

**Regular Board of Education Meeting
Wednesday, December 15, 2021 7:00 PM
Town Hall Meeting Room**

I. Administrative Reports

A. Chairman's Corner (5 min.)

Goals: Community Engagement: Enhance communication and build trusting relationships with all stakeholders.

Rationale: Ms. Sarah Thrall, Board Chair, will share opening remarks.

B. Superintendent's Announcements (5 min.)

Goals: Community Engagement: Enhance communication and build trusting relationships with all stakeholders.

Rationale: Dr. Jordan Grossman, Superintendent, will provide district updates.

C. Assistant Superintendent's Report (5 min.)

Goals: Community Engagement: Enhance communication and build trusting relationships with all stakeholders.

Rationale: Ms. Jennifer Parsons, Assistant Superintendent, will provide updates from the Assistant Superintendent's office.

D. Student Representative Reports (5 min.)

Rationale: Mr. Jacob Scotto and Ms. Tess Bajek, Student Representatives, will report on activities taking place at the high school.

E. Schools in the Spotlight (15 min.)

Goals: Community Engagement: Enhance communication and build trusting relationships with all stakeholders.

Attachments:

Kelly Lane Schools in the Spotlight Presentation

4

Rationale:

Elisabeth Diemer, Grade 2 Teacher, and Courtney Piotrowski, K-5 Literacy Coach, will provide an overview of the new Phonics Units of Study that have been implemented in Grades K-2 at Kelly Lane Primary School from the Teachers College Reading and Writing Project Curriculum. Second grade students will showcase the skills and strategies they have learned in their phonics workshop so far this year.

F. Business Manager's Report (5 min.)

Goals: Budget Development and Fiscal Management: Practice responsible budget development and management through transparency and maximize available financial resources through a balance of fiscal discipline and innovative educational investments.

Attachments:

November 2021 SOA Report

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Rationale: Ms. Anna Robbins, Business Manager, will present the November statement of accounts.

II. Public Comment

Goals: Community Engagement: Enhance communication and build trusting relationships with all stakeholders.

Rationale: Granby community engagement and attendance at BOE public meetings is welcomed. The Public Comment segment of the meeting agenda is set aside so the BOE may receive public comments. Procedurally, public remarks will be limited to about 5 minutes and citizens will be asked to identify themselves. Because the BOE is limited by the Freedom of Information Act to discussing only matters on the agenda, the BOE is not permitted to engage in a discussion of the comments

presented.

III. Consent Agenda (5 min.)

A. Minutes

Goals: *Community Engagement: Enhance communication and build trusting relationships with all stakeholders.*

Attachments:

Draft Minutes 12-1-21 26

Rationale: The Board will approve/amend the minutes of the December 5, 2021 Board of Education meeting.

IV. Old Business

Rationale: There is no Old Business to report.

V. New Business

A. FY23 Budget Timeline (10 min.)

Attachments:

FY23 Budget Timeline 29

Rationale: Dr. Grossman will present the FY23 Budget Timeline to the Board.

B. First Reading of Revised Policy 3542.43 - Food Service (5 min.)

Attachments:

Granby 3542.43 - Food Service Charging Policy (Rev. Dec. 2021) 30

Rationale: The Curriculum/Policy/Technology/Communications Subcommittee recommends revised Policy 3542.43, Food Service, to the Board for a first reading.

C. First Reading of Revised Policy 4118.11/4218.11 - Personnel Nondiscrimination (5 min.)

Attachments:

Granby 4118.11-4218.11 - Personnel Non-Discrimination Policy (Rev. Dec. 2021) 33

Rationale: The Curriculum/Policy/Technology/Communications Subcommittee recommends revised Policy 4118.11/4218.11, Personnel Nondiscrimination, to the Board for a first reading.

D. First Reading of Revised Policy 4212.42 - Drug and Alcohol Testing for School Bus Drivers (5 min.)

Attachments:

Granby 4212.42 - Drug & Alcohol Testing for School Bus Drivers (Rev. Dec. 2021) 35

Rationale: The Curriculum/Policy/Technology/Communications Subcommittee recommends revised Policy 4212.42, Drug and Alcohol Testing for Bus Drivers, to the Board for first reading.

VI. Miscellaneous (20 min.)

A. Board Standing Committee Reports

1. Curriculum/Policy/Technology/Communication

Goals: *Professional Learning: Develop the instructional skills and strategies of our teaching staff through ongoing, meaningful and systemic professional learning opportunities., Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias., Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.*

2. Finance/Personnel/Facilities

Goals: Budget Development and Fiscal Management: Practice responsible budget development and management through transparency and maximize available financial resources through a balance of fiscal discipline and innovative educational investments., Student Achievement: Improve student achievement, academic performance and opportunity at all grade levels and for all ability levels and decrease achievement gaps on the path to college and career readiness., Community Engagement: Enhance communication and build trusting relationships with all stakeholders.

B. Other Board-Related Reports

1. CREC/CABE

Goals: Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.

2. Granby Education Foundation

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

C. Calendar of Events

D. Board Member Announcements

E. Action Items

VII. Executive Session/Non-Meeting



**Teachers College
Phonics
at
Kelly Lane**

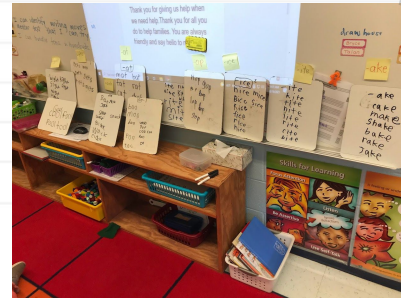
2021-2022



Introductions

Lis Diemer,
2nd Grade Teacher
Courtney Piotrowski,
K-5 Literacy Coach

**This year
Kelly Lane is
implementing the
Teachers College
Units of Study in
Phonics.**



Foundational Principles of the Phonics Units of Study

- Building on the research of experts
- Provides a lean and efficient curriculum
- Teaching for transfer into reading and writing
- Strategies and purposes are taught for application
- Game changing engagement
- Supporting all learners



K-2 Scope and Sequence



Partners in Rug Clubs

- Concepts About Print
- Phonological Awareness
- Letter Knowledge
- Word Knowledge/Word Solving
- Phonics
- High-Frequency Words

Phonics Unit Components

Bends

Each bend contains one sub-topic and usually has six sessions



Sessions

A mini-lesson with rug clubs



Extensions

Three follow up activities to each session (songs, shared reading, playing a game)



Assessments

Allow for quick response to current needs and teaching in small groups



Phonics Mini-Lesson

The Workshop Model

(20 minutes)

Connection

Recruit interest

1. Connect to reading and writing
2. Name the teaching point



Teaching

Teacher demonstrates a strategy (step by step)



Active Engagement

Students briefly try the strategy the teacher just demonstrated



Rug Clubs

Groups continue to apply their growing bank of strategies for studying letters, sounds and word parts



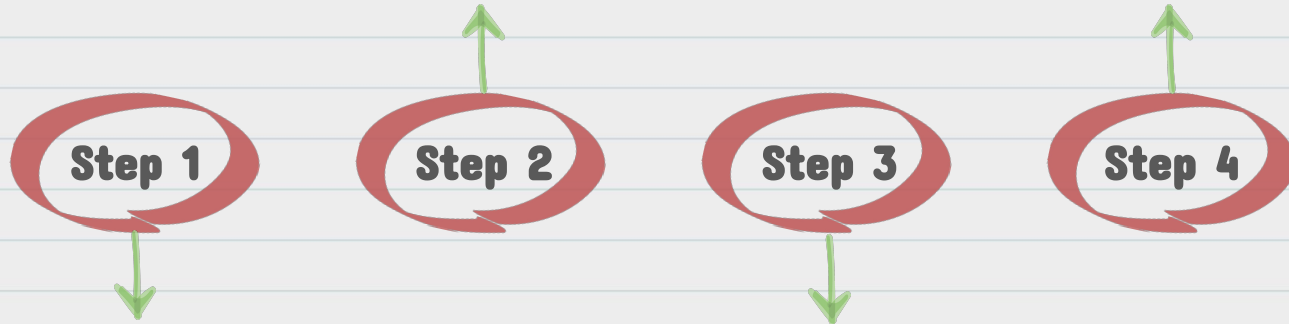
Share

Partners share, teacher shares or whole group participation in an activity

Phonics Lessons Across the Day

Shared Reading

WIN time



Shared Writing

Independent Reading
and Writing

Have you met our Class Mascots?



Gus - Grade Two



Rasheed-Grade One



Mabel-Kindergarten

First Grade Extension

I can think and give a clue about my snap words.

My Vowel Chart

| Long | Chart |
|------|-------|
| a | |
| e | |
| i | |
| o | |
| u | |

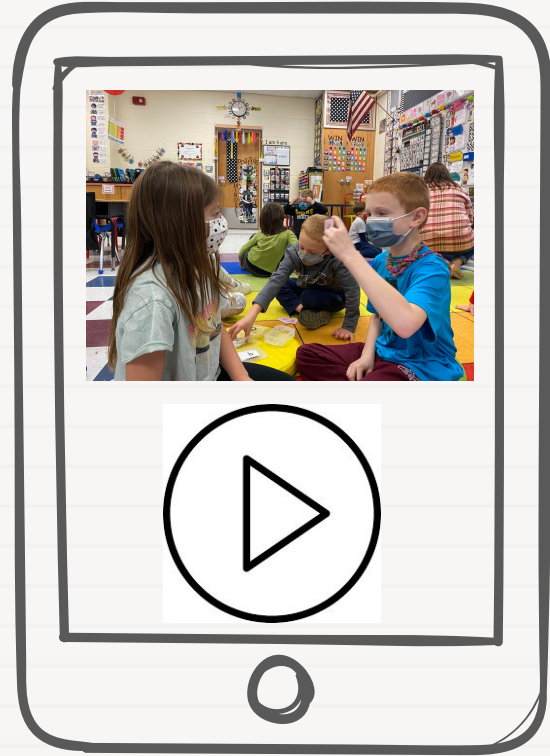
Rhymes with...

___ syllables

Has the vowel...

Begins with the sound...

What's my Mystery Word?



Second Grade Extension Demonstration

Mason, Emma and
Kellan



 **G** and **H** Stick Together 

(to the tune of *The More We Get Together*)

Keep **G** and **H** together
Together, together
Keep **G** and **H** together
Don't break them apart!



In *neighbor* and *highway*
And *laughter* and *daughter*
Keep **G** and **H** together
Don't break them apart!



In *straighten* and *mighty*
And *lightning* and *frightening*
Keep **G** and **H** together
Don't break them apart!

Teachers College Partnership

and

Professional Development for Teachers

*Teachers, coach, and principal meet monthly with Lisa Corcoran, a *Staff Developer from Teachers College AND co-creator of the Units of Study Curriculum*

Visits include:

- *Labsite
- *Modeling and demonstration
- *Analysis of data
- *Scaffolded practice
- *Resources

"The new phonics program is very engaging for students and the activities are interactive and fun."

Kindergarten
Teachers

"Students love the class mascot, games, songs, and poems."

"This program aligns nicely to our reading and writing curriculum and students are already making a lot of growth in their learning."

"I am seeing that students are more excited for word study in general. The switch up of different materials and activities is keeping them engaged."

"Some lessons have students go back into their writing and check for snap words and magic e words. At times it also has them go back into their books and look for these concepts. This is helping students make a connection between word study and reading."

"The units are more hands on-students get to work in partnerships and groups to sort words, discuss patterns, and lookout for new noticings from their classmates."

*First
Grade
Teachers*

Thank you!!

Next Steps

Any Questions?



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



Jennifer M. Parsons
Assistant Superintendent

Angela E. Ehrenwerth
Director of Pupil Personnel Services

Anna M. Robbins, SFO
Business Manager

To: Granby Board of Education
From: Anna Robbins, Business Manager
Date: December 15, 2021
Re: November 2021 Statement of Accounts FY22 Year-to-date

As of November 30, 2021, the BOE shows a positive forecast of \$145K, which is \$16K lower than last month. Overall, special education expenditures are projected to be in the black. Although there is a significant over-budget condition in out-of-district tuition, there are savings in out-of-district transportation and special education salaries. Regular education expenditures are projected to be favorable \$145K. The driving factor for the positive forecast in regular education continues to be turnover in personnel. The slight unfavorable change since last month is reflected in the line item for internal substitutes, insurance and instructional purchased services.

At this time, the Quality & Diversity Fund balance is projected to be favorable \$130K. Although the projection is favorable due to lower magnet school enrollment (expenses), it also reflects a lower than budgeted enrollment (6 students) for our Open Choice students (revenue). In addition, summer school revenues and expenses are both lower than anticipated since the summer school enrichment program did not run in FY22 due to COVID restrictions.

Revenues to the town are projected to better than budgeted by \$232K. The increase in the forecast is based on the higher than budgeted actual for special education Tuition from other towns, which was billed in November based on October enrollment figures. Excess cost funding from the state is projected to be slightly higher than budgeted due to an expected shift in out-of-district tuition projections. Projections for rental fees and pay-for-participation fees are uncertain at this time and reflect no rental fee income for the foreseeable future. At this time, the athletic program is expected to proceed as normal.

Granby Board of Education
FY 2021-2022
Statement of Accounts
for the period ended
November 30, 2021

| Description | Budget | Expended | Encumbered | Expended & Encumbered | Budget Balance | % Enc/Exp | November 2021 Forecast | Results Compared to Prior Month Forecast |
|---|-------------------|------------------|-------------------|-----------------------|------------------|---------------|------------------------|--|
| Certified Salaries: | | | | | | | | |
| Administration | 1,751,243 | 739,702 | 1,008,684 | 1,748,386 | 2,856 | 99.84% | 2,856 | 0 |
| Regular Education | 10,955,845 | 2,932,690 | 7,718,592 | 10,651,281 | 304,564 | 97.22% | 189,734 | (3,322) |
| Special Education | 1,939,332 | 559,164 | 1,288,976 | 1,848,140 | 91,192 | 95.30% | 91,192 | 7,967 |
| Total | 14,646,419 | 4,231,555 | 10,016,252 | 14,247,808 | 398,612 | 97.28% | 283,783 | 4,645 |
| Substitute/Tutor/Support Salaries | | | | | | | | |
| Substitutes | 8,000 | 7,405 | 5,412 | 12,817 | (4,817) | 160.21% | (15,960) | (12,960) |
| Sped Support (Speech, O.T. & P.T.) | 460,454 | 145,428 | 312,506 | 457,934 | 2,520 | 99.45% | 2,520 | (240) |
| Tech Support | 250,682 | 102,066 | 148,718 | 250,784 | (102) | 100.04% | 0 | 0 |
| Tutors - Regular Education | 38,147 | 6,019 | 15,381 | 21,400 | 16,747 | 56.10% | 0 | 0 |
| Tutors - Special Education | 29,480 | 12,046 | 0 | 12,046 | 17,434 | 40.86% | 6,536 | 0 |
| Total | 786,763 | 272,964 | 482,017 | 754,981 | 31,782 | 95.96% | (6,904) | (13,200) |
| Teaching Assistant Salaries: | | | | | | | | |
| Regular Education TA | 310,340 | 104,726 | 251,345 | 356,071 | (45,731) | 114.74% | (45,731) | 499 |
| Special Education TA | 1,185,080 | 288,433 | 827,891 | 1,116,323 | 68,757 | 94.20% | 41,744 | 1,230 |
| Total | 1,495,420 | 393,158 | 1,079,235 | 1,472,394 | 23,026 | 98.46% | (3,987) | 1,729 |
| School Secretaries' Salaries | 666,332 | 235,628 | 424,686 | 660,314 | 6,018 | 99.10% | 473 | 945 |
| Central Office Salaries | 575,725 | 213,169 | 356,617 | 569,786 | 5,938 | 98.97% | 4,781 | (142) |
| Custodial & Maintenance Salaries | 1,341,989 | 497,749 | 774,281 | 1,272,030 | 69,959 | 94.79% | 8,172 | 0 |
| Total Salaries | 19,512,648 | 5,844,224 | 13,133,088 | 18,977,312 | 535,336 | 97.26% | 286,317 | (6,024) |
| Employee Benefits | 5,646,727 | 1,891,029 | 3,180,977 | 5,072,006 | 574,721 | 89.82% | 0 | 0 |
| Total Salaries & Employee Benefits | 25,159,375 | 7,735,253 | 16,314,065 | 24,049,318 | 1,110,057 | 95.59% | 286,317 | (6,024) |

Granby Board of Education
FY 2021-2022
Statement of Accounts
for the period ended
November 30, 2021

| Description | Budget | Expended | Encumbered | Encumbered | Budget Balance | % Enc/Exp | Forecast | Prior Month Forecast |
|--------------------------------------|------------------|-----------------|-------------------|-------------------|-----------------------|------------------|------------------|-----------------------------|
| Purchased Services: | | | | | | | | |
| Instructional Purchased Service | 563,326 | 144,720 | 279,124 | 423,844 | 139,482 | 75.24% | (10,693) | (20,693) |
| Administration Purchased Service | 462,937 | 171,520 | 254,017 | 425,536 | 37,401 | 91.92% | (4,915) | 0 |
| Maintenance Purchased Service | 101,483 | 28,696 | 38,201 | 66,897 | 34,586 | 65.92% | 0 | 0 |
| Total | 1,127,746 | 344,936 | 571,341 | 916,277 | 211,469 | 81.25% | (15,608) | (20,693) |
| Legal Services | 55,000 | 33,370 | 21,631 | 55,000 | 0 | 100.00% | 0 | 0 |
| Repairs & Maintenance: | | | | | | | | |
| Instructional Repairs & Maintenance | 74,599 | 39,048 | 4,905 | 43,953 | 30,646 | 58.92% | 0 | 0 |
| Administration Repairs & Maintenance | 8,500 | 0 | 0 | 0 | 8,500 | 0.00% | 0 | 0 |
| Maintenance Repairs & Maintenance | 434,698 | 156,149 | 130,357 | 286,507 | 148,191 | 65.91% | 0 | 0 |
| Total | 517,797 | 195,197 | 135,263 | 330,459 | 187,338 | 63.82% | 0 | 0 |
| Transportation: | | | | | | | | |
| Transportation Regular Education | 954,914 | 21,798 | 827,572 | 849,370 | 105,544 | 88.95% | 0 | 0 |
| Transportation Special Education | 708,654 | 13,100 | 503,093 | 516,193 | 192,461 | 72.84% | 192,002 | 4,042 |
| Transportation Vocational Tech | 92,862 | 0 | 87,712 | 87,712 | 5,150 | 94.45% | 7,022 | 3,120 |
| Total | 1,756,430 | 34,898 | 1,418,376 | 1,453,274 | 303,156 | 82.74% | 199,024 | 7,162 |
| Insurance Property & Liability | 102,700 | 65,434 | 43,655 | 109,089 | (6,389) | 106.22% | (6,429) | (1,429) |
| Communications | 91,881 | 28,207 | 44,960 | 73,167 | 18,714 | 79.63% | 0 | 0 |
| Tuition: | | | | | | | | |
| Tuition Special Education | 1,747,882 | 496,065 | 1,345,803 | 1,841,868 | (93,986) | 105.38% | (314,360) | 7,230 |
| Tuition Adult Education | 11,967 | 11,325 | 0 | 11,325 | 642 | 94.64% | 642 | 0 |
| Total | 1,759,849 | 507,390 | 1,345,803 | 1,853,193 | (93,344) | 105.30% | (313,718) | 7,230 |
| Conference & Travel Expense | 77,694 | 8,657 | 3,447 | 12,104 | 65,590 | 15.58% | 0 | 0 |

Granby Board of Education
FY 2021-2022
Statement of Accounts
for the period ended
November 30, 2021

| Description | Budget | Expended | Encumbered | Encumbered | Budget Balance | % Enc/Exp | Forecast | Prior Month Forecast |
|------------------------------------|-------------------|------------------|-------------------|-------------------|-----------------------|------------------|-----------------|-----------------------------|
| General Supplies: | | | | | | | | |
| General Supplies Regular Education | 317,970 | 135,623 | 51,835 | 187,458 | 130,512 | 58.95% | 0 | 0 |
| General Supplies Special Education | 27,316 | 12,551 | 6,920 | 19,471 | 7,845 | 71.28% | 0 | 0 |
| General Supplies Administration | 79,976 | 27,930 | 16,725 | 44,655 | 35,321 | 55.84% | 0 | 0 |
| General Supplies Maintenance | 141,372 | 43,582 | 63,326 | 106,908 | 34,464 | 75.62% | 0 | 0 |
| Total | 566,634 | 219,685 | 138,807 | 358,491 | 208,143 | 63.27% | 0 | 0 |
| Electricity | 420,812 | 129,572 | 276,568 | 406,140 | 14,672 | 96.51% | 0 | 0 |
| Fuel/Natural Gas | 169,352 | 69,505 | 69,765 | 139,270 | 30,082 | 82.24% | 0 | 0 |
| Textbooks/Workbooks | 124,528 | 56,197 | 3,796 | 59,994 | 64,534 | 48.18% | 0 | 0 |
| Library/Media Center | 62,237 | 30,368 | 9,169 | 39,537 | 22,700 | 63.53% | 0 | 0 |
| Software | 322,868 | 267,713 | 17,977 | 285,691 | 37,177 | 88.49% | 0 | 0 |
| Dues & Fees | 50,346 | 37,884 | 631 | 38,515 | 11,831 | 76.50% | (2,450) | (2,450) |
| Replacement Equipment: | | | | | | | | |
| Replacement Equipment | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| Replacement Equip Admin | 6,000 | 555 | 7,535 | 8,090 | (2,090) | 134.84% | (1,535) | 0 |
| Replacement Equip Maintenance | 2,500 | 632 | 0 | 632 | 1,869 | 25.26% | 0 | 0 |
| Total | 8,500 | 1,187 | 7,535 | 8,722 | (222) | 102.61% | (1,535) | 0 |
| New Equip Instructional MS | 0 | 0 | 0 | 0 | 0 | 0.00% | (555) | 0 |
| Student Activities | 809,760 | 160,406 | 341,501 | 501,907 | 307,853 | 61.98% | 0 | 0 |
| Total General Fund | 33,183,507 | 9,925,858 | 20,764,290 | 30,690,148 | 2,493,359 | 92.49% | 145,046 | (16,204) |
| SPED | 6,186,807 | | | | | | 205 | 20,229 |
| GEN ED | 26,996,700 | | | | | | 144,842 | (36,433) |

November 2021

| Quality & Diversity | Budget | Forecast | Better/(Worse) Than Budget |
|--------------------------------|---------------|-----------------|---------------------------------------|
| Opening Balance | 210,550 | 352,101 | 141,551 |
| Expenses | 1,056,942 | 960,397 | 96,545 |
| Revenue | 875,253 | 767,450 | (107,803) |
| Ending Balance | 28,860 | 159,154 | 130,293 |

**Granby Board of Education
 FY 2021-2022
 Statement of Accounts
 for the period ending
 November 30, 2021
 For Selected Special Education Accounts**

| II. Expenditures | FY21-22 Budget | Expended | Encumbered | Expended & Encumbered | Balance | Full Year Forecast November 2021 | Results Compared to prior month Forecast |
|--|-----------------------|------------------|-------------------|--------------------------------------|----------------|---|---|
| Legal Expense | 27,500 | 19,869 | 7,631 | 27,500 | 0 | 0 | 0 |
| Special Education Certified Staff | 1,939,332 | 559,164 | 1,288,976 | 1,848,140 | 91,192 | 91,192 | 7,967 |
| Teacher Assistants | 1,185,080 | 288,433 | 827,891 | 1,116,323 | 68,757 | 41,744 | 1,230 |
| Special Education Tutors | 29,480 | 12,046 | 0 | 12,046 | 17,434 | 6,536 | 0 |
| Evaluation, Therapy & Contracted Services | 88,425 | 37,857 | 32,135 | 69,993 | 18,432 | (19,429) | 0 |
| Sped Support (Speech, O.T., & P.T.) | 460,454 | 145,428 | 312,506 | 457,934 | 2,520 | 2,520 | (240) |
| Special Ed Transportation | 708,654 | 13,100 | 503,093 | 516,193 | 192,461 | 192,002 | 4,042 |
| Out of District Tuition | 1,747,882 | 496,065 | 1,345,803 | 1,841,868 | (93,986) | (314,360) | 7,230 |
| Total Selected Special Education Accounts | 6,186,807 | 1,571,962 | 4,318,035 | 5,889,997 | 296,810 | 205 | 20,229 |

**Granby Board of Education
 FY 2021-2022
 Statement of Accounts
 for the period ending November 30, 2021**

| I. Revenue | FY 2021-2022 Budget | Currently Anticipated | Received To Date | Full Year Forecast November 2021 | Changes from Prior Month Forecast |
|--------------------------------------|--------------------------------|----------------------------------|-----------------------------|---|--|
| Reg. Tuition from other Towns | 614,448 | 668,040 | 334,020 | 53,592 | 0 |
| SPED Tuition from other Towns | 456,273 | 627,036 | 0 | 170,763 | 170,763 |
| SDE Excess Cost Reimbursement | 491,779 | 514,170 | 0 | 22,391 | 40,422 |
| Rental Fees | 14,745 | 0 | 0 | (14,745) | 0 |
| Pay for Participation | 53,966 | 53,966 | 15,333 | 0 | 0 |
| Sub Total | <u>1,631,211</u> | <u>1,863,212</u> | <u>349,353</u> | <u>232,001</u> | <u>211,185</u> |

Regular Board of Education Meeting – Draft Minutes
Wednesday, December 1, 2021, 7:00 p.m.
Town Hall Meeting Room

Present Board Members: Kristina Gilton, Monica Logan, Donna Nolan, David Peling, Whitney Sanzo, Sarah Thrall, Rosemarie Weber, and Tess Bajek and Jacob Scotto (Student Representatives)

Absent Board Members: N/A

Sarah Thrall called the meeting to order at 7:01 p.m.

I. Administrative Reports

I.A. Chairman's Corner

Sarah Thrall, Board Chair, stated at the last subcommittee assignments were made for Board members. Additionally, with regard to other committees, she thanked Board members for volunteering to attend the following meetings: Monica Logan - Granby Equity Team; Whitney Sanzo – Granby Education Foundation; and, Donna Nolan - BOE Representative on the Building Committee.

I.B. Superintendent's Announcements

- Dr. Grossman welcomed everyone in attendance and virtually as well as on Zoom this evening.
- Congratulations to all sports teams on their tournament play. It was a tremendous fall season. The District is very proud of athletes, coaching staff and fans. Winter sports are gearing up.
- Attended the Coffeehouse this past weekend and it was terrific!
- Attended the Lion's Club Holiday Party today with students from the Leo and Best Buddies Clubs.
- The high school will be hosting a concert for the Men's' Senior Breakfast on Friday, December 10th.
- A PJ Day Fundraiser for CCMC will be held by all schools on Friday, December 10th.
- The high school roof project is slated to begin the Summer of 2023. Awaiting state funding for the high school choral and band rooms, technology areas, commons, and kitchen. Will continue to give updates.
- The District is still in need of bus drivers and substitute teachers. Will be bringing an idea to the Finance Subcommittee Meeting on December 15th with regard to substitutes. With regard to bus drivers, it takes a while to get certified to become a bus driver so the District is waiting on the State for approvals.
- The FY23 Plus One Budget will be presented on January 5th. A timeline on the budget process will be presented at the next Board Meeting.
- The next regularly scheduled meeting will be held on Wednesday, December 15th.

I.C. Assistant Superintendent's Report

Ms. Jennifer Parsons, Assistant Superintendent, provided updates on the TV production studio as well as an equity update. She shared an update on the TV Production Studio sponsored by the GEF. The proposal was to create a well-equipped TV production studio space at the high school to support other classes, clubs and students as well as the community at large. This year the District is working with students exhibiting interest at the middle and high school; in 2022-23, a news production will be integrated into an Advanced Communication Technology and Broadcasting course at the high school and continue the Broadcasting Club as a production studio; in 2023-24, the Audio Visual Communications course at the high school will be revised and the Broadcasting Club continued as a production studio. Ms. Parsons stated a check was received by the GEF for \$100,000 in August 2021. Since then, internal planning meetings were conducted and current space was reviewed; local architects were selected to support the project; met with architects to finalize the design and crafted a budget proposal. In January, all plans will be finalized, a desk will be built by high school students, and internal demolition will take place in order to remodel the new studio space. Rosemarie Weber inquired if the Board will see any budgetary implications for this project in the next budget cycle. Ms. Parsons stated the only thing the grant cannot cover is the cost of the teacher as well as any professional development needed. Ms. Parsons stated about 30 hours of curriculum writing for a new course will also be in the budget.

Ms. Parsons also provided an equity update and shared the Equity Statement and Mission for the Granby Equity Team (GET). She stated GET has been around for a number of years and meets 6 times throughout the year and involves mixed stakeholders. GET monitors, implements and suggests revisions to the Anti-Bias Anti-Racism Plan and works with the Partners for Educational Leadership (formerly the Center for School Change) who attend 3 GET meetings to help in developing an equity lens and tools for leading equity focused discussions. Ms. Parsons

reviewed some of the highlights for the year including bringing back and expanding Bridges and Any Town student trainings; recruitment and retention efforts for the Open Choice Program; integration with the Vision of a Graduate; and, connecting equity work with the work on Learning Environments. Sarah Thrall asked Jennifer Parsons to give the Board some background on both the Bridges Program and Any Town. Ms. Parsons stated students recently attended training for the Bridges Program and Tess Bajek, Student Representative, stated she attended the training last week and approximately 20 students attended. Tess informed the Board that it was similar social justice training that acquainted students with issues and that she enjoyed it very much. Ms. Parsons informed the Board that Any Town is a second level of training and is the next level of leadership which runs across districts. Students will come together and work on their next level of leadership through Any Town.

I.D. Student Representative Reports

- Tess Bajek stated last night the football team made it to the playoffs and sadly lost with a record of 7-3
- Winter sports are starting. Wrestling began practicing; boys' basketball tryouts take place tomorrow; girls' basketball started conditioning; and, indoor track, hockey and cheer will start practicing.
- NHS students will assist in another vaccination clinic next Wednesday.
- Leo Club/Best Buddies attended the Lions Club Holiday Party today.
- Chamber Singers in-person concert on Friday, December 10th.
- Musical auditions will be held on December 10th for Guys and Dolls.
- NHS stocking drive has started and is filling 40 stockings for children ages 3-18.

II. Public Comment

There were no public comments this evening.

III. Consent Agenda

III.A. Minutes

A motion was made by Rosemarie Weber and seconded by Donna Nolan that the Granby Board of Education adopt the consent agenda. This motion passed at 7:37 p.m. with one abstention (David Peling).

IV. Old Business

IV.A. Second Reading of Revised Policy 0200 - Vision-Mission-Goals

The Curriculum/Policy/Technology/Communications Subcommittee recommended revised Policy 0200, Vision-Mission-Goals, to the Board for a second reading and approval. A motion was made by Rosemarie Weber and seconded by David Peling that the Granby Board of Education adopt revised Policy 0200, Vision-Mission-Goals, as recommended by the Curriculum/Policy/Technology/Communications Subcommittee. This motion passed unanimously at 7:38 p.m.

IV.B. Second Reading of Revised Policy 1110.1 - Communications with the Public

The Curriculum/Policy/Technology/Communications Subcommittee recommended revised Policy 1110.1, Communications with the Public, to the Board for a second reading and approval. A motion was made by David Peling and seconded by Rosemarie Weber that the Granby Board of Education adopt revised Policy 1110.1, Communication with the Public, as recommended by the Curriculum/Policy/Technology/Communications Subcommittee. Ms. Parsons stated there is one minor change to reflect electronic platforms in lieu of a homework hotline. David Peling suggested changing the word "electronic" to "digital". The motion on the floor was removed and a new motion was made by David Peling and seconded by Rosemarie Weber that the Granby Board of Education adopt revised Policy 1110.1, Communications with the Public, changing the word "electronic" to "digital". This motion passed unanimously at 7:42 p.m.

IV.C. Second Reading and Approval of 2022-2023 School Calendar

The Board discussed and considered the approval of the 2022-2023 school calendar. A motion was made by Donna Nolan and seconded by Kristina Gilton that the Granby Board of Education approve the 2022-2023 school calendar. This motion passed unanimously at 7:44 p.m.

V. New Business

V.A. Superintendent's 2021-2022 Annual Goals

Dr. Jordan Grossman presented the Superintendent's goals for the 2021-2022 school year. Ms. Thrall stated that this report is typically presented a little earlier in the year but with the elections in November, it was pushed back in order to present it to the new Board members. Dr. Grossman stated his superintendency has been defined by

working in and through a global pandemic and stated his goals are aligned with the vision and mission of the Granby Public Schools. He also stated a Strategic Plan was recently developed which will move the district forward in a tremendous way. He presented a high-level view of the goals as follows: *Student Learning and Achievement*: implement new data driven decision making processes across the district; continue to assess current and future practices in the area of special education services; continue to focus on learning recovery and learning acceleration for all students; and, implement the new Vision of a Graduate. *Community Engagement*: Implement the new Granby Public Schools' Strategic Plan and Vision of a Graduate as well as work with the new Town Manager for continued collaboration with the town. *Safety and Social Emotional Well-Being*: Implement the Stronger Together: A Working Plan for the Granby Public Schools and implement a new Emergency Operations Plan for the Granby Public Schools. *Budget Development and Fiscal Management*: Create an alternative school within the Granby Public Schools; continue to obtain all state and federal grants for which Granby Public Schools qualifies; and, develop a budget that supports the Board's Strategic Plan. *Embracing Diversity*: Continue to implement the Anti-Bias/Anti-Racism Plan for the Granby Public Schools and continue to support minority recruitment on the CREC Teacher In-Service Program. *Professional Learning*: Mentor and model professional leadership for new administrative team members; Chair the Early Childhood State Committee; and, participate in the CAPSS Early Career Advanced Leadership Program. Dr. Grossman stated it is an honor to serve as Granby's Superintendent of Schools. Sarah Thrall thanked Dr. Grossman for all that he does for our district and students and stated she looks forward to seeing him accomplish the goals presented.

VI. Miscellaneous

VI.A. Board Standing Committee Reports

VI.A.1. Curriculum/Policy/Technology/Communication

David Peling stated this Subcommittee met this evening. Jennifer Parsons presented the monthly assistant superintendent's report including strings programming; FVHD meetings; and, budget for curriculum. Three policies will be brought to the full Board at the next meeting. Also reviewed the Graduation Requirements Policy which will stay in subcommittee. Discussed 2 of 4 possible new courses. Advanced Communication Technology and Broadcasting and Black & Latino Studies were approved. Student representative, Jacob Scotto, inquired if there will be a course on gender studies and Ms. Parsons stated she has not received any policies coming forward; however, if there is potential interest by a student, this could possibly come through the Bridges Program.

VI.A. 2. Finance/Personnel/Facilities

This Subcommittee did not meet. Approved minutes included in the packet.

VI.B. Other Board-Related Reports

VI.B.1. CREC/CABE

There was nothing to report on CREC/CABE this evening.

VI.B.2. Granby Education Foundation

The GEF will meet on Monday. Whitney Sanzo will attend this meeting.

VI.C. Calendar of Events

Sarah Thrall wished Tess and Jacob good luck on their performance next Friday in the high school auditorium.

VI.D. Board Member Announcements

There were no Board member announcements this evening.

VI.E. Action Items

1) Include a link to the Bridges Program on the Equity webpage on the district website.

VII. Executive Session/Non-Meeting

A motion was made by Rosemarie Weber and seconded by David Peling to enter into Executive Session to discuss a school safety issue. Jennifer Parsons was invited to attend the Executive Session. This motion passed at 8:10 p.m.

The Executive Session adjourned at 8:28 p.m.

Respectfully submitted,

Donna Nolan, Board Secretary

| FY23 Granby Public Schools Budget Timeline | | Operating Budget Deadline |
|---|---------------------------------|--|
| 10-year Small Cap forms to Administrators | Anna | September 30, 2021 |
| Site Operating Budget data package to Administrators | Anna | September 30, 2021 |
| Enrollment Data for Base Budget | Linda | October 1, 2021 |
| Principal and Assistant Superintendent review new programs/courses/texts | Building Principal/ Jennifer | October 8, 2021 |
| Submit information for Base Budget <ul style="list-style-type: none"> ➤ Salaries – Existing Personnel (Liz) ➤ Utilities (Anna) ➤ Building Maintenance Contracts (Shannon) ➤ Transportation (Anna) ➤ Health Benefits (Mel) ➤ Special Education (Angela) ➤ Retirees (Liz) ➤ Technology (Jon) ➤ Tuition & Choice Projections (Anna) | Central Services | October 15, 2021 October 15, 2021 October 15, 2021 October 15, 2021 October 15, 2021 October 15, 2021 October 15, 2021 October 15, 2021 October 15, 2021 |
| Submit Small Capital, New Program (+1) and Large Capital Requests | Administrators | October 15, 2021 |
| New Curriculum Programs/Texts to Curriculum Subcommittee | Jennifer | November 3, 2021 |
| Health Meeting with Town and Gallagher | Anna/Jordan/BOE | Mid-November |
| Site Budgets to Jordan & Business Manager | Administrators | October 30, 2021 |
| Begin budget review with individual administrators | All | November 2, 2021 |
| Complete budget review with individual administrators | All | November 17, 2021 |
| Review 1 st draft FY23 Operating and Small Cap Plan | Jordan/Anna | November 19, 2021 |
| Review Plus One Budget @ AdCouncil: Requests vs. Resources | Jordan/Anna | November 19, 2021 |
| Review 1 st draft of Plus One w/administrators re: priorities | All | December 7, 2021 |
| Review final Plus One w/administrators re: priorities | All | December 21, 2021 |
| Present FY23 Plus One including Small Cap to BOE | Jordan/Anna | January 5, 2022 |
| Budget Book Pages Due | Angela/Jenn/Jon | January 7, 2022 |
| Board Approval of FY23 Plus One | | January 19, 2022 |
| Plus One to the Town of Granby (Three-Board Meeting) | Jordan | January 18, 2022 |
| Complete Budget Book | Jordan/Anna /Linda | February 19, 2022 |
| Final Budget Book Produced and Reviewed at AdCouncil | Jordan/Anna/Linda | 25-Feb-22 |
| BOF Finalizes Guidelines | | February 28, 2022 |
| Present Operating Budget to BOE | Jordan/Anna | March 2, 2022 |
| Budget Workshops (as-needed--please save dates) | | March 9 & 23, 2022 |
| Budget Approval at BOE Meeting | | March 16, 2022 |
| BOF Meeting | | March 28, 2022 |
| Budget Book to Town | Jordan/Anna/Linda | March 28, 2022 |
| Town of Granby Budget Public Hearing | All | April 11, 2022 |
| Referendum | | April 25, 2022 |

Administrators should plan to attend the March 2 (BOE Meeting), March 9 (BOE Budget Workshop), March 16 (BOE Meeting for Budget Approval), March 23 (Budget Workshop (if necessary)), and March 28 (BOF Meeting).

Business/Non-Instructional Operations

Food Service

Charging Policy

The goal of the food service program is to provide students with nutritious and healthy foods, through the District's Food Services program, that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

The District has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The District also accepts full responsibility for providing free or reduced price meals to eligible elementary and secondary students enrolled in the District's schools. Applicants for such meals are responsible to pay for meals until the application for the free or reduced price meals is completed and approved. All applications for free and reduced price lunch and any related information will be considered strictly confidential and not to be shared outside of the District's food services program. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

The District realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

The District prohibits the public identification or shaming of a child/student for any unpaid charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student,
- Designating a specific meal option for such student or otherwise taking any disciplinary may exclude a la carte items, for any school breakfast, lunch or other feeding.

In order to sustain the District's food services program, the District cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy and any accompanying regulations. The Superintendent or his/her designee shall develop regulations designed to effectively and respectfully address family responsibility for unpaid meals.

Business/Non-Instructional Operations

Food Service

Charging Policy (continued)

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services Manager/Director and/or the applicable school Principal for assistance. The District encourages all families who may have a child eligible for free or reduced price lunch to apply.

The District uses an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to an amount not to exceed the cost of thirty (30) meals. A-la-carte items shall not be charged. Negative balance status can be avoided by making a payment in the form of cash, check, or by credit card to an automated prepayment system.

Communications with parents/guardians regarding collection of a child's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program and a link to the District's website that lists any community services available to town/city residents.

All charges must be paid in 10 days and/or an application for free and reduced meals should be submitted.

The Board may accept gifts, donations, or grants from any public or private sources for the purpose of paying off any unpaid charges for school meals.

Definitions

"Delinquent Debt" are unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.

"Bad Debt" are when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the nonprofit school food services account, but must be restored using nonfederal funds.

Business/Non-Instructional Operations

Food Service

Charging Policy (continued)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees. (as amended by PA 21-46)

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Policy Adopted: 1/17/18

Policy Revised:

GRANBY PUBLIC SCHOOLS

Granby, Connecticut

Personnel – Certified/Non-Certified

Nondiscrimination

It is the intent of the District to provide a fair employment setting for all persons and to comply with state and federal law. The conditions or privileges of employment in the school district, including the wages, hours, terms and benefits, shall be applied without regard to race, color, religion, age, veteran status, genetic information, marital status, national origin, sex, sexual orientation, gender identity or expression, ancestry, present or past history of mental disorder, or disability (including pregnancy), except in the case of a bonafide occupational qualification.

“Race” is inclusive of ethnic traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

The District shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training and other terms, conditions and privileges of employment.

The District shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The District shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

Further, the District shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the District.

Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability of the enforcement and application of this policy, should contact the District’s ADA/Section 504 Coordinator. The District’s coordinator is Angela Ehrenwerth, Director of Pupil Services.

(cf. 0521 – Nondiscrimination)

(cf. 4000.1/5145.44 – Title IX)

(cf. 4111 – Recruitment and Selection)

(cf. 4118.112/4218.112 – Sex Discrimination and Sexual Harassment in the Workplace)

(cf. 4118.14/4218.14 – Disabilities)

(cf. 5145.5 – Sexual Harassment)

(cf. 5145.51 – Peer Sexual Harassment)

Personnel – Certified/Non-Certified (Cont'd)

Nondiscrimination

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.*
Title IX of the Education Amendments of 1972, 20 USCS § 1681, *et seq.*
Age Discrimination in Employment Act, 29 U.S.C. § 621
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110 233, 42
USC 2000ff; 34 CFR 1635
Connecticut General Statutes § 10-153. Discrimination on basis of marital status
Connecticut Fair Employment Practices Act, Connecticut General Statutes §46a-60
Connecticut General Statutes § 46a-81a Discrimination on basis of sexual orientation:
Definitions
Connecticut General Statutes § 46a-81c Sexual orientation discrimination: Employment.
(as amended by PA 17-127)

Policy Adopted: January 23, 2013
Policy Revised: December 19, 2018
Policy Revised:

GRANBY PUBLIC SCHOOLS
Granby, Connecticut

Personnel -- Non-Certified

Drug and Alcohol Testing for School Bus Drivers

Contracts for transportation approved by this District shall contain assurance that the contractor will establish a drug and alcohol testing program that meets the requirements of federal regulations.

In addition, the District expects its school transportation contractor to train all school bus drivers, with instruction pertaining to the identification, the signs and symptoms of anaphylaxis, and in the administration of epinephrine by a cartridge injector (“EpiPen”), the notification of emergency personnel, and the reporting of an incident involving a student’s life-threatening allergic reaction. Such training, shall occur following the issuance or renewal of an endorsement to operate a school bus for carrier employees, and upon the hiring of a school bus driver, except a driver who received the training after the most recent issuance or renewal of his or her endorsement is not required to repeat it.

Prior to employment of bus drivers, the District expects its school transportation carrier to conduct a full query of the Federal Motor Carrier Safety Administration’s Drug and Alcohol Clearinghouse (Clearinghouse) to obtain information about the driver’s eligibility under federal rules to perform a safety-sensitive function. The District/school transportation carrier will also contact prior employers where the applicant was a CDL driver for information to determine the driver’s eligibility to perform safety-sensitive functions. (Prior employers’ inquiries will continue until January 2023.)

The school transportation carrier will also utilize the Clearinghouse for current CDL drivers who are employees on at least an annual basis. Required personal information that is collected and maintained in connection with the testing program shall also be reported, as required, to the Clearinghouse.

Legal Reference: United States Code, Title 49

2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

Code of Federal Regulations, Title 49

40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs

382 Controlled Substance and Alcohol Use and Testing

Personnel -- Non-Certified

Drug and Alcohol Testing for School Bus Drivers

395 Hours of Service Drivers

Holiday v. City of Modesto (1991) 229 Cal. App. 3d. 528, 540

International Brotherhood of Teamsters v. Department of Transportation

932 F. 2d 1292 (1991)

American Trucking Association, Inc. v. Federal Highway Administration,
(1995) WL 136022 (4th circuit)

Connecticut General Statutes

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics
and forklift operators

14-276a Regulations re school bus operators and operators of student
transportation vehicles; qualifications; training. Pre-employment drug test
required for operators

Policy Adopted: October 6, 2010

Policy Revised:

**GRANBY PUBLIC SCHOOLS
Granby, CT**