

**Finance Subcommittee Meeting
Wednesday, April 20, 2022 5:30 PM
Central Services**

I. Public Comment

II. Approve Minutes from the March 16, 2022 Finance Subcommittee Meeting

Attachments:

Draft Finance SC Minutes 3-16-22 2

III. March Statement of Accounts

Attachments:

March 2022 SOA Report 3

IV. Healthy Food Certification

Attachments:

HFC 2022-23 9

V. Food Service Agreement Amendment

VI. Building Committee Update

VII. Year-End Assessments

VIII. Other

Finance Subcommittee Meeting – Draft Minutes

March 16, 2022, 5:30 p.m.

Central Services

Attendance:

Rosemarie Weber	Present	Jordan Grossman	Present
Monica Logan	Present	Anna Robbins	Present
Donna Nolan	Present		
Sarah Thrall	Present		

Meeting commenced at 5:30 p.m. Meeting adjourned at 6:35 p.m.

1. Public Comment: None

2. Approve Minutes from the February 16, 2022 Meeting: A motion was made by Donna Nolan and seconded by Monica Logan to approve the minutes from the February 16, 2022 Finance Subcommittee Meeting. Motion passed.

3. February 2022 Statement of Accounts: Reviewed and accepted.

4. Building Committee Update: The project was approved and is out to bid. There will be a building walkthrough for potential vendors on 3/17/22 and the selection process will occur on 4/1/22. The project entails a new band room, choral room, technology education classrooms, commons, and a kitchen.

5. Contract Negotiations Update: Status update received.

6. FY23 Leave-of-Absence Requests: Requests were made for two leaves-of-absence. A motion was made by Donna Nolan and seconded by Monica Logan to approve both leaves-of-absence.

7. Other:

- a) The transportation contract extension is complete and signed by all parties; and
- b) The Healthy Food Certification approval will be on the next Finance Subcommittee agenda

Monica Logan moved and Donna Nolan seconded adjournment at 6:35 p.m.

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: April 20, 2022
Re: March 2022 Statement of Accounts FY22 Year-to-date

As of March 31, 2022, the BOE shows a positive forecast of \$255K, which is \$136K higher than last month. Overall special education expenditures are projected to be overbudget \$14K which is \$92K better than last month. The positive change in the special education forecast reflects changes in out-of-district transportation as well as instructional purchased services. Regular education expenditures are projected to be favorable \$268K which is better than last month by \$45K. The main driver for the positive forecast in regular education is the purchase order cutoff on March 15. The early cutoff does not prevent spending in appropriate categories but it does require that the end-of-year spending be encumbered.

At this time, the Quality & Diversity Fund balance is projected to be favorable \$181K. Favorable variances in after-school activities, Kindergarten support staff salaries as well as summer school expenses contribute to the favorable forecast.

Revenues to the town are projected to be better than budgeted by \$100K and are unchanged since last month. The town has received the first payment of \$322K for the Special Education Excess Cost Grant. The billing for the second half of the Special Education charges to other towns will be sent to participating towns in the beginning of April.

**Granby Board of Education
FY 2021-2022
Statement of Accounts
for the period ended
March 31, 2022**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	March 2022 Forecast	This Month Forecast Compared to Prior Month Forecast
Certified Salaries:								
Administration	1,751,243	1,344,912	403,474	1,748,386	2,856	99.84%	2,856	0
Regular Education	10,955,845	6,703,791	4,023,976	10,727,767	228,078	97.92%	190,646	4,723
Special Education	1,939,332	1,210,232	639,892	1,850,123	89,209	95.40%	89,209	0
Total	14,646,419	9,258,935	5,067,341	14,326,276	320,143	97.81%	282,711	4,723
Substitute/Tutor/Support Salaries								
Substitutes	8,000	27,226	0	27,226	(19,226)	340.32%	(21,726)	(1,726)
Sped Support (Speech, O.T. & P.T.)	460,454	321,988	134,856	456,844	3,610	99.22%	3,610	304
Tech Support	250,682	187,666	63,118	250,784	(102)	100.04%	(102)	0
Tutors - Regular Education	38,147	15,341	6,500	21,841	16,305	57.26%	8,240	3,296
Tutors - Special Education	29,480	14,395	0	14,395	15,085	48.83%	10,810	4,275
Total	786,763	566,616	204,475	771,091	15,673	98.01%	832	6,149
Teaching Assistant Salaries:								
Regular Education TA	310,340	241,500	103,160	344,661	(34,321)	111.06%	(37,929)	690
Special Education TA	1,185,080	763,197	377,082	1,140,279	44,801	96.22%	52,365	4,983
Total	1,495,420	1,004,697	480,242	1,484,939	10,481	99.30%	14,436	5,673
School Secretaries' Salaries	666,332	472,424	187,094	659,518	6,814	98.98%	2,117	1,931
Central Office Salaries	575,725	410,549	162,632	573,181	2,543	99.56%	(59)	(2,498)
Custodial & Maintenance Salaries	1,341,989	973,436	343,985	1,317,421	24,568	98.17%	19,952	9,913
Bus Monitors	0	4,497	5,092	9,590	(9,590)		(9,590)	465
Total Salaries	19,512,648	12,691,153	6,450,863	19,142,016	370,632	98.10%	310,399	26,356
Employee Benefits	5,646,727	4,155,535	1,248,747	5,404,281	242,446	95.71%	(5,000)	(5,000)
Total Salaries & Employee Benefits	25,159,375	16,846,688	7,699,609	24,546,297	613,078	97.56%	305,399	21,356

**Granby Board of Education
FY 2021-2022
Statement of Accounts
for the period ended
March 31, 2022**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	March 2022 Forecast	This Month Forecast Compared to Prior Month Forecast
Purchased Services:								
Instructional Purchased Service	563,326	362,377	106,081	468,459	94,867	83.16%	18,388	22,465
Administration Purchased Service	462,937	319,934	132,744	452,679	10,258	97.78%	3,000	6,858
Maintenance Purchased Service	101,483	49,103	20,327	69,430	32,053	68.42%	0	0
Total	1,127,746	731,415	259,153	990,567	137,178	87.84%	21,388	29,323
Legal Services	55,000	51,319	22,813	74,132	(19,132)	134.79%	(25,000)	0
Repairs & Maintenance:								
Instructional Repairs & Maintenance	74,599	60,040	3,124	63,164	11,435	84.67%	0	0
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	0	0
Maintenance Repairs & Maintenance	434,698	234,794	97,578	332,372	102,326	76.46%	(4,465)	0
Total	517,797	294,834	100,702	395,536	122,261	76.39%	(4,465)	0
Transportation:								
Transportation Regular Education	954,914	524,098	266,047	790,145	164,769	82.75%	85,000	0
Transportation Special Education	708,654	248,653	248,368	497,021	211,633	70.14%	157,901	76,384
Transportation Vocational Tech	92,862	56,888	26,688	83,576	9,286	90.00%	7,022	0
Total	1,756,430	829,639	541,103	1,370,742	385,688	78.04%	249,923	76,384
Insurance Property & Liability	102,700	92,196	16,939	109,135	(6,435)	106.27%	(6,475)	0
Communications	91,881	54,317	24,477	78,794	13,087	85.76%	0	0
Tuition:								
Tuition Special Education	1,747,882	1,252,028	773,416	2,025,443	(277,561)	115.88%	(285,739)	(3,757)
Tuition Adult Education	11,967	11,325	0	11,325	642	94.64%	642	0
Total	1,759,849	1,263,353	773,416	2,036,768	(276,919)	115.74%	(285,097)	(3,757)
Conference & Travel Expense	77,694	18,138	4,028	22,166	55,528	28.53%	10,000	10,000

**Granby Board of Education
FY 2021-2022
Statement of Accounts
for the period ended
March 31, 2022**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	This Month Forecast Compared to Prior Month	
							March 2022 Forecast	Forecast
General Supplies:								
General Supplies Regular Education	317,970	222,282	48,607	270,889	47,081	85.19%	10,000	0
General Supplies Special Education	27,316	19,271	4,028	23,298	4,018	85.29%	0	2,034
General Supplies Administration	79,976	47,413	14,569	61,982	17,994	77.50%	0	0
General Supplies Maintenance	141,372	84,282	35,227	119,509	21,863	84.54%	0	0
Total	566,634	373,248	102,431	475,679	90,955	83.95%	10,000	2,034
Electricity	420,812	287,465	134,724	422,189	(1,378)	100.33%	0	0
Fuel/Natural Gas	169,352	128,041	11,229	139,270	30,082	82.24%	0	0
Textbooks/Workbooks	124,528	85,855	73,599	159,454	(34,926)	128.05%	(17,320)	0
Library/Media Center	62,237	54,530	4,952	59,482	2,755	95.57%	0	0
Software	322,868	300,407	12,705	313,112	9,756	96.98%	0	0
Dues & Fees	50,346	37,701	449	38,150	12,196	75.78%	0	2,450
Replacement Equipment:								
Replacement Equipment	0	0	0	0	0	0.00%	0	0
Replacement Equip Admin	6,000	8,090	0	8,090	(2,090)	134.84%	(1,535)	0
Replacement Equip Maintenance	2,500	2,206	0	2,206	294	88.26%	(2,090)	(2,090)
Total	8,500	10,297	0	10,297	(1,797)	121.14%	(3,625)	(2,090)
New Equip Instructional	0	0	0	0	0	0.00%	0	555
Student Activities	809,760	443,754	265,022	708,776	100,984	87.53%	0	0
Total General Fund	33,183,507	21,903,196	10,047,349	31,950,545	1,232,962	96.28%	254,728	136,254
SPED	6,227,173						(13,529)	91,566
GEN ED	26,956,334						268,257	44,688

March 2022

Quality & Diversity	Budget	Forecast	Better/(Worse) Than Budget
Opening Balance	210,550	352,101	141,551
Expenses	1,056,942	946,271	110,671
Revenue	875,253	775,908	(99,345)
Ending Balance	28,860	181,738	152,877

**Granby Board of Education
FY 2021-2022
Statement of Accounts
for the period ending
March 31, 2022
For Selected Special Education Accounts**

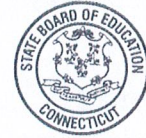
II. Expenditures	FY21-22 Budget	Expended	Encumbered	Expended & Encumbered	Balance	Full Year Forecast March 2022	Results Compared to prior month Forecast
Legal Expense	27,500	29,687	22,813	52,500	(25,000)	(25,000)	0
Special Education Certified Staff	1,939,332	1,210,232	639,892	1,850,123	89,209	89,209	0
Teacher Assistants	1,185,080	763,197	377,082	1,140,279	44,801	52,365	4,983
Special Education Tutors	29,480	14,395	0	14,395	15,085	10,810	4,275
Evaluation, Therapy & Contracted Services	88,425	81,680	12,699	94,379	(5,954)	(16,685)	7,344
General Supplies Special Education	27,316	47,413	4,028	51,441	4,018	0	2,034
Conference & Travel Expense	13,050	4,043	1,170	5,213	7,837	0	0
Sped Support (Speech, O.T., & P.T.)	460,454	321,988	134,856	456,844	3,610	3,610	304
Special Ed Transportation	708,654	248,653	248,368	497,021	211,633	157,901	76,384
Out of District Tuition	1,747,882	1,252,028	773,416	2,025,443	(277,561)	(285,739)	(3,757)
Total Selected Special Education Accounts	6,227,173	3,973,315	2,214,323	6,187,638	67,677	(13,529)	91,566

**Granby Board of Education
 FY 2021-2022
 Statement of Accounts
 for the period ending March 31, 2022**


I. Revenue	FY 2021-2022 Budget	Currently Anticipated	Received To Date	Full Year Forecast March 2022	Changes from Prior Month Forecast
Reg. Tuition from other Towns	614,448	696,550	696,550	82,102	0
SPED Tuition from other Towns	456,273	624,079	0	167,806	0
SDE Excess Cost Reimbursement	491,779	373,947	321,724	(117,832)	0
Rental Fees	14,745	0	0	(14,745)	0
Pay for Participation	53,966	37,000	26,560	(16,966)	0
Sub Total	<u>1,631,211</u>	<u>1,731,576</u>	<u>1,044,833</u>	<u>100,365</u>	<u>0</u>



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Division Director 
School Health, Nutrition, Family Services and Adult Education

DATE: February 15, 2022

SUBJECT: Operational Memorandum No. 05-22
Requirements for Submitting the Healthy Food Certification (HFC) Statement for
School Year 2022-23

The Healthy Food Certification (HFC) statute (C.G.S. Section 10-215f) requires that **each** local board of education or governing authority (BOE) for public schools¹ participating in the National School Lunch Program (NSLP) **each year must certify** whether all food items sold to students (separately from reimbursable meals) **will or will not** meet the Connecticut Nutrition Standards (CNS). This memo provides the **required BOE motion language** and instructions for the HFC application process for school year (SY) 2022-23.

HFC Eligibility Requirements for BOEs opting to implement HFC

The BOE must complete a vote on the required motion language in this memo by **July 1, 2022**, or the BOE will not be eligible for HFC during SY 2022-23 (July 1, 2022, through June 30, 2023). Each BOE must choose one of the two options below to satisfy this requirement and be eligible for HFC.

- **Option 1:** Using the **exact language** included in this memo, the BOE conducts three votes: 1) whether the district will **participate** in the healthy food option; 2) whether the district will allow **food exemptions**; and 3) whether the district will allow **beverage exemptions**.
- **Option 2:** Using the **exact language** included in this memo, the BOE conducts two votes: 1) whether the district will **participate** in the healthy food option; and 2) whether the district will allow **food and beverage exemptions**.

Required healthy food option vote for all BOEs

The BOE must vote “yes” or “no” for implementing the healthy food option of C.G.S. Section 10-215f. The motion and board-approved meeting minutes **must include the exact language below**:

Motion language for healthy food option: Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2022, through June 30, 2023. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school

¹ Public schools include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.

cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Required vote for food exemptions for BOEs opting to implement HFC

If the BOE votes “yes” for implementing the healthy food option, the board-approved meeting minutes and motion must reflect a “yes” or “no” vote on the *exact language below*.

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

Note: If the BOE votes “no” for the healthy food option, a vote on whether to allow food exemptions is **not** required.

Optional vote for beverage exemptions for all BOEs

The state beverage requirements (C.G.S. Section 10-221q) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC. If the BOE does not have a beverage exemption in place, the BOE’s schools can **never** sell noncompliant beverages to students. **If the BOE chooses to allow beverage exemptions**, the motion and board-approved meeting minutes **must include the exact language** below:

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

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 into one motion by using the exact language below:

Motion language for combined food and beverage exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with

an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.

HFC Application Process for SY 2022-23

All public school sponsors of the NSLP applying for HFC for SY 2022-23 must complete the three steps below to meet the HFC application deadline of **July 1, 2022**.

1. Schedule the two required votes (healthy food option and food exemptions) at a BOE meeting **before June 30, 2022**. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conduct the vote on beverage exemptions at the **same time** as the HFC votes.
2. Maintain a copy of the board-approved meeting minutes indicating the results of the HFC votes. Do not submit these minutes until requested (see step 3).
3. **May 2022:** Complete the online HFC application module in the CSDE’s Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the board-approved meeting minutes indicating the results of the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable). **Note:** The CSDE will notify sponsors when the HFC application module and instructions are available. Do **not** access the CNP System prior to receiving this notification.

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

Refer to Appendix A for a list of resources with the requirements that schools must follow to ensure HFC compliance. For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JDF:sff

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

Appendix A

This appendix accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 05-22: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2022-23*. It includes CSDE resources and websites that provide guidance on meeting the federal and state requirements for foods and beverages in HFC public schools. For a comprehensive list of resources, refer to the CSDE's document, *Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools*.

- Allowable Beverages in Connecticut Public Schools
- Beverage Requirements (CSDE webpage)
- Connecticut Nutrition Standards (CSDE webpage)
- Ensuring District Compliance with HFC
- Evaluating Foods for Compliance with the Connecticut Nutrition Standards (“How To” section of CSDE’s Connecticut Nutrition Standards webpage)
- Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards
- Guide to Competitive Foods in HFC Public Schools
- Healthy Food Certification (CSDE webpage)
- How to Evaluate Foods Made from Scratch for Compliance with the CNS
- How to Evaluate Purchased Foods for Compliance with the CNS
- List of Acceptable Foods and Beverages (CSDE webpage)
- Overview of Connecticut Competitive Foods Regulations
- Presentation: Beverage Requirements for Connecticut Public Schools
- Presentation: Complying with Healthy Food Certification
- Presentation: Connecticut Nutrition Standards
- Presentation: Healthy Food Certification Fundraiser Requirements
- Questions and Answers on Connecticut Statutes for School Food and Beverages
- Requirements for Competitive Foods in HFC Public Schools
- Requirements for Food and Beverage Fundraisers in HFC Public Schools
- Requirements for Foods and Beverages in Culinary Programs in HFC Public Schools
- Requirements for Foods and Beverages in School Stores in HFC Public Schools
- Requirements for Foods and Beverages in Vending Machines in HFC Public Schools
- Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools
- Summary of Connecticut Nutrition Standards