

**Finance Subcommittee Meeting  
Wednesday, April 21, 2021 5:30 PM  
Central Services**

**I. Public Comment**

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

**Attachments:**

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**III. March Statement of Accounts**

**Attachments:**

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**IV. Year-End Assessments**

**V. Food Service Update**

**VI. Building Committee Update & Educational Specifications**

**Attachments:**

Educational Specifications for the Granby Memorial High School Roof Replacement 9

Educational Specifications for the Granby Memorial High School Cafeteria and  
Kitchen 12

**VII. Healthy Food Certification**

**Attachments:**

Food and Beverage Exemptions for Public Schools 17

**VIII. Other**

## Finance Subcommittee Meeting – Draft Minutes

March 17, 2021, 5:00 p.m.

### Google Meet

#### Attendance:

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

Meeting commenced at 5:02 p.m. Meeting adjourned at 6:05 p.m.

1. Public Comment: None

2. Approve Minutes from the Finance Subcommittee Meeting on February 17, 2021: Melissa moved, and Jenny seconded approval. Passed unanimously.

3. February Statement of Accounts: Special Ed has improved but was offset by a change in the accounting of the Covid grant for general fund expenses. Unbudgeted custodian and bus monitor expense could only be applied to the grant through 12/30/20, while the payroll is run 12/31/21. The unapplied grant funds will instead be applied to covid-related expenses from June 2020, and the revenue – close to \$250k – will accrue to the town. For the BOR 2020-21 budget, purchase orders will be closed out at the end of March, and the Administration expects that the general ed deficit (\$11k) will be eliminated.

4. Year-End Spending: Jordan explained he has no plans for year-end expenditures, given that surplus is not anticipated. Mark expressed interest in continuing to have the Administration present unfunded items, to keep them in front of us. Such items are likely already outlined in the proposed budget, including small capital. Jordan agreed to have this separate report also provided in April.

5. Leave-of-Absence Requests: Two teacher leaves of absence for the 2021-22 school year have been requested, and by contract require our approval. Jordan confirmed that these are unpaid leaves, and no benefits are provided. Mark moved, and Melissa seconded, our approval of the leaves. Passed unanimously.

6. Food Service Update: Anna presented the running tabulation of the 2020-21 food program deficit that built up in the early part of the year and is now being reduced thanks to the agreement with East Granby. The extra volume is projected to pay-down the deficit, currently forecast at \$25k, to perhaps \$15k. Separately, there was discussion of the continuing dispute with Sodexo related to losses from the latter part of the 2019-20 year. Legal counsel has been engaged, and the committee encouraged the administration to drive for an acceptable settlement, especially since Sodexo's reputation is at stake. The Town booked a \$51k liability for this in its 6/30/2021 CAFR. It is likely that grant funds can help defray this cost.

With no other business, Melissa moved and Mark seconded adjournment at 6:05 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: April 21, 2021  
Re: March 2021 Statement of Accounts

The March 2021 statement of accounts reflects the receipt of Coronavirus Relief Funds. The Connecticut State Department of Education grants division has accepted and disbursed the Granby Board of Education's application for reimbursement.

After receipt of grant funds, the general fund forecast is projected to be slightly better than budgeted. This forecast of \$14K is better than the previous month by \$79K. Special education is over-budget \$16K which is better than the previous month by \$38K and regular education has a positive forecast of \$30K and is better than the previous month by \$41K. The fluctuation in the forecast reflects a final call for purchase orders where possible. Some exceptions include special education, athletics and districtwide maintenance expenses. Expenses in these areas will be monitored closely but are difficult to predict at this time. Variable costs in these areas are typically difficult to anticipate however, the required response to the pandemic has made expense in the area even more difficult to predict.

The balance in the Quality & Diversity Fund is forecasted to be better than budgeted (\$64K), and remains unchanged from the previous month.

For FY21, the overall projection for revenue to the town continues to be unfavorable \$80K, which is better than last month by \$2K. Special education revenue from other towns continues with a positive forecast. The Special Education Excess Cost Grant (\$408K) has been received by the Town and will be adjusted to reflect changes that may occur through June 2021. Pay to participation has increase by \$1K reflecting continued enrollment in spring sports.

As reported above, the district received the disbursement of Coronavirus Relief Funds totaling of \$551,819. \$417,523 of this disbursement was applied to FY21 pandemic related expenses incurred before December 30, 2020. The remaining \$134,296 was applied to pandemic related expenses incurred and expended in FY20 (after March 13, 2020). Funds received for prior years expenses (FY20) were returned to the Town bringing the total expenses returned to the town from FY20 to \$1,036,358.

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

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	March 2021 Forecast	Change from Last Month Forecast
<b>Certified Salaries:</b>								
Administration	1,725,527	1,313,053	395,453	1,708,506	17,021	99.01%	4,443	0
Regular Education	10,843,343	6,671,954	3,938,557	10,610,511	232,832	97.85%	160,686	2,042
Special Education	1,817,977	1,234,355	643,394	1,877,748	(59,772)	103.29%	(68,272)	2,008
<b>Total</b>	<b>14,386,846</b>	<b>9,219,362</b>	<b>4,977,404</b>	<b>14,196,765</b>	<b>190,081</b>	<b>98.68%</b>	<b>96,857</b>	<b>4,050</b>
<b>Substitute/Tutor/Support Salaries</b>								
Substitutes	8,000	4,049	0	4,049	3,951	50.61%	2,000	0
Sped Support (Speech, O.T. & P.T.)	446,287	308,823	127,050	435,873	10,414	97.67%	10,413	184
Tech Support	243,417	182,315	61,162	243,477	(60)	100.02%	(60)	(1)
Tutors - Regular Education	36,329	17,771	6,077	23,848	12,481	65.64%	7,199	1,468
Tutors - Special Education	21,583	17,984	0	17,984	3,599	83.32%	312	1,096
<b>Total</b>	<b>755,616</b>	<b>530,942</b>	<b>194,289</b>	<b>725,230</b>	<b>30,386</b>	<b>95.98%</b>	<b>19,865</b>	<b>2,747</b>
<b>Teaching Assistant Salaries:</b>								
Regular Education TA	303,433	223,599	96,704	320,303	(16,870)	105.56%	(16,870)	(4,763)
Special Education TA	1,158,928	742,001	326,669	1,068,671	90,257	92.21%	88,500	9,265
<b>Total</b>	<b>1,462,361</b>	<b>965,600</b>	<b>423,374</b>	<b>1,388,974</b>	<b>73,387</b>	<b>94.98%</b>	<b>71,630</b>	<b>4,502</b>
School Secretaries' Salaries	638,886	457,249	178,000	635,249	3,637	99.43%	(279)	1,804
Central Office Salaries	556,894	409,506	154,535	564,040	(7,146)	101.28%	(9,151)	(128)
Custodial & Maintenance Salaries	1,319,033	1,075,058	388,105	1,463,163	(144,129)	110.93%	(163,121)	29,167
Bus Monitors	0	35,290	29,206	64,497	(64,497)		(69,444)	0
<b>Total Salaries</b>	<b>19,119,636</b>	<b>12,693,006</b>	<b>6,344,911</b>	<b>19,037,918</b>	<b>81,718</b>	<b>99.57%</b>	<b>(53,643)</b>	<b>42,142</b>
<b>Employee Benefits</b>	<b>5,296,197</b>	<b>4,058,609</b>	<b>1,174,794</b>	<b>5,233,403</b>	<b>62,794</b>	<b>98.81%</b>	<b>(40,000)</b>	<b>(3,705)</b>
<b>Total Salaries &amp; Employee Benefits</b>	<b>24,415,833</b>	<b>16,751,615</b>	<b>7,519,706</b>	<b>24,271,321</b>	<b>144,512</b>	<b>99.41%</b>	<b>(93,643)</b>	<b>38,437</b>

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

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	March 2021 Forecast	Change from Last Month Forecast
<b>Purchased Services:</b>								
Instructional Purchased Service	552,019	349,905	108,310	458,216	93,803	83.01%	(38,935)	(18,935)
Administration Purchased Service	439,293	302,903	171,764	474,667	(35,374)	108.05%	(56,422)	(41,910)
Maintenance Purchased Service	101,483	45,638	21,378	67,016	34,467	66.04%	0	0
<b>Total</b>	<b>1,092,794</b>	<b>698,445</b>	<b>301,452</b>	<b>999,898</b>	<b>92,897</b>	<b>91.50%</b>	<b>(95,357)</b>	<b>(60,845)</b>
Legal Services	55,000	32,114	18,923	51,037	3,963	92.79%	0	0
<b>Repairs &amp; Maintenance:</b>								
Instructional Repairs & Maintenance	74,599	41,669	1,458	43,127	31,472	57.81%	5,000	0
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	4,000	0
Maintenance Repairs & Maintenance	434,698	267,637	73,887	341,525	93,173	78.57%	0	0
<b>Total</b>	<b>517,797</b>	<b>309,307</b>	<b>75,345</b>	<b>384,652</b>	<b>133,145</b>	<b>74.29%</b>	<b>9,000</b>	<b>0</b>
<b>Transportation:</b>								
Transportation Regular Education	907,393	540,422	337,663	878,085	29,307	96.77%	30,508	0
Transportation Special Education	704,616	223,288	329,462	552,750	151,865	78.45%	154,926	10,061
Transportation Vocational Tech	89,268	34,690	45,984	80,673	8,595	90.37%	10,818	0
<b>Total</b>	<b>1,701,276</b>	<b>798,400</b>	<b>713,109</b>	<b>1,511,509</b>	<b>189,767</b>	<b>88.85%</b>	<b>196,252</b>	<b>10,061</b>
Insurance Property & Liability	102,700	100,566	0	100,566	2,134	97.92%	0	0
Communications	91,781	58,186	15,380	73,566	18,215	80.15%	5,000	0
<b>Tuition:</b>								
Tuition Special Education	1,469,896	906,533	746,787	1,653,319	(183,424)	112.48%	(164,051)	19,372
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>916,549</b>	<b>746,787</b>	<b>1,663,335</b>	<b>(181,473)</b>	<b>112.25%</b>	<b>(162,100)</b>	<b>19,372</b>
Conference & Travel Expense	73,131	12,885	5,056	17,941	55,190	24.53%	25,000	10,000

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

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	March 2021 Forecast	Change from Last Month Forecast
<b>General Supplies:</b>								
General Supplies Regular Education	317,570	191,054	62,007	253,061	64,509	79.69%	25,000	10,000
General Supplies Special Education	27,316	17,292	8,666	25,958	1,358	95.03%	0	0
General Supplies Administration	80,976	44,191	17,500	61,691	19,285	76.18%	10,000	10,000
General Supplies Maintenance	141,372	98,949	5,135	104,084	37,288	73.62%	0	17,000
<b>Total</b>	<b>567,234</b>	<b>351,486</b>	<b>93,308</b>	<b>444,794</b>	<b>122,440</b>	<b>78.41%</b>	<b>35,000</b>	<b>37,000</b>
Electricity	409,049	245,887	152,676	398,563	10,486	97.44%	10,000	(5,000)
Fuel/Natural Gas	156,352	119,414	49,066	168,480	(12,128)	107.76%	(13,000)	0
Textbooks/Workbooks	140,217	81,307	17,632	98,939	41,278	70.56%	10,000	4,000
Library/Media Center	63,336	46,112	9,174	55,285	8,051	87.29%	2,000	2,000
Software	321,922	281,390	17,953	299,343	22,579	92.99%	0	0
Dues & Fees	50,446	37,034	1,790	38,825	11,621	76.96%	5,000	2,000
<b>Replacement Equipment:</b>								
Replacement Equip Admin	2,500	1,312	1,201	2,513	(13)	0.00%	0	0
Replacement Equip Maintenance	6,000	1,697	0	1,697	4,303	28.29%	2,000	2,000
<b>Total</b>	<b>8,500</b>	<b>3,010</b>	<b>1,201</b>	<b>4,211</b>	<b>4,289</b>	<b>49.54%</b>	<b>2,000</b>	<b>2,000</b>
Student Activities	794,519	322,864	297,809	620,673	173,846	78.12%	79,000	20,000
<b>Total General Fund</b>	<b>32,043,750</b>	<b>21,166,569</b>	<b>10,036,368</b>	<b>31,202,937</b>	<b>840,813</b>	<b>97.38%</b>	<b>14,152</b>	<b>79,026</b>
SPED	5,729,962					SPED	(16,006)	38,287
GEN ED	26,313,788					GEN ED	30,159	40,739

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

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

II. Expenditures		FY20-21 Budget	Expended	Encumbered	Expended & Encumbered	Balance	March Forecast After Grants	Change from Last Month Forecast
Legal Expense	S1	27,500	4,274	5,952	10,226	17,274	0	0
Special Education Certified Staff		1,817,977	1,234,355	643,394	1,877,748	(59,772)	(68,272)	2,008
Teacher Assistants	S2	1,158,928	742,001	326,669	1,068,671	90,257	88,500	9,265
Special Education Tutors	S3	21,583	17,984	0	17,984	3,599	312	1,096
Evaluation, Therapy & Contr:	S4	83,176	81,260	17,733	98,993	(15,817)	(37,835)	(3,700)
Sped Support (Speech, O.T., & S5		446,287	308,823	127,050	435,873	10,414	10,413	184
Special Ed Transportation	S6	704,616	223,288	329,462	552,750	151,865	154,926	10,061
Out of District Tuition		1,469,896	906,533	746,787	1,653,319	(183,424)	(164,051)	19,372
<b>Total Selected Special Education Accounts</b>		<b>5,729,962</b>	<b>3,518,518</b>	<b>2,197,047</b>	<b>5,715,564</b>	<b>14,398</b>	<b>(16,006)</b>	<b>38,287</b>

**Granby Board of Education  
 FY 2020-2021  
 Statement of Accounts  
 for the period ending March 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 March</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)	0
<b>Rental Fees</b>	14,745	0	0	(14,745)	0
<b>Pay for Participation</b>	54,000	24,312	24,312	(29,688)	1,345
<b>Sub Total</b>	<u>1,586,504</u>	<u>1,506,345</u>	<u>732,634</u>	<u>(80,159)</u>	<u>1,345</u>
<b>Prior Year's Expenses Reimbursed to the Town through Grant Funds</b>	0	134,296	0	134,296	134,296

EDUCATIONAL SPECIFICATIONS  
For Granby Memorial High School  
LOW-SLOPE ROOF REPLACEMENT  
Entire Roof

**Project Rationale**

The roof areas encompass the entire building. All areas are at least 20 years old. The roof areas included in this project comprise approximately 87,000 square feet. The roof has exceeded the warranty. Water has infiltrated beneath the roof membrane through failure of the roof membrane and flashing. Roof leaks are contributing to water ingress into the interior spaces of the buildings. Maintenance and repairs have been done in an effort to prevent further water ingress, but extensive damage could be reasonably expected if the roof, insulation, and flashings are not replaced.

**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 Priorities Advisory Committee for the Town of Granby, calls for the provision of a safe and appropriate learning environment. Maintaining an acceptable learning environment requires replacement of the roof to prevent further water ingress.

Granby Public Schools has developed and adopted a multiple-phase schedule for enacting the various elements of the Large Capital Improvement Plan, which incorporates work at each of our schools. The Granby Memorial High School will remain as the Town's high school for the foreseeable future.

**The Project**

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

- Architectural drawings and specifications
- Test for any hazardous roofing and flashing materials
- Removal of all roofing materials down to the deck. Disposal of all refuse materials, disposal of any hazardous materials in an appropriate manner.
- Inspection of roof deck and replacement of any deteriorated areas as needed.
- Installation of new insulations, roof membrane, and flashings to effect a complete, code compliant roof installation.
- Install new metal cap coping at parapet walls.
- Provide positive drainage (minimum ¼" per 1'-0" slope) to existing roof drain locations and to new roof drain locations as required. Provide tapered insulation crickets at low points and at existing roof-top equipment as required.

- Replace flashings at existing roof-top equipment, roof curbs, access hatches, and other roof penetrations.
- Replace roof access ladders as needed to attain compliance with OSHA and other applicable standards and regulations.
- Provide and install new roof walkway pads from roof hatches to adjacent roof top equipment as well as to and from roof access ladders.
- Provide and install new through-wall roof scuppers in lieu of secondary roof drains to notify of roof drain failure, where existing secondary roof drains are not acceptable.

Current Space – The spaces beneath the replacement roof comprise the entirety of the programmatic spaces of the Granby Memorial High School.

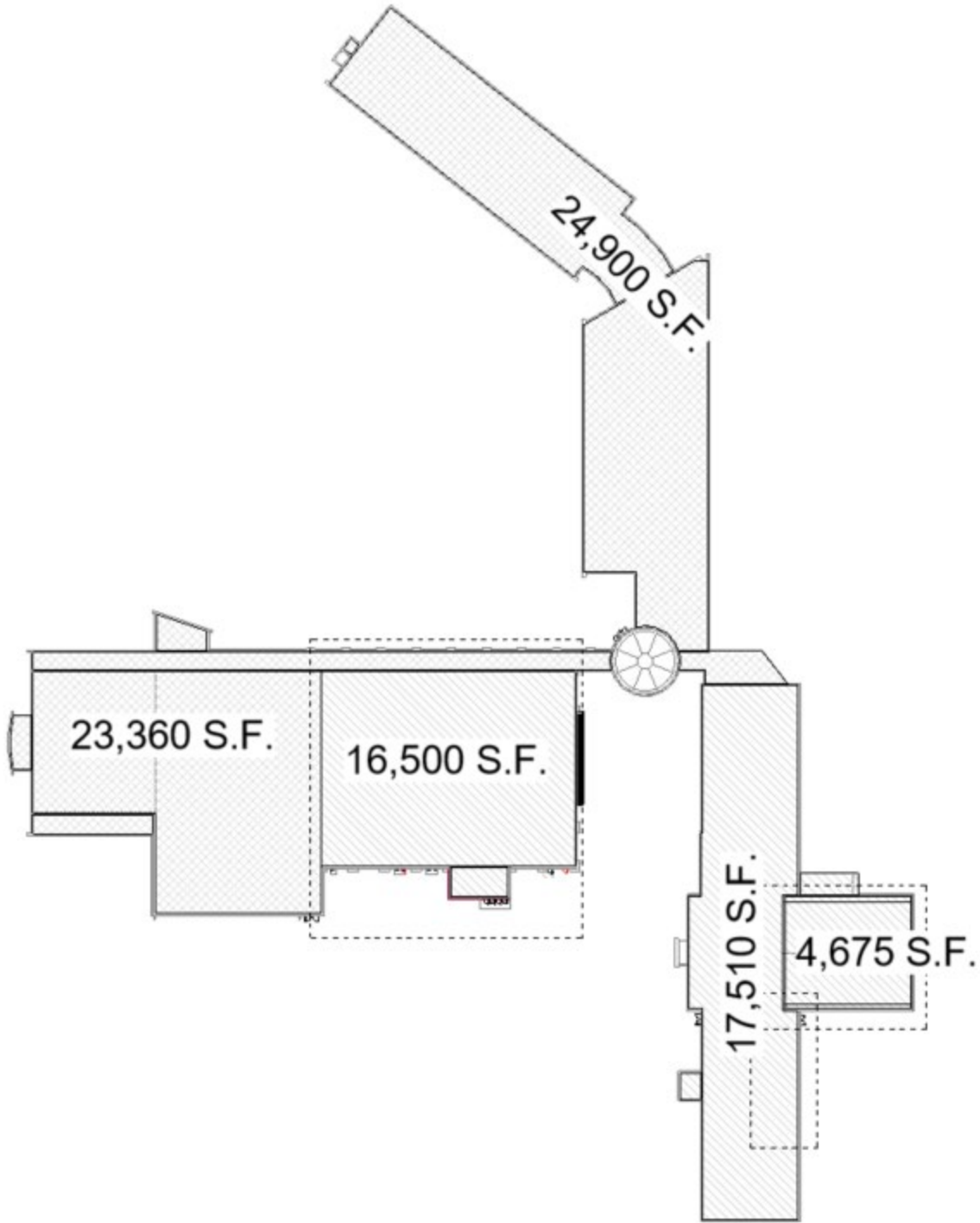
### **Building Systems**

The existing building construction is steel framed with metal decking for the majority of the building. The oldest section of the building appears to be a masonry bearing wall with steel trusses and metal roof deck.

The roof trusses have a sloped top chord, providing a sloped roof deck, which is augmented by tapered insulation as needed.

Some acoustical tiles have been damaged from water ingress. These will be replaced as appropriate.

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



## EDUCATIONAL SPECIFICATIONS

For Granby Memorial High School

## INTERIOR ALTERATIONS AND ENHANCEMENTS

Kitchen / Dining Commons / Music Education Spaces

### **Project Rationale**

The Granby Public Schools operates one high school. The current facility is an amalgamation of a number of additions to the original 1940s building. Since at least the 1998 addition the High School has not had a proper commercial quality food preparation area support the student population. Food has been stored and prepared at the Granby Memorial Middle School, which is in a separate building situated to the north of the High School. The Middle School kitchen facility is undersized for the demands of preparing food for both schools. Prepared food is placed on racks and moved by hand from the Middle School to the High School.

In conjunction with the lack of a kitchen the dining area is currently poorly arranged, has inadequate lighting, little connection with the outdoors, and has a low ceiling.

Additionally, the music program lacks space for instrumental and ensemble practice.

The New England Association of Schools and Colleges (NEASC) as repeatedly cited Granby Public Schools for the lack of a kitchen and food preparation area as well as for the condition of the dining area at the High School. In addition, NEASC has cited the inadequate size of the Middle School kitchen in their evaluation of the District's facilities.

### **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 Priorities Advisory Committee for the Town of Granby, calls for the provision of a safe and appropriate learning environment. Maintaining an acceptable learning environment requires preparation and provision of appropriate meals and snacks in a properly configured dining area. The inadequacies of the music program spaces also impinge upon this mission.

Granby Public Schools has developed and adopted a multiple-phase schedule for enacting the various elements of the Large Capital Improvement Plan, which incorporates work at each of our schools. The Granby Memorial High School will remain as the Town's high school for the foreseeable future.

## **The Project**

The Granby Board of Education proposes the following components of this Interior Alterations and Enhancements project:

- Architectural drawings and specifications
- Test for any hazardous materials
- Removal of existing walls, ceilings, flooring and associated materials. Disposal of all refuse materials, disposal of any hazardous materials in an appropriate manner.
- Inspection of floor slab and replacement of any deteriorated areas as needed.
- Installation of new demising walls.
- Provision and installation of new food service equipment with related mechanical, plumbing, and electrical systems.
- Reconfiguration of existing HVAC systems to accommodate changes to the floor plan.
- Floor finishes appropriate for the primary use of each space.
- Reconfiguration of public address, paging, and phone systems to accommodate the revised floor plan.
- Provision and installation of appropriate sound attenuation materials.

## **Overview of Programs**

There are four program areas that will be impacted by this project: food preparation and service, dining, music (choral and instrumental), vocational / technical. The food preparation areas will be entirely new to the school as none exist at this time. The dining commons will be heavily reconfigured and relocated. The choral music program will move from its current location to a new space. The instrumental music program will be housed in a new space as it currently does not have a space of its own. The vocational / technical program spaces will be reconfigured but will remain substantially where and as they are currently situated.

Space	Dining Commons
Description	An age and use appropriate space with capability of accommodating non-dining uses when needed. Maximize daylight as much as possible. Adequate for up to four (4) seating waves of 250+/- 10% students in each seating wave.
Equipment	
Tables / chairs	Age and use appropriate.
Display screens	Electronic display screens with support system and computer for operation
PA system	Local PA / broadcast system that can be accessed
Wireless connectivity	
Window shades	
Physical Attributes	
Floor	Hard surface, impermeable, easily cleaned, non-slip, long-wearing
Walls	Waterproof at washing and prep areas. Abuse resistant throughout
Ceilings	Sound absorptive, light reflective, aesthetically interesting
Lighting	Overall uniform lighting, task specific where appropriate

Space	Kitchen
Description	A commercial quality, full capacity area for food storage, preparation, and serving. Will include space for a desk, file cabinet, and chair for the kitchen manager. Include dish and utensil washing and storage areas. Incorporate recycling programs into the design. Adequate for up to four (4) seating waves of 250+/- 10% students in each seating wave.
Equipment	
Dry goods storage	With racking, shelves, and room for at least two mobile carts
Food freezer	With racking and self-contained chilling equipment.
Food cooler	With racking and self-contained chilling equipment.
Washer / Dryer	Commercial quality units capable of handling clothing and associated cloth such as aprons
Ice maker	
Work tables	Stainless steel, on rollers with locks
Gas range	Four burner
Braiser	Gas or electric
Convection oven	Two
Slicer	
Mixer	
Hot holding	One large, one small
Cold holding	One large, one small
Deli serving	
Hot serving well	One single bay, one four bay
Cold serving well	Two
Sandwich slide	
Griddle	
Pizza serving stone	
Grab & go server	
Milk case	
Cashier stand	Two
Condiment stand	
Tray washer	
Pot sink	
Display screens	Electronic display screens with support system and computer for operation
PA system	Local PA / broadcast system that can be accessed
Wireless connectivity	
Window shades	
Physical Attributes	
Floor	Hard surface, impermeable, easily cleaned, non-slip, long-wearing
Walls	Waterproof at washing and prep areas. Abuse resistant throughout
Ceilings	Impermeable, washable, non-staining
Lighting	Overall uniform lighting, task specific where appropriate

Space	Choral Music
Description	An acoustically and dynamically appropriate space for choral music practice and teaching. Flat floor with risers or sloped floor with standing levels. Adequate for 40 to 50 students and one teaching staff.
Equipment	
Risers	If not built-in, demountable units capable of supporting anticipated loading
Display screens	Electronic display screens with support system and computer for operation
PA system	Local PA / broadcast system that can be accessed
Wireless connectivity	
Sound system	Independent sound and recording system for use within this space
Physical Attributes	
Floor	Resilient surface, durable, easily cleaned, non-slip, long-wearing, non-sound reflective
Walls	Acoustically appropriate configuration and finish
Ceilings	Sound absorptive/reflective (as required), light reflective, aesthetically interesting
Lighting	Overall uniform lighting, task specific where appropriate

Space	Instrumental Music
Description	An acoustically and dynamically appropriate space for instrumental music practice and teaching. Flat floor with risers or sloped floor with standing levels. Adequate for 25 to 100 students and one teaching staff.
Equipment	
Risers	If not built-in, demountable units capable of supporting anticipated loading
Display screens	Electronic display screens with support system and computer for operation
PA system	Local PA / broadcast system that can be accessed
Wireless connectivity	
Sound system	Independent sound and recording system for use within this space
Physical Attributes	
Floor	Resilient surface, durable, easily cleaned, non-slip, long-wearing, non-sound reflective
Walls	Acoustically appropriate configuration and finish
Ceilings	Sound absorptive/reflective (as required), light reflective, aesthetically interesting
Lighting	Overall uniform lighting, task specific where appropriate

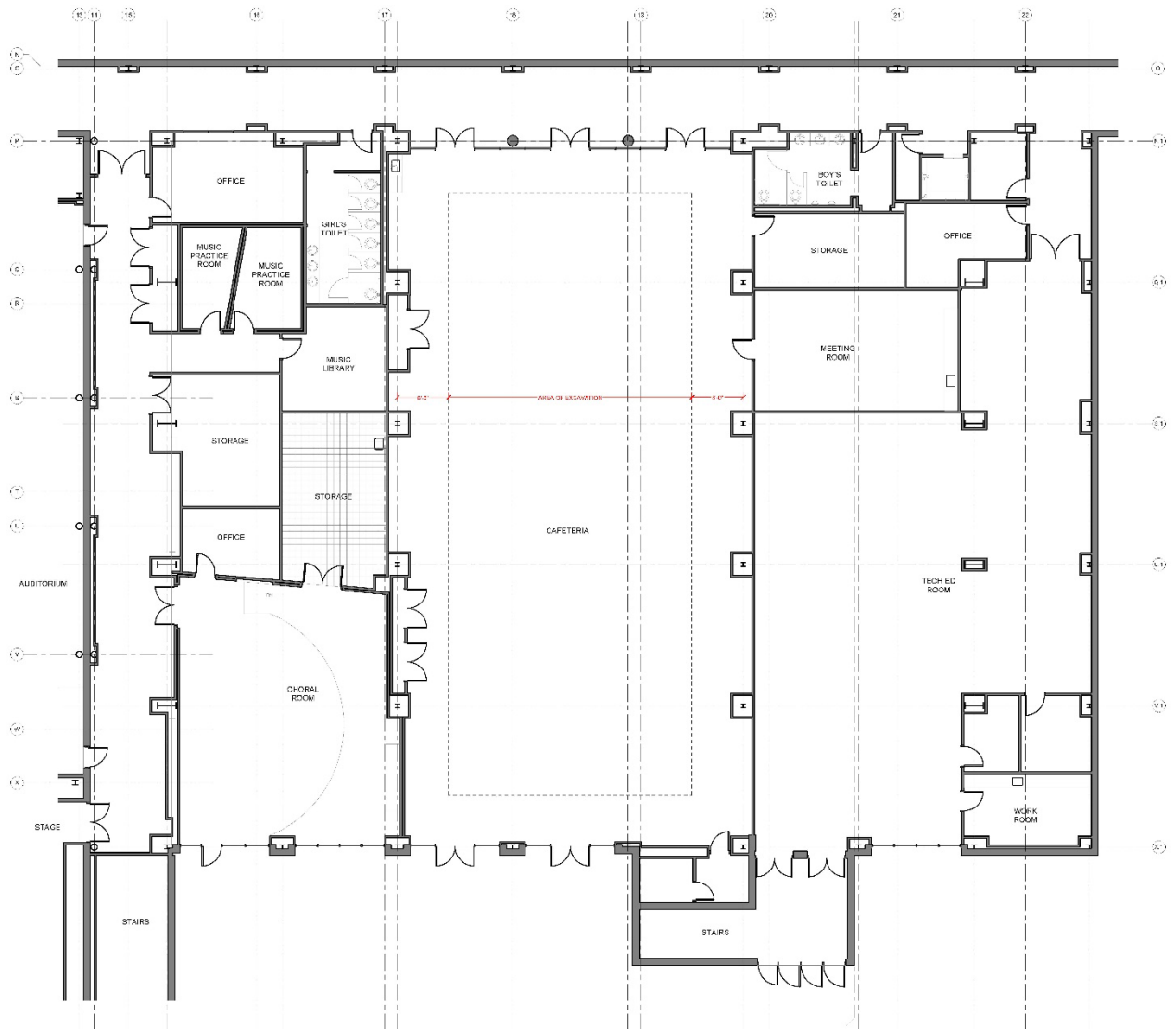
Space	Music Support
Description	Two (2) practice rooms for two to three students. Instrument storage area. Music program storage. Music program office to be shared by two educators.
Equipment	
Practice Rooms	Sound proof stand-alone spaces for musical practice.
Instrument Storage	Secure, lockable independent storage units for storage of various sized instruments
Music Program Storage	Secure, lockable storage of materials related to the music program
Music Program Office	Adequately sized work space in proximity to the choral and instrumental rooms
Physical Attributes	
Floor	Resilient surface, durable, easily cleaned, non-slip, long-wearing, non-sound reflective
Walls	Acoustically appropriate configuration and finish
Ceilings	Sound absorptive/reflective (as required), light reflective, aesthetically interesting
Lighting	Overall uniform lighting, task specific where appropriate

## **Building Systems**

The area within the existing building where this alteration will be done is a concrete slab on grade with steel columns supporting the second-floor constructions above. The second-floor deck is steel beams. The existing demising walls are primarily CMU construction, with some that may be LWG metal with GWB.

New construction is anticipated to be LWG metal framing with GWB sheathing.

Ceilings will be a combination of acoustical tile and perhaps GWB clouds for acoustical attenuation and aesthetic interest.



Existing dining, music, and vo-tech area to be altered.

# Exemptions for Foods and Beverages in Public Schools

This document summarizes the requirements for allowing food exemptions under Healthy Food Certification (HFC), which are mandated by [Section 10-215f](#) of the Connecticut General Statutes (C.G.S.); and the requirements for allowing beverage exemptions in public schools, which are mandated by C.G.S. [Section 10-221q](#). It also provides motion language for the board of education or governing authority's votes to allow food exemptions and beverage exemptions.

## Annual HFC Requirements

Each public school sponsor of the National School Lunch Program (NSLP) must complete their annual HFC Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by July 1 of each year. The HFC Statement is completed online in the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs ([CNP System](#)), as part of the sponsor's application module for participation in the U.S. Department of Agriculture's (USDA) Child Nutrition Programs.

The final board-approved meeting minutes must be uploaded with the submission of the annual HFC Statement, and must indicate the results of the board votes for whether they will:

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

For detailed guidance on the HFC requirements, review the Connecticut State Department of Education's (CSDE) resources, [Requirements for Competitive Foods in HFC Public Schools](#) and [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#), and visit the CSDE's [Healthy Food Certification](#) webpage. For information on the CNS requirements, review the CSDE's document, [Summary of Connecticut Nutrition Standards](#), and visit the CSDE's [Connecticut Nutrition Standards](#) webpage.

## Required Exemption Language

The language in the final board-approved meeting minutes must reflect the specific criteria required by C.G.S. Section 10-215f for participating in the healthy food option of HFC and allowing food exemptions. For detailed guidance on the current year's HFC application process, review the [CSDE's annual Operational Memorandum](#) regarding the annual process for submitting the healthy food certification (HFC) statement. For additional information on the HFC application process, visit the ["Apply"](#) section of the CSDE's HFC webpage.

# Exemptions for Foods and Beverages in Public Schools

If the 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. The language in the final board-approved meeting minutes must reflect the specific criteria for beverage exemptions required by C.G.S. Section 10-221q. For more information, see “[Beverages](#)” in this document.

**Note:** Schedule the HFC votes at a meeting of the board of education or governing authority that occurs **before April 30**, so the district can submit the **final board approved meeting minutes** to the CSDE by the **July 1** deadline. The CSDE cannot accept **draft** meeting minutes to approve the HFC application. Districts must schedule the initial board meeting early enough to enable timely submission of the final board-approved meeting minutes.

## Food Exemptions

HFC requires each board of education or governing authority for all public schools participating in the NSLP to certify annually (by July 1) to the CSDE whether they will follow the [Connecticut Nutrition Standards](#) (CNS) for all foods sold to students separately from reimbursable meals in the USDA’s school nutrition programs. The CNS applies to all competitive foods offered for sale to students on school premises at all times and from all sources, including cafeterias, school stores, vending machines, fundraisers, culinary programs, and any other sources of food sales to students. As part of the annual HFC Statement, districts must vote on whether they will or will not allow food exemptions.

### Criteria for food exemptions

Foods that do not comply with the CNS cannot be sold to students on school premises unless the local board of education or governing authority votes to allow food exemptions and the following criteria 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 foods 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 school debates are events, but soccer practices, play rehearsals, and debate team meetings are not.
- The “school day” is the period from the midnight before to 30 minutes after the end of the official school day. For example, if school ends at 3:00 p.m., the school day is from midnight

# Exemptions for Foods and Beverages in Public Schools

to 3:30 p.m. Summer school programs operated by the board of education or school governing authority on school premises are part of the regular school day.

- “Location” means where the event is being held, and must be the same place as the food sales. For example, foods can be sold on the side of the soccer field during a soccer game, but not in the school cafeteria while a game is played on the soccer field.

Districts may choose to exempt all foods that do not comply with the CNS or may choose to exempt only certain foods or categories of foods. For example, a district could choose to exempt chips and cookies, but not candy. Districts may also choose to exempt all events or only certain events. For example, a district could choose to allow sales of exempted foods only at sports games, concerts, and theatre productions. If the district exempts only specific events and foods, the final board-approved meeting minutes for the food exemption vote must list the specific exempted events and foods.

If the board of education or governing authority chooses to make food exemptions part of the district’s school wellness policy, these exemptions remain in effect until the board of education or governing authority changes or rescinds the policy. However, as required by C.G.S. Section 10-215f, the board of education or governing authority must still vote annually on whether the district will comply with the healthy food option of HFC (i.e., follow the CNS) and whether the district will allow food exemptions under HFC. These votes are required as part of the annual HFC Statement.

## Motion language for food exemptions

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:

**Food exemptions:** The board of education 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. 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 food sales.

Districts may make this language specific to certain events and foods by listing the specific events and foods that will be exempted.

# Exemptions for Foods and Beverages in Public Schools

## Beverages

The state 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 or participates in the USDA's Child Nutrition Programs. C.G.S. Section 10-221q allows only five categories of beverages for sale to students in public schools. For information on allowable beverages, review the CSDE's resource, [\*Allowable Beverages in Connecticut Public Schools\*](#).

C.G.S. Section 10-221q applies to all beverages sold as part of school meals and separately from school meals anywhere on school premises, including cafeterias, school stores, vending machines, fundraisers, culinary programs, and any other sources of beverage sales to students. Districts may choose whether they will or will not allow beverage exemptions. Districts that do not have a beverage exemption in place can **never** sell beverages that do not comply with the requirements of C.G.S. Section 10-221q.

Beverage exemptions are not part of the annual HFC Statement, which applies only to food sales. If the 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 votes on HFC participation and food exemptions.

## Criteria for beverage exemptions

Beverages that do not meet the requirements of C.G.S. Section 10-221q cannot be sold to students on school premises unless the local board of education or governing authority votes to allow beverage exemptions and the following criteria 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. For example, soccer games, school plays, and school debates are events, but soccer practices, play rehearsals, and debate team meetings are not.
- The “school day” is the period from the midnight before to 30 minutes after the end of the official school day. For example, if school ends at 3:00 p.m., the school day is from midnight to 3:30 p.m. Summer school programs operated by the board of education or school governing authority on school premises are part of the regular school day.
- “Location” means where the event is being held, and must be the same place as the beverage sales. For example, beverages can be sold on the side of the soccer field during a soccer game, but not in the school cafeteria while a game is played on the soccer field.

## Exemptions for Foods and Beverages in Public Schools

Districts may choose to exempt all beverages that do not comply with the requirements of C.G.S. Section 10-221q or may choose to exempt only certain beverages or categories of beverages. For example, a district could choose to exempt lemonade and sports drinks, but not soda, coffee, and energy drinks. Districts may also choose to exempt all events or only certain events. For example, a district could choose to allow sales of exempted beverages only at sports games, concerts, and theatre productions.



If the district exempts only specific events and beverages, the final board-approved meeting minutes for the beverage exemption vote must list the specific exempted events and beverages. If the board of education or governing authority chooses to make beverage exemptions part of the district's school wellness policy, the beverage exemptions remain in effect until the board of education or governing authority changes or rescinds the policy.

### Motion language for beverage exemptions

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 10-221q:

**Beverage exemptions:** The board of education 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.

Districts may make this language specific to certain events and beverages by listing the specific events and beverages that will be exempted.

# Exemptions for Foods and Beverages in Public Schools

## Option to Combine Food and Beverage Exemptions

Instead of two separate food and beverage motions, the district may choose to combine food and beverage exemptions in one motion by using the language below.

**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.

Districts may make this language specific to certain events, foods, and beverages by listing the specific events, foods, and beverages that will be exempted.

## Resources

Allowable Beverages in Connecticut Public Schools (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Allowable\\_Beverages\\_Public\\_Schools.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Allowable_Beverages_Public_Schools.pdf)

Application Procedures for HFC (Presentation) (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/App/Application\\_Procedures\\_HFC\\_Presentation.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/App/Application_Procedures_HFC_Presentation.pdf)

Beverage Requirements (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Beverage-Requirements>

Complying with Healthy Food Certification (Presentation) (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Complying\\_Healthy\\_Food\\_Certification\\_Presentation.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Complying_Healthy_Food_Certification_Presentation.pdf)

Connecticut Nutrition Standards (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards>

Guide to Competitive Foods in HFC Public Schools (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Competitive\\_Foods\\_Guide\\_HFC.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Competitive_Foods_Guide_HFC.pdf)

# Exemptions for Foods and Beverages in Public Schools

Healthy Food Certification (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification>

Healthy Food Certification Application (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Apply>

List of Acceptable Foods and Beverages (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

Questions and Answers on Connecticut Statutes for School Foods and Beverages:

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Questions\\_Answers\\_Connecticut\\_Statutes\\_School\\_Foods\\_Beverages.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Questions_Answers_Connecticut_Statutes_School_Foods_Beverages.pdf)

Requirements for Beverages Containing Water and Juice (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Requirements\\_Water\\_Juice\\_Beverages.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Requirements_Water_Juice_Beverages.pdf)

Requirements for Competitive Foods in HFC Public Schools (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Requirements\\_Competitive\\_Foods\\_HFC.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Requirements_Competitive_Foods_HFC.pdf)

Requirements for Food and Beverage Fundraisers in HFC Public Schools (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Fundraiser\\_Requirements\\_HFC.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Fundraiser_Requirements_HFC.pdf)

Requirements for Foods and Beverages in School Stores in HFC Public Schools (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/School\\_Store\\_Requirements\\_HFC.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/School_Store_Requirements_HFC.pdf)

Requirements for Foods and Beverages in Vending Machines in HFC Public Schools (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Vending\\_Machine\\_Requirements\\_HFC.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Vending_Machine_Requirements_HFC.pdf)

Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Resources\\_Federal\\_State\\_Requirements\\_Competitive\\_Foods.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Resources_Federal_State_Requirements_Competitive_Foods.pdf)

Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Summary\\_Chart\\_Requirements\\_Competitive\\_Foods\\_HFC.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Summary_Chart_Requirements_Competitive_Foods_HFC.pdf)

Summary of Connecticut Nutrition Standards (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/Connecticut\\_Nutrition\\_Standards\\_Summary.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/Connecticut_Nutrition_Standards_Summary.pdf)

# Exemptions for Foods and Beverages in Public Schools



For more information, visit the CSDE's [Competitive Foods in Schools](#) and [Beverage Requirements](#) webpages or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Food\\_Beverage\\_Exemptions\\_Public\\_Schools.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Food_Beverage_Exemptions_Public_Schools.pdf).

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