450
SDE Excess Cost Reimbursement	487,666	433,637	328,018	(54,029)	(124,029)
Rental Fees	16,157	16,157	9,895	0	(3,000)
Pay for Participation	54,615	54,615	21,950	0	(26,700)
Sub Total	<u>1,442,722</u>	<u>1,450,814</u>	<u>828,130</u>	<u>8,092</u>	<u>(91,608)</u>



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Bureau Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: January 22, 2020

SUBJECT: Operational Memorandum No. 05-20
Process for Submitting the Healthy Food Certification (HFC) Statement for
School Year 2020-21

This memo addresses the requirements for submitting the 2020-21 HFC Statement to the Connecticut State Department of Education (CSDE). Under HFC, public school districts that participate in the NSLP may choose to follow the Connecticut Nutrition Standards (CNS) and receive additional state funding. This memo also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements for public schools.

In summary, districts must use the appropriate motion language and schedule the required votes at a meeting of the board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the *final board-approved meeting minutes* to the CSDE by **July 1, 2020**. The three votes include whether to:

- adopt the healthy food option under HFC;
- allow food exemptions to the healthy food option under HFC (if the district votes to implement the healthy food option); and
- allow beverage exemptions under Section 10-221q of the Connecticut General Statutes (C.G.S.) (if the district chooses to allow beverage exemptions).

Please carefully review this memo for detailed information on each requirement. Districts must follow the specified instructions to ensure timely submission and CSDE approval of the 2020-21 HFC Statement.

Requirement for Annual HFC Statement

C.G.S. Section 10-215f requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must *take action annually* to certify whether all food items sold to students separately from reimbursable meals will or will not meet the CNS. Public schools include all public schools,

regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2020-21, the HFC period is July 1, 2020, through June 30, 2021. All public school districts participating in the NSLP **must** submit the online Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by **July 1, 2020**. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2020, or the district is ineligible for HFC during school year 2020-21.

HFC Application Process for 2020-21

The annual HFC Statement will be completed online in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System), as part of the district's 2020-21 application module for the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The 2020-21 CNP application module is expected to be available in the CNP System in **May 2020**. The CSDE will notify sponsors when the 2020-21 CNP application module is open, at which time the HFC application module will also be available.

All public school sponsors of the NSLP **must follow the procedures below** to ensure timely submission of the 2020-21 HFC Statement by the deadline of July 1, 2020.

1. Schedule the HFC votes at a meeting of your board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the **final board-approved meeting minutes** to the CSDE by **July 1, 2020**. **Note:** The CSDE cannot accept **draft meeting minutes** to approve the HFC application. Be sure to schedule the initial board meeting early enough to enable timely submission of the **final board-approved meeting minutes**. If the board of education conducts the HFC votes in June, and final board approval of the June minutes does not occur until the next board meeting in July or August, the district will not be able to submit the final board-approved June minutes by July 1, 2020.

- A. **Vote for healthy food option:** The board of education or governing authority for each public school that participates in the NSLP must vote "yes" or "no" on whether to implement the healthy food option of C.G.S. Section 10-215f, i.e., follow the CNS for all foods sold to students separately from reimbursable meals. The board motion and final board-approved meeting minutes must include the following specific criteria for the healthy food option required by C.G.S. Section 10-215f:

Motion language for healthy food option: Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State

Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

- B. **Vote for food exemptions:** If the board of education or governing authority votes “yes” for the healthy food option in 1A above, the board of education or governing authority must also vote on whether to allow food exemptions. (**Note:** If the board of education or governing authority votes “no” for the healthy food option, a vote on whether to allow food exemptions is not required.) The board motion and final board-approved meeting minutes must include the following specific criteria for the food exemptions required by C.G.S. Section 10-215f:

Motion language for food exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

- C. **Vote for beverage exemptions:** The beverage requirements of C.G.S. Section 10-221q apply to *all public schools*, regardless of whether the district certifies for the healthy food option of HFC under C.G.S. Section 10-215f or participates in the USDA’s Child Nutrition Programs. Additional information on the beverage requirements is available on the CSDE’s [Beverage Requirements](#) webpage.

Beverage exemptions under C.G.S. Section 10-221q are not part of the annual HFC Statement, which applies only to food sales. If a public school district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the *same time* as the HFC votes. If the district does not have a beverage exemption in place, noncompliant beverages can never be sold to students on school premises. The board motion and final board-approved meeting minutes must include the following specific

results of the HFC votes for the healthy food option and food exemptions (and beverage exemptions, if applicable), as outlined in step 1.

- A. The final board-approved meeting minutes must indicate whether the board of education or governing authority voted “yes” or “no” to implement the healthy food option, and must include the *specific language* under “Motion language for healthy food option” in step 1A on page 2.
 - B. If the board of education or governing authority voted “yes,” for the healthy food option, the final board-approved meeting minutes must also indicate whether the board of education or governing authority voted “yes” or “no” to allow food exemptions, and must include the *specific language* for either “Motion language for food exemptions” under step 1B on page 3, or “Motion language for combined food and beverage exemptions” under step 1D on page 4.
 - C. If the board of education or governing authority voted to allow beverage exemptions, the final board-approved meeting minutes must include the *specific language* for either “Motion language for beverage exemptions” under step 1C on page 4, or “Motion language for combined food and beverage exemptions” under step 1D on page 4.
3. In **May 2020**, when the CSDE notifies districts that the CNP System is open and the HFC application module is available, complete the online HFC application module and upload the *final board-approved meeting minutes* indicating the results of the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable). The CSDE will e-mail school nutrition programs when the 2020-21 HFC application module of the CNP System is available. Instructions on how to access the HFC application module will be provided at that time. **Note: Please do not access the CNP System prior to receiving this notification from the CSDE.**

For additional guidance on the HFC application process, review the CSDE’s presentation, [Application Procedures for HFC](#), and visit the “[Apply](#)” section of the CSDE’s HFC webpage.

Interschool Agreements for HFC Schools

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) may choose to certify for the healthy food option and follow the CNS for all foods sold to students separately from reimbursable meals. This must be indicated in section 3 of the Full-service Interschool Agreement Form between the recipient site and the providing sponsor district.

In order for the providing sponsor to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2020**. If the CSDE receives the interschool agreement *after* this date, the CSDE will *not* include the recipient site's lunch counts in the total number of reimbursable lunches used to determine HFC payments for school year 2020-21. For more information, see CSDE [Operational Memorandum No. 4-20: Interschool Agreements for School Year 2020-21](#).

Schools must e-mail copies of the completed interschool agreements to the CSDE. Interschool agreements are not submitted through the CNP System. The interschool agreements for school year 2020-21 are available in the "[Interschool Agreements](#)" section of the CSDE's [Forms for School Nutrition Programs](#) webpage.

Connecticut Nutrition Standards (CNS)

The CSDE did not change the CNS for school year 2020-21. For a summary of the CNS, see the CSDE's handout, *Summary of Connecticut Nutrition Standards for Foods in Schools*. Additional information on the CNS is available on the CSDE's [CNS](#) webpage. The CSDE's [HFC](#) webpage provides numerous resources to assist districts with implementing HFC including:

- [Complying with HFC \(Presentation\)](#);
- [Ensuring District Compliance with HFC](#);
- [Guide to Competitive Foods in HFC Public Schools](#);
- [List of Acceptable Foods and Beverages](#);
- [Questions and Answers on Connecticut Statutes for School Food and Beverages](#);
- [Requirements for Competitive Foods in HFC Public Schools](#);
- [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#);
- [Requirements for Foods and Beverages in School Stores in HFC Public Schools](#);
- [Requirements for Foods and Beverages in Vending Machines in HFC Public Schools](#); and
- [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#).

For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

criteria for beverage exemptions required by C.G.S. Section 10-221q:

Motion language for beverage exemptions: The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the beverage sales.

- D. **Option to combine food and beverage exemptions:** Instead of the two separate food and beverage motions in steps 1B and 1C above, the district may choose to combine food and beverage exemptions in one motion by using the language below.

Motion language for combined food and beverage exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

For more information on food and beverage exemptions, see the CSDE’s [*handout, Exemptions for Foods and Beverages in Public Schools*](#).

2. Conduct the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable) at the scheduled meeting of the board of education or governing authority in spring 2020. Until the CNP System opens (anticipated in May 2020), **maintain a copy of the *final board-approved meeting minutes*** indicating the