

**Finance Subcommittee Meeting  
Wednesday, March 17, 2021 5:00 PM  
Central Services**

**I. Public Comment**

**II. Approve Minutes from the February 17, 2021 Meeting**

**Attachments:**

Draft Finance SC Minutes 2-17-21 2

**Rationale:** That the Finance Subcommittee approve the minutes from the February 17, 2021 Finance Subcommittee Meeting.

**III. February Statement of Accounts**

**Attachments:**

February 2021 Statement of Accounts 3

**IV. Year-End Spending**

**V. Leave-of-Absence Requests**

**VI. Food Services Update**

**VII. Other**

**Finance Subcommittee Meeting – Draft Minutes  
February 17, 2021, 5:30 p.m.  
Central Services/Google Meet**

Attendance:

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

Meeting commenced at 5:38.m. Meeting adjourned at 6:47 p.m.

1. Public Comment: None

2. Approve Minutes from the Finance Subcommittee Meeting on January 20, 2021: Mark moved, and Melissa seconded approval. Passed unanimously.

3. Indoor Air Quality Report: Shannon was joined by consultant, Kevin Bogue, to review the results of the annual indoor air quality survey. Only 52 members of the school employee community responded, which was viewed by the administration as evidence that people did not have significant concerns. Concerns raised related to room temperature comfort are understood to relate to rooms being too warm due to the absence of air conditioning in the summer, and rooms being too cold if they are proximate to where people open doors for fresh air during mask breaks in the winter. Mr. Bogue, who participates on Granby's High school safety committee, noted that he views our district as very proactive compared to others. He also noted that our buildings are largely asbestos free.

4. Personnel Update: The administration advised the committee to expect at least one additional retirement, and perhaps two, before the year ends.

5. January Statement of Accounts: Anna reviewed the accounts, where special ed is approximately \$140k over budget, and general ed is approximately \$68k under budget. Some general ed movement was noted due to unemployment insurance, and retirement severance costs. Unspent budgeted line items will begin to be closed out in mid-March. Anna also noted that our state-defined "per pupil expenditure" is now set at \$17,068, up from \$16,800.

6. Fuel Bid Results: State Line Oil was the low bidder, guaranteeing a price of \$1.89 per gallon for 30,000 gallons, and including some flexibility related to storage. State Line has the current contract, and service has been good.

7. Building Committee Update: The committee expects to be making prioritization decisions soon, based on budget limitations, and will update the full Board in the next month. The roof leak at the new vestibule was also discussed, and was found to relate to frozen blockages in drainpipes from the mail roof, which backed onto the vestibule. A \$10,000 fix will be done using budgeted maintenance funds, and resolution of the potential for similar problems with other roof drains will be explored as a part of the upcoming high school roof project

8. Other: Jordan advised that he is in regular communication with BOF Chair Mike Guarco, and expects the final BOF Budget Guideline to be set at their meeting on February 22. Jordan believes there will be close alignment between this guideline, and the developing information on budget needs since the original Plus One budget was presented, when his full budget is presented to us in March.

With no other business, Mark moved and Melissa seconded adjournment at 6:47 p.m.

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: March 17, 2021  
Re: February 2021 Statement of Accounts

The February 2021 statement of accounts reflects the receipt of grant funds. The Connecticut State Department of Education grants division has accepted the Granby Board of Education's application for reimbursement.

After receipt of grant funds, the general fund forecast is over-budget \$65K. This forecast is better than the previous month by \$7K. Special education is over-budget \$54K which is better than the previous month by \$85K and regular education has a negative forecast of \$11K and is worse than the previous month by \$79K. The fluctuation in special education is driven by adjustments to out-of-district tuition and transportation. Changes in the regular education forecast are due to adjustments to projections for custodial salaries as well as the cost for bus monitors. Previous months' forecasts were based on estimates used for pandemic-related grant applications. Although the district forecast is better than last month, there has been movement between categories based on actual expenses.

With four months remaining in the school year, the district will require all funds to be encumbered, where possible, by March 26, 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 \$64K. Expenses are projected to be \$130K 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 \$66K due to lack of summer school revenue and a reduction in pre-school enrollment.

The overall projection for revenue to the town is unfavorable \$82K, which is better than last month by \$8K. 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 Special Education Excess Cost Grant of \$408K has been received by the Town and will be adjusted to reflect changes that may occur through June 2021. Pay-for-participation fees have increased by \$5K reflecting enrollment in spring sports.

**Granby Board of Education  
FY 2020-2021  
Statement of Accounts  
for the period ended  
February 28, 2021**

<b>Description</b>	<b>Budget</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Expended &amp; Encumbered</b>	<b>Balance</b>	<b>% Enc/Exp</b>	<b>February Forecast After Grants</b>	<b>Change from Last Month Forecast</b>
<b>Certified Salaries:</b>								
Administration	1,725,527	1,181,236	527,270	1,708,506	17,021	99.01%	4,443	0
Regular Education	10,843,343	5,831,256	4,755,544	10,586,799	256,544	97.63%	158,644	7,045
Special Education	1,817,977	1,084,949	786,639	1,871,588	(53,612)	102.95%	(70,279)	1,853
<b>Total</b>	<b>14,386,846</b>	<b>8,097,441</b>	<b>6,069,453</b>	<b>14,166,893</b>	<b>219,953</b>	<b>98.47%</b>	<b>92,807</b>	<b>8,898</b>
<b>Substitute/Tutor/Support Salaries</b>								
Substitutes	8,000	2,912	0	2,912	5,088	36.40%	2,000	2,000
Sped Support (Speech, O.T. & P.T.)	446,287	270,224	165,834	436,058	10,229	97.71%	10,229	1,409
Tech Support	243,417	163,855	79,622	243,477	(60)	100.02%	(59)	0
Tutors - Regular Education	36,329	15,333	8,414	23,747	12,581	65.37%	5,731	1,523
Tutors - Special Education	21,583	17,984	0	17,984	3,599	83.32%	(783)	1,096
<b>Total</b>	<b>755,616</b>	<b>470,307</b>	<b>253,870</b>	<b>724,178</b>	<b>31,438</b>	<b>95.84%</b>	<b>17,118</b>	<b>6,027</b>
<b>Teaching Assistant Salaries:</b>								
Regular Education TA	303,433	188,240	127,660	315,900	(12,467)	104.11%	(12,107)	8,755
Special Education TA	1,158,928	615,438	462,274	1,077,712	81,215	92.99%	79,234	(3,927)
<b>Total</b>	<b>1,462,361</b>	<b>803,677</b>	<b>589,935</b>	<b>1,393,612</b>	<b>68,749</b>	<b>95.30%</b>	<b>67,128</b>	<b>4,828</b>
School Secretaries' Salaries	638,886	403,403	231,156	634,559	4,327	99.32%	(2,083)	(256)
Central Office Salaries	556,894	367,452	196,461	563,913	(7,019)	101.26%	(9,023)	1,215
Custodial & Maintenance Salaries	1,319,033	1,020,697	517,652	1,538,349	(219,316)	116.63%	(192,288)	(49,928)
Bus Monitors	0	74,849	45,070	119,919	(119,919)		(69,444)	(39,483)
<b>Total Salaries</b>	<b>19,119,636</b>	<b>11,237,826</b>	<b>7,903,597</b>	<b>19,141,422</b>	<b>(21,787)</b>	<b>100.11%</b>	<b>(95,785)</b>	<b>(68,699)</b>
<b>Employee Benefits</b>	<b>5,296,197</b>	<b>3,617,114</b>	<b>1,711,937</b>	<b>5,329,051</b>	<b>(32,854)</b>	<b>100.62%</b>	<b>(36,295)</b>	<b>13,705</b>
<b>Total Salaries &amp; Employee Benefits</b>	<b>24,415,833</b>	<b>14,854,940</b>	<b>9,615,533</b>	<b>24,470,473</b>	<b>(54,640)</b>	<b>100.22%</b>	<b>(132,080)</b>	<b>(54,994)</b>

**Granby Board of Education**  
**FY 2020-2021**  
**Statement of Accounts**  
**for the period ended**  
**February 28, 2021**

<b>Description</b>	<b>Budget</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Expended &amp; Encumbered</b>	<b>Balance</b>	<b>% Enc/Exp</b>	<b>February Forecast After Grants</b>	<b>Change from Last Month Forecast</b>
<b>Purchased Services:</b>								
Instructional Purchased Service	552,019	258,868	200,758	459,626	92,392	83.26%	(20,000)	(20,000)
Administration Purchased Service	439,293	265,893	191,585	457,478	(18,185)	104.14%	(14,512)	10,488
Maintenance Purchased Service	101,483	39,210	27,806	67,016	34,467	66.04%	0	0
<b>Total</b>	<b>1,092,794</b>	<b>563,971</b>	<b>420,149</b>	<b>984,120</b>	<b>108,674</b>	<b>90.06%</b>	<b>(34,512)</b>	<b>(9,512)</b>
Legal Services	55,000	28,439	26,561	55,000	0	100.00%	0	0
<b>Repairs &amp; Maintenance:</b>								
Instructional Repairs & Maintenance	74,599	50,239	4,511	54,750	19,849	73.39%	5,000	0
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	4,000	0
Maintenance Repairs & Maintenance	434,698	308,522	79,951	388,473	46,225	89.37%	0	(12,256)
<b>Total</b>	<b>517,797</b>	<b>358,761</b>	<b>84,462</b>	<b>443,223</b>	<b>74,574</b>	<b>85.60%</b>	<b>9,000</b>	<b>(12,256)</b>
<b>Transportation:</b>								
Transportation Regular Education	907,393	456,918	449,800	906,718	674	99.93%	30,508	19,802
Transportation Special Education	704,616	160,288	430,920	591,208	113,408	83.90%	144,865	50,614
Transportation Vocational Tech	89,268	31,604	50,068	81,672	7,596	91.49%	10,818	0
<b>Total</b>	<b>1,701,276</b>	<b>648,810</b>	<b>930,788</b>	<b>1,579,598</b>	<b>121,678</b>	<b>92.85%</b>	<b>186,191</b>	<b>70,416</b>
Insurance Property & Liability	102,700	76,406	24,160	100,566	2,134	97.92%	0	0
Communications	91,781	57,960	17,943	75,903	15,878	82.70%	5,000	0
<b>Tuition:</b>								
Tuition Special Education	1,469,896	866,793	786,527	1,653,319	(183,424)	112.48%	(183,423)	34,094
Tuition Adult Education	11,967	10,016	0	10,016	1,951	83.70%	1,951	0
<b>Total</b>	<b>1,481,863</b>	<b>876,809</b>	<b>786,527</b>	<b>1,663,335</b>	<b>(181,473)</b>	<b>112.25%</b>	<b>(181,472)</b>	<b>34,094</b>
Conference & Travel Expense	73,131	9,484	4,033	13,517	59,614	18.48%	15,000	0

**Granby Board of Education  
FY 2020-2021  
Statement of Accounts  
for the period ended  
February 28, 2021**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	February Forecast After Grants	Change from Last Month Forecast	
<b>General Supplies:</b>									
General Supplies Regular Education	317,570	169,041	58,234	227,274	90,296	71.57%	15,000	(34,468)	
General Supplies Special Education	27,316	13,180	4,520	17,700	9,616	64.80%	0	0	
General Supplies Administration	80,976	57,763	19,284	77,047	3,929	95.15%	0	(21,160)	
General Supplies Maintenance	141,372	213,020	5,191	218,211	(76,839)	154.35%	(17,000)	(17,000)	
<b>Total</b>	<b>567,234</b>	<b>453,004</b>	<b>87,228</b>	<b>540,232</b>	<b>27,002</b>	<b>95.24%</b>	<b>(2,000)</b>	<b>(72,628)</b>	
Electricity	409,049	186,994	201,411	388,405	20,644	94.95%	15,000	0	
Fuel/Natural Gas	156,352	87,048	81,432	168,480	(12,128)	107.76%	(13,000)	0	
Textbooks/Workbooks	140,217	75,077	4,364	79,441	60,776	56.66%	6,000	6,000	
Library/Media Center	63,336	40,918	8,814	49,731	13,605	78.52%	0	0	
Software	321,922	281,511	16,100	297,612	24,310	92.45%	0	0	
Dues & Fees	50,446	35,152	2,804	37,957	12,489	75.24%	3,000	0	
<b>Replacement Equipment:</b>									
Replacement Equip Instructional	2,500	67	1,083	1,151	1,349	0.00%	0	0	
Replacement Equip Administration	6,000	0	0	0	6,000	0.00%	0	0	
<b>Total</b>	<b>8,500</b>	<b>67</b>	<b>1,083</b>	<b>1,151</b>	<b>7,349</b>	<b>13.54%</b>	<b>0</b>	<b>0</b>	
Student Activities	794,519	266,591	247,330	513,922	280,597	64.68%	59,000	45,500	
<b>Total General Fund</b>	<b>32,043,750</b>	<b>18,901,943</b>	<b>12,560,723</b>	<b>31,462,666</b>	<b>581,084</b>	<b>98.19%</b>	<b>(64,874)</b>	<b>6,620</b>	
	SPED	5,729,962					SPED	(54,293)	85,139
	GEN ED	26,313,788					GEN ED	(10,581)	(78,519)

Quality & Diversity	Budget	February Forecast	Better/Worse Than Budget
Opening Balance	315,390	315,390	0
Expenses	(982,910)	(852,762)	130,148
Revenue	832,342	766,000	(66,342)
Ending Balance	164,823	228,628	63,806

**Granby Board of Education  
FY 2020-2021  
Statement of Accounts  
for the period ending  
February 28, 2021  
For Selected Special Education Accounts**

II. Expenditures	FY20-21 Budget	Expended	Encumbered	Expended & Encumbered	Balance	February Forecast After Grants	Change from Last Month Forecast
Legal Expense	27,500	4,274	18,226	22,500	5,000	0	0
Special Education Certified Staff	1,817,977	1,084,949	786,639	1,871,588	(53,612)	(70,279)	1,853
Teacher Assistants	1,158,928	615,438	462,274	1,077,712	81,215	79,234	(3,927)
Special Education Tutors	21,583	17,984	0	17,984	3,599	(783)	1,096
Evaluation, Therapy & Contracted Services	83,176	33,819	64,968	98,787	(15,611)	(34,135)	0
Sped Support (Speech, O.T., & P.T.)	446,287	270,224	165,834	436,058	10,229	10,229	1,409
Special Ed Transportation	704,616	160,288	430,920	591,208	113,408	144,865	50,614
Out of District Tuition	1,469,896	866,793	786,527	1,653,319	(183,424)	(183,423)	34,094
<b>Total Selected Special Education Accounts</b>	<b>5,729,962</b>	<b>3,053,769</b>	<b>2,715,387</b>	<b>5,769,156</b>	<b>(39,194)</b>	<b>(54,293)</b>	<b>85,139</b>

**Granby Board of Education  
 FY 2020-2021  
 Statement of Accounts  
 for the period ending February 28, 2021**

<b>I. Revenue</b>	<b>FY 2020-2021 Budget</b>	<b>Currently Anticipated</b>	<b>Received To Date</b>	<b>Full Year Forecast February</b>	<b>Changes from Last Month Forecast</b>
<b>Reg. Tuition from other Towns</b>	600,769	617,823	300,385	17,054	0
<b>SPED Tuition from other Towns</b>	413,079	456,273	0	43,194	0
<b>SDE Excess Cost Reimbursement</b>	503,911	407,937	407,937	(95,974)	3,595
<b>Rental Fees</b>	14,745	0	0	(14,745)	0
<b>Pay for Participation</b>	54,000	22,967	22,967	(31,033)	4,867
<b>Sub Total</b>	<u>1,586,504</u>	<u>1,505,000</u>	<u>731,289</u>	<u>(81,504)</u>	<u>8,462</u>