

**Finance Subcommittee Meeting  
Wednesday, February 17, 2021 5:30 PM  
Central Services**

**I. Public Comment**

**II. Approve Minutes of the January 20, 2021 Meeting**

**Attachments:**

Draft Finance SC Minutes 1-20-21 2

**III. Indoor Air Quality Report**

**Attachments:**

IAQ Report 20-21 3

**IV. Personnel Update**

**V. January Statement of Accounts**

**Attachments:**

January 2021 Statement of Accounts 14

**VI. Fuel Bid Results**

**VII. Building Committee Update**

**VIII. Other**

**Finance Subcommittee Meeting – Draft Minutes**

**January 20, 2021, 5:30 p.m.**

**Central Services**

Attendance:

Jenny Emery	Present	Jordan Grossman	Present
Mark Fiorentino	Present	Anna Robbins	Present
Melissa Migliaccio	Present		
Sarah Thrall	Present		

Meeting commenced at 5:31 p.m. Meeting adjourned at 6:37 p.m.

1. Public Comment: None

2. Approve Minutes from the Special Finance Subcommittee Meeting on December 21, 2020: Melissa moved, and Mark seconded approval. Passed, with Melissa abstaining.

3. December Statement of Accounts: Anna reviewed the statements; the projected deficit – driven by special ed – is continuing to decline. We will also be watching for additional covid-related grants, as well. The general ed savings has come via lower projected payroll. As of now, Jordan has not frozen planned spending on any items.

4. Food Service Program Update: We are continuing to monitor this closely and expect the East Granby agreement will further support the economics of our program. As of right now, the existing deficit is \$53,000. We are projecting a year-end deficit of \$25,000.

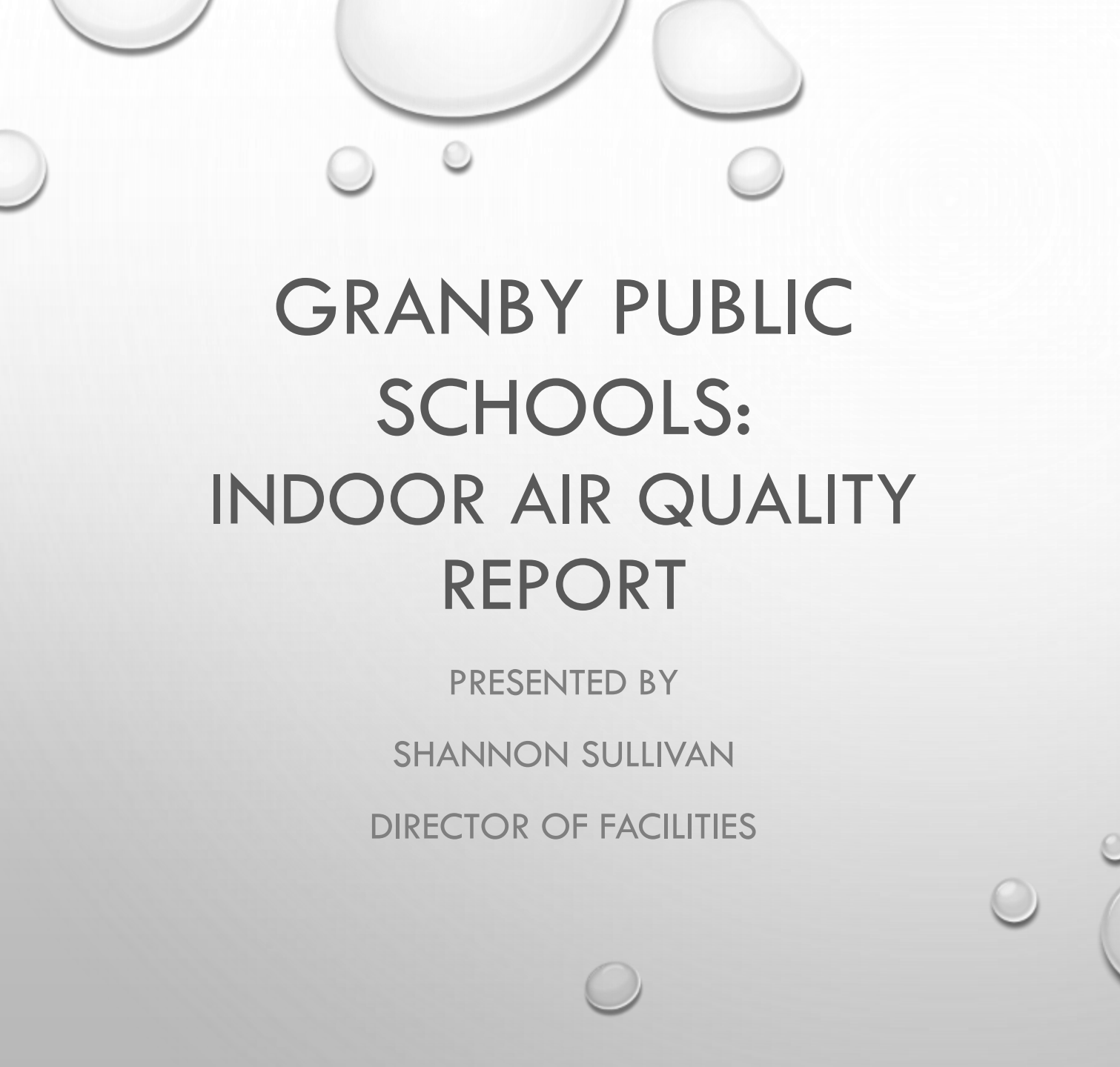
5. Building Committee Update: Anna advised that the State has reconfirmed that the stairwell redesign project is not eligible for State reimbursement; this has been addressed in the proposed small cap budget. Meetings on the rest of the high school projects are continuing and priorities will need to drive final decisions given the likely cost verses approved funding. We will keep the BOE advised.

6. Retirement Benefits: The Town has engaged the school administration in discussion of changes to the Town’s pension plan. In the immediate term, the required funding will increase to recognize new actuarial assumptions. Longer term, we need to explore other changes that can help reduce future costs. We agreed to discuss this more at a future meeting.

7. IBAC Update: The issue we are focused on is Technology integration, and BOE input has been provided to the Town, and we are awaiting their response.

8. 2021-2022 Contract Negotiations: The next negotiations are for secretaries, custodians, and administrators, and we will begin to prepare as soon as the budget is resolved (after March).

With no other business, Melissa moved and Mark seconded adjournment at 6:37 p.m.



# GRANBY PUBLIC SCHOOLS: INDOOR AIR QUALITY REPORT

PRESENTED BY

SHANNON SULLIVAN

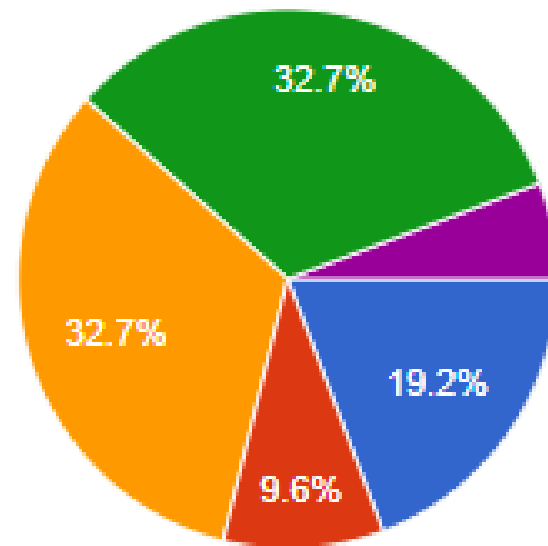
DIRECTOR OF FACILITIES



# RESPONSES TO THE SURVEY:

What is your location?

52 responses



- Kelly Lane
- Wells Road
- Granby Memorial Middle School
- Granby Memorial High School
- Central Services / Board of Education

# GENERAL CLEANLINESS

Question	Yes	No	N/A	Totals
General Cleanliness: Classroom is clean	48	2	2	52
General Cleanliness: Classroom is dusted and vacuumed thoroughly and regularly	38	9	5	52
General Cleanliness: Trash is removed daily	52	0	0	52
General Cleanliness: Room is free of pests	44	8	0	52
General Cleanliness: Spills cleaned	47	1	4	52



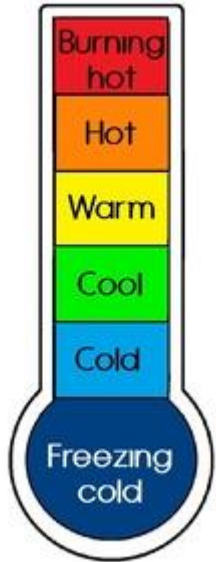
# DRAIN TRAPS & MOISTURE IN CLASSROOM



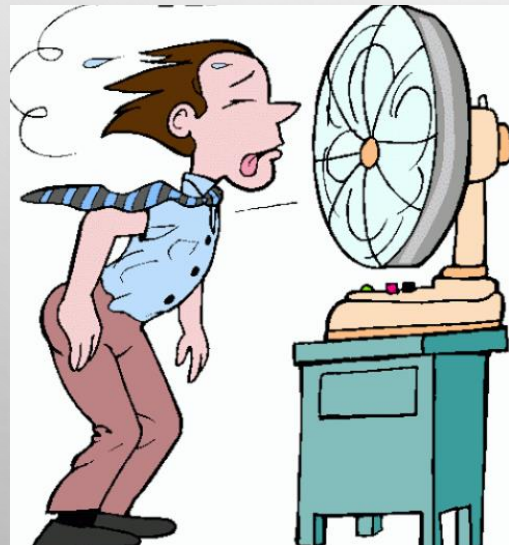
Question	Yes	No	N/A	Totals
Drain Traps in the Classroom: Odor coming from classroom drains (toilets/sinks)	2	22	28	52
Moisture in the Classroom: Windows, window sills, and window frames free of condensate	45	3	4	52
Moisture in the Classroom: Indoor surfaces of exterior walls free of condensate	43	5	4	52
Moisture in the Classroom: Found leaks or signs of moisture (sink, ceiling tiles, lavatories)	7	41	4	52



# THERMAL COMFORT, VENTILATION, & EXHAUST FANS

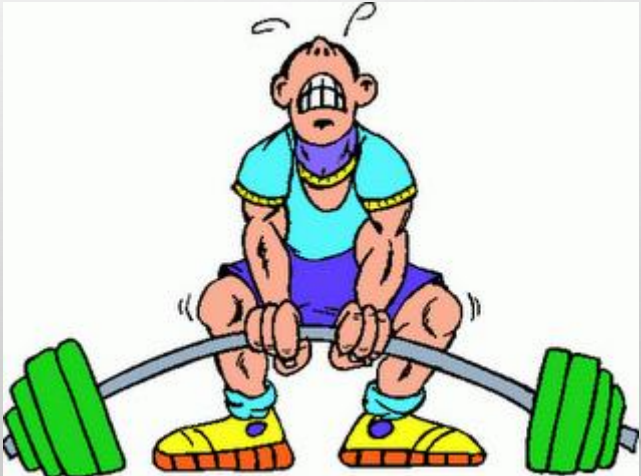


Question	Yes	No	N/A	Totals
Thermal Comfort: No signs of draftiness	25	25	2	52
Thermal Comfort: Room usually comfortable	32	20	0	52
Thermal Comfort: Need help, room frequently uncomfortable	20	31	1	52
Ventilation: Windows are operable	45	3	4	52
Ventilation: Need help, sometimes smell unexplained or unpleasant orders in classroom	7	42	3	52
Local Exhaust Fans: Fan and fume hoods are used properly	10	0	42	52



# ART SUPPLIES & ATHLETICS

Question	Yes	No	N/A	Totals
Art Supplies: Following good handling and storage practices	2	0	12	14
Art Supplies: Following good handling and storage practices	2	0	12	14
Athletics: Locker room and showers cleaned regularly and properly	2		9	11
Athletics: Soiled clothes and towels are removed regularly	1		10	11



# SCIENCE SUPPLIES



Question	Yes	No	N/A	Totals
Science Supplies: SDS on hand	5	1	9	15
Science Supplies: Spill procedures in place	6	0	9	15
Science Supplies: All chemicals are labeled accurately	6	0	9	15
Science Supplies: Supplies stored according to manufacturers' recommendations	6	0	9	15
Science Supplies: Recommend procedures for disposal of used substances understood and followed	6	0	9	15
Science Supplies: Compressed gas cylinders secured	1	0	14	15
Science Supplies: Storage areas separate from main classroom	6	0	9	15
Science Supplies: Diluted substances rather than concentrates used whenever possible	6	0	9	15
Science Supplies: Fume hoods capture respirable particles, gases, and vapors released within them	2	0	13	15

# INDUSTRIAL & VOCATIONAL SUPPLIES

Question	Yes	No	N/A	Totals
Industrial and Vocational Education Supplies: SDS on Hand	0	0	11	11
Industrial and Vocational Education Supplies: Spill procedures in place.	0	0	11	11
Industrial and Vocational Education Supplies: Supplies stored according to manufacturers' recommendations	0	0	11	11
Industrial and Vocational Education Supplies: Recommend procedures for disposal of used substances understood and followed	0	0	11	11
Industrial and Vocational Education Supplies: Compressed gas cylinders secured	0	0	10	10
Industrial and Vocational Education Supplies: Storage areas separate from main classroom	0	0	11	11
Industrial and Vocational Education Supplies: Fume hoods capture respirable particles, gases, and vapors released within them	0	0	11	11



# COMMENTS ON THE SURVEY

- THE SURVEY HAD 29 COMMENTS PROVIDED
  - NO WORK ORDERS WERE OPENED BY THE STAFF TO HAVE THESE ISSUES ADDRESSED
  - FOR EACH COMMENT I MET WITH THE INDIVIDUAL AND ADDRESSED THE ISSUE WHEN POSSIBLE
  - REQUESTS FOR AIR CONDITIONING WILL NEED TO BE ADDRESSED AS PART OF THE BUDGET PROCESS
  - WINDOW CRANK REPAIRS WERE MADE BY MAINTENANCE
  - FURTHER TRAINING IS NEEDED FOR THE STAFF REGARDING WHAT MOLD IS



# GUEST SPEAKER: MR. KEVIN BOGUE



## Licenses to serve our clients ...

- Licensed Environmental Professional (LEP)
- Certified Hazardous Materials Manager (CHMM)
- Connecticut Asbestos Inspector/Management Planner
- Connecticut Asbestos Project Designer
- Certified Industrial Hygienist (CIH)
- Professional Geologist (PG)
- Connecticut Asbestos Project Monitor
- Connecticut Lead Inspector/Risk Assessor





Thank you and goodnight.

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



Jennifer M. Parsons  
*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 17, 2021  
Re: January 2021 Statement of Accounts

The January 2021 statement of accounts continues to reflect the forecast of the cost of reopening schools with protocols and materials that support a safe learning environment during the current pandemic.

After receipt of grant funds, the general fund forecast is negative \$71K. This forecast is worse than the previous month by \$9K. Special education is over-budget \$139K which is worse than the previous month by \$18K and regular education has a positive forecast of \$67K and is better than the previous month by \$9K. The fluctuation in special education is driven by adjustments to out-of-district tuition. Changes in the regular education forecast are due to adjustments to certified staff as we continue to monitor leaves of absence and personnel changes. These changes are offset by anticipated savings in general supplies, conferences and travel as well as dues and fees.

With five months remaining in the school year, the district will require all funds to be encumbered, where possible, by March 15, 2021. This practice allows the district to begin even more accurate forecasting for year-end.

The balance in the Quality & Diversity Fund is forecasted to be better than budgeted (\$62K). Expenses are projected to be \$129K lower than budgeted. The reduction is due to restrictions resulting from the pandemic. Savings are realized in the summer school program and related expenses, staff turnover and reduction in after-school activities. Revenues are projected to be lower than budgeted \$67K due to lack of summer school revenue and a reduction in pre-school enrollment.

The overall projection for revenue to the town is unfavorable \$90K. Special education revenue from other towns continues with a positive forecast. The per pupil expense used to calculate regular education tuition from other towns has been updated to \$17,068 which factors into the increase in the amounts currently anticipated and thereby generating a positive forecast of \$17K. The increase in per pupil expense also increases our stop loss amount and this, in turn, has the opposite effect on the forecast for the Excess Cost Grant which is worse than last month by \$23K.

**Granby Board of Education**  
**FY 2020-2021**  
**Statement of Accounts**  
**for the period ended**  
**January 31, 2021**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	January Forecast after Grants
<b>Certified Salaries:</b>						
Administration	1,725,527	1,049,418	659,088	1,708,506	17,021	4,443
Regular Education	10,843,343	5,003,747	5,580,483	10,584,229	259,114	151,599
Special Education	1,817,977	931,734	951,786	1,883,520	(65,543)	(72,133)
<b>Total</b>	<b>14,386,846</b>	<b>6,984,899</b>	<b>7,191,356</b>	<b>14,176,255</b>	<b>210,591</b>	<b>83,909</b>
<b>Substitute/Tutor/Support Salaries</b>						
Substitutes	8,000	2,594	0	2,594	5,406	0
Sped Support (Speech, O.T. & P.T.)	446,287	233,098	203,429	436,527	9,760	8,820
Tech Support	243,417	145,394	98,083	243,477	(60)	(59)
Tutors - Regular Education	36,329	13,301	10,401	23,702	12,626	4,209
Tutors - Special Education	21,583	17,984	0	17,984	3,599	(1,879)
<b>Total</b>	<b>755,616</b>	<b>412,371</b>	<b>311,913</b>	<b>724,284</b>	<b>31,331</b>	<b>11,091</b>
<b>Teaching Assistant Salaries:</b>						
Regular Education TA	303,433	158,373	159,907	318,280	(14,847)	(20,862)
Special Education TA	1,158,928	510,132	558,665	1,068,797	90,130	83,161
<b>Total</b>	<b>1,462,361</b>	<b>668,505</b>	<b>718,573</b>	<b>1,387,077</b>	<b>75,283</b>	<b>62,300</b>
School Secretaries' Salaries	638,886	351,306	283,093	634,399	4,487	(1,827)
Central Office Salaries	556,894	325,498	238,388	563,885	(6,991)	(10,238)
Custodial & Maintenance Salaries	1,319,033	895,990	627,122	1,523,113	(204,079)	(142,360)
Bus Monitors	0	65,945	63,344	129,289	(129,289)	(29,962)
<b>Total Salaries</b>	<b>19,119,636</b>	<b>9,704,514</b>	<b>9,433,789</b>	<b>19,138,302</b>	<b>(18,666)</b>	<b>(27,087)</b>
<b>Employee Benefits</b>	<b>5,296,197</b>	<b>3,199,204</b>	<b>2,132,883</b>	<b>5,332,087</b>	<b>(35,890)</b>	<b>(50,000)</b>
<b>Total Salaries &amp; Employee Benefits</b>	<b>24,415,833</b>	<b>12,903,718</b>	<b>11,566,671</b>	<b>24,470,389</b>	<b>(54,556)</b>	<b>(77,087)</b>

**Granby Board of Education**  
**FY 2020-2021**  
**Statement of Accounts**  
**for the period ended**  
**January 31, 2021**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	January Forecast after Grants
<b>Purchased Services:</b>						
Instructional Purchased Service	552,019	219,529	253,015	472,544	79,474	0
Administration Purchased Service	439,293	225,648	230,441	456,089	(16,796)	(25,000)
Maintenance Purchased Service	101,483	36,650	29,245	65,895	35,587	0
<b>Total</b>	<b>1,092,794</b>	<b>481,827</b>	<b>512,702</b>	<b>994,529</b>	<b>98,265</b>	<b>(25,000)</b>
Legal Services	55,000	27,512	27,489	55,000	0	0
<b>Repairs &amp; Maintenance:</b>						
Instructional Repairs & Maintenance	74,599	45,618	7,117	52,735	21,864	5,000
Administration Repairs & Maintenance	8,500	0	0	0	8,500	4,000
Maintenance Repairs & Maintenance	434,698	276,642	90,260	366,902	67,796	12,256
<b>Total</b>	<b>517,797</b>	<b>322,260</b>	<b>97,377</b>	<b>419,637</b>	<b>98,160</b>	<b>21,256</b>
<b>Transportation:</b>						
Transportation Regular Education	907,393	373,421	534,911	908,332	(939)	10,706
Transportation Special Education	704,616	58,853	571,929	630,782	73,834	94,251
Transportation Vocational Tech	89,268	26,946	54,726	81,672	7,596	10,818
<b>Total</b>	<b>1,701,276</b>	<b>459,221</b>	<b>1,161,565</b>	<b>1,620,786</b>	<b>80,490</b>	<b>115,775</b>
Insurance Property & Liability	102,700	76,406	24,160	100,566	2,134	0
Communications	91,781	53,232	23,961	77,193	14,588	5,000
<b>Tuition:</b>						
Tuition Special Education	1,469,896	600,546	1,027,499	1,628,046	(158,150)	(217,517)
Tuition Adult Education	11,967	10,016	0	10,016	1,951	1,951
<b>Total</b>	<b>1,481,863</b>	<b>610,562</b>	<b>1,027,499</b>	<b>1,638,062</b>	<b>(156,199)</b>	<b>(215,566)</b>
Conference & Travel Expense	73,131	7,681	4,794	12,475	60,656	15,000

**Granby Board of Education  
FY 2020-2021  
Statement of Accounts  
for the period ended  
January 31, 2021**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	January Forecast after Grants
<b>General Supplies:</b>						
General Supplies Regular Education	317,570	158,310	52,082	210,392	107,178	49,469
General Supplies Special Education	27,316	10,552	5,819	16,371	10,945	0
General Supplies Administration	80,976	51,786	20,052	71,838	9,138	21,160
General Supplies Maintenance	141,372	210,538	5,023	215,561	(74,189)	0
<b>Total</b>	<b>567,234</b>	<b>431,186</b>	<b>82,976</b>	<b>514,163</b>	<b>53,071</b>	<b>70,629</b>
Electricity	409,049	171,703	216,702	388,405	20,644	15,000
Fuel/Natural Gas	156,352	53,200	115,280	168,480	(12,128)	(13,000)
Textbooks/Workbooks	140,217	72,444	4,976	77,420	62,797	0
Library/Media Center	63,336	39,890	6,871	46,761	16,575	0
Software	321,922	244,962	42,176	287,138	34,784	0
Dues & Fees	50,446	34,363	2,720	37,084	13,362	3,000
<b>Replacement Equipment:</b>						
Replacement Equip Instructional	2,500	67	135	202	2,298	0
Replacement Equip Administration	6,000	0	0	0	6,000	0
<b>Total</b>	<b>8,500</b>	<b>67</b>	<b>135</b>	<b>202</b>	<b>8,298</b>	<b>0</b>
Student Activities	794,519	239,737	205,699	445,436	349,083	13,500
<b>Total General Fund</b>	<b>32,043,750</b>	<b>16,229,971</b>	<b>15,123,753</b>	<b>31,353,724</b>	<b>690,026</b>	<b>(71,494)</b>
	<b>SPED</b>	5,729,962			<b>SPED</b>	(139,432)
	<b>GEN ED</b>	26,313,788			<b>GEN ED</b>	67,938
<b>Quality &amp; Diversity</b>	982,910	577,670	245,306	822,976	159,934	

**Granby Board of Education  
FY 2020-2021  
Statement of Accounts  
for the period ending  
January 31, 2021  
For Selected Special Education Accounts**

II. Expenditures	FY20-21 Budget	Expended & Encumbered	Balance	January 2020 Forecast	Change from Last Month Forecast	Grant Fund Application CRF	January Forecast after Grants
Legal Expense	27,500	27,500	0	0	0		0
Special Education Certified Staff	1,817,977	1,883,520	(65,543)	(72,133)	(6,340)	0	(72,133)
Teacher Assistants	1,158,928	1,068,797	90,130	83,161	(2,116)		83,161
Special Education Tutors	21,583	17,984	3,599	(1,879)	1,096		(1,879)
Evaluation, Therapy & Contracted Services	83,176	89,025	(5,849)	(34,135)	5,865		(34,135)
Sped Support (Speech, O.T., & P.T.)	446,287	436,527	9,760	8,820	0		8,820
Special Ed Transportation	704,616	630,782	73,834	74,958	0	(19,293)	94,251
Out of District Tuition	1,469,896	1,628,046	(158,150)	(217,517)	(16,704)		(217,517)
<b>Total Selected Special Education Accounts</b>	<b>5,729,962</b>	<b>5,782,181</b>	<b>(52,219)</b>	<b>(158,724)</b>	<b>(18,200)</b>	<b>(19,293)</b>	<b>(139,432)</b>

**Granby Board of Education  
FY 2020-2021  
Statement of Accounts  
for the period ending January 31, 2021**

<b>I. Revenue</b>	<b>FY 2020-2021 Budget</b>	<b>Currently Anticipated</b>	<b>Received To Date</b>	<b>Full Year Forecast January</b>	<b>Changes from Last Month Forecast</b>
<b>Reg. Tuition from other Towns</b>	600,769	617,823	300,385	17,054	30,081
<b>SPED Tuition from other Towns</b>	413,079	456,273	0	43,194	0
<b>SDE Excess Cost Reimbursement</b>	503,911	404,342	0	(99,569)	(22,706)
<b>Rental Fees</b>	14,745	0	0	(14,745)	0
<b>Pay for Participation</b>	54,000	18,100	16,144	(35,900)	0
<b>Sub Total</b>	<u>1,586,504</u>	<u>1,496,538</u>	<u>316,528</u>	<u>(89,966)</u>	<u>7,375</u>