

Finance Subcommittee Meeting
Wednesday, November 15, 2023, 5:30 PM
Central Services

I. Public Comment

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

II. Approve Minutes from the October 18, 2023 Finance Subcommittee Meeting

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

III. October Statement of Accounts

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

IV. Health Benefit Fund Update

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

V. FY25 Plus One Process/Timeline

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

VI. Other

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

Finance Subcommittee Meeting – Draft Minutes
Wednesday, October 18, 2023, 5:30 p.m.
Central Services

Attendance:

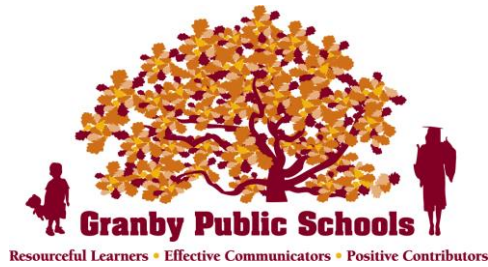
Katharine Leenders	Present	Anna Robbins	Present
Monica Logan	Present	Mike Dunn	Present
Donna Nolan	Present	Dale Kittelson	Present
Rosemarie Weber	Present	Brian Maltese	Present
Cheri Burke	Present	Shannon Sullivan	Present

Meeting commenced at 5:32p.m. Meeting adjourned at 6:34 p.m.

- 1. Public Comment:** N/A
- 2. Approve Minutes from the September 20, 2023 Finance Subcommittee Meeting:** A motion was made by Monica Logan and seconded by Katie Leenders that the Finance Subcommittee approve the minutes from the September 20, 2023 Finance Subcommittee Meeting. Motion passed.
- 3. High School Athletic Fields Update:** Brian Maltese, Mike Dunn, Dale Kittelson and Shannon Sullivan attended the meeting to update the committee on additional needs or projects as follows:
 - There were irrigation issues with the fields and breaks in the lines were repaired. There is a new sprinkler system company to maintain the system.
 - There is a need for a half-time groundskeeper at the middle school/high school to help maintain the grounds.
 - Looking for a storage building to store equipment.
 - Two (2) new shot clocks were installed at the high school and two (2) new scoreboards at the middle school.
 - New fitness equipment was purchased from small cap for PE classes and uniforms are on a 4-year replacement cycle.
 - The high school track needs repairs and was initially a town-bonded project. There is a new divet in the track – something if affecting the subsurface which causes depression. A prior section was fixed and may there may be a need to do more repairs as well as additional costs for track and turf repairs.

There was a request for a committee of Building and Finance Committee members to do a walkthrough with the Maintenance Department to assess needs.
- 4. September Statement of Accounts:** Reviewed and approved.
- 5. Other:** Cheri Burke spoke with Peter Prowda about the estimate of students for future enrollment. Cheri is looking forward to do a Board of Finance presentation in November.

A motion was made by Monica Logan and seconded by Katie Leenders to adjourn the meeting. This motion passed at 6:34 p.m.



Cheri P. Burke
Superintendent of Schools

www.granbyschools.org

Jennifer M. Parsons
Assistant Superintendent

Angela E. Ehrenwerth
Director of Pupil Services

Anna M. Robbins, SFO
Business Manager

To: Granby Board of Education
From: Anna Robbins, Business Manager
Date: November 15, 2023
Re: Statement of Accounts as of October 2023

The financial forecast for FY24, as of October 31, 2023, shows an unfavorable full-year forecast of \$269K which is \$21K worse than the previous month. Regular education is projected to overbudget \$95K which is \$67K worse than the previous month. Changes to the full-year forecast for electricity and substitute services within the district contribute to the projected increase. Electricity usage as well as the cost of generation has increased significantly. Building usage after school hours and on weekends has contributed significantly to the increase. Long-term conservation and efficiency programs are currently being considered. We continue to closely monitor the use of substitute services districtwide. The forecast reflects forty-one (out of a possible 180) days of usage and will continue to be updated.

The special education forecast is overbudget \$174K which is \$47K better than the previous month. The favorable change in the out-of-district tuition and transportation cost contribute to the improved forecast for special education. Savings in salaries due to transitioning staff also contributes to the favorable change.

Revenue to the Town is projected to be unfavorable \$211K. The forecast for the Special Education Excess Cost Grant is the only contributing factor at this time and is sure to fluctuate as the year progresses.

The forecast for the Quality & Diversity fund continues to be positive which is due to the strong opening balance from the previous fiscal year. Expenses and revenues are holding steady at this time.

**Granby Board of Education
FY 2023-2024
Statement of Accounts
for the period ended
October 31, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of October	This Month Forecast Compared to Prior Month
Certified Salaries:								
Administration	1,828,252	581,319	1,200,173	1,781,491	46,761	97.44%	(8,659)	0
Regular Education	11,546,140	2,252,145	8,903,441	11,155,586	390,554	96.62%	23,816	22,035
Special Education	2,023,752	404,450	1,532,081	1,936,531	87,221	95.69%	50,831	39,811
Total	15,398,144	3,237,914	11,635,695	14,873,609	524,536	96.59%	65,988	61,845
Substitute/Tutor/Support Salaries								
Substitutes	8,104	2,549	2,298	4,847	3,257	59.81%	0	0
Sped Support (Speech, O.T. & P.T.)	471,674	98,267	375,613	473,880	(2,206)	100.47%	(848)	(126)
Tech Support	270,464	103,411	242,252	345,663	(75,199)	127.80%	(67,184)	0
Tutors - Regular Education	39,291	4,257	19,811	24,068	15,223	61.25%	1,214	0
Tutors - Special Education	39,650	25,652	7,167	32,820	6,831	82.77%	(2,796)	0
Total	829,183	234,136	647,141	881,278	(52,094)	106.28%	(69,614)	(126)
Teaching Assistant Salaries:								
Regular Education TA	415,079	75,398	362,537	437,935	(22,856)	105.51%	(22,361)	(6,435)
Special Education TA	1,336,188	166,652	1,123,998	1,290,651	45,537	96.59%	27,654	(14,641)
Total	1,751,267	242,051	1,486,535	1,728,586	22,681	98.70%	5,293	(21,076)
School Secretaries' Salaries	698,450	177,452	509,204	686,656	11,794	98.31%	7,892	823
Central Office Salaries	625,582	178,052	447,747	625,799	(217)	100.03%	4,021	0
Custodial & Maintenance Salaries	1,441,472	433,878	950,932	1,384,810	56,662	96.07%	(16,607)	0
Bus Monitors	5,441	0	0	0	5,441		0	0
Salary Contingency	86,852	0	0	0	86,852		0	0
Total Salaries	20,836,391	4,503,483	15,677,254	20,180,737	655,654	96.85%	(3,026)	41,467
Employee Benefits	5,896,807	1,550,796	3,831,937	5,382,732	514,075	91.28%	0	0
Total Salaries & Employee Benefits	26,733,198	6,054,278	19,509,191	25,563,469	1,169,729	95.62%	(3,026)	41,467

**Granby Board of Education
FY 2023-2024
Statement of Accounts
for the period ended
October 31, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of October	This Month Forecast Compared to Prior Month
Purchased Services:								
Instructional Purchased Service	647,971	123,648	336,450	460,098	187,873	71.01%	20,100	(9,900)
Administration Purchased Service	500,043	141,917	285,753	427,670	72,373	85.53%	38,552	1,368
Maintenance Purchased Service	100,133	23,135	19,714	42,849	57,284	42.79%	0	0
Total	1,248,147	288,700	641,917	930,617	317,530	74.56%	58,652	(8,532)
Legal Services	55,000	18,902	20,098	39,000	16,000	70.91%	0	0
Repairs & Maintenance:								
Instructional Repairs & Maintenance	76,199	23,472	2,933	26,405	49,794	34.65%	0	0
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	0	0
Maintenance Repairs & Maintenance	451,698	134,172	134,190	268,362	183,336	59.41%	0	0
Total	536,397	157,644	137,123	294,767	241,630	54.95%	0	0
Transportation:								
Transportation Regular Education	1,041,852	23,367	871,975	895,341	146,510	85.94%	0	0
Transportation Special Education	1,132,279	78,295	1,080,798	1,159,093	(26,814)	102.37%	(74,648)	25,059
Transportation Vocational Tech	118,350	(18,210)	122,678	104,468	13,882	88.27%	0	0
Total	2,292,481	83,452	2,075,451	2,158,903	133,578	94.17%	(74,648)	25,059
Insurance Property & Liability	109,200	60,918	50,141	111,059	(1,859)	101.70%	0	0
Communications	96,240	19,645	52,874	72,519	23,721	75.35%	0	0
Tuition:								
Tuition Special Education	2,131,185	583,489	1,687,902	2,271,391	(140,205)	106.58%	(174,082)	(3,216)
Tuition Adult Education	10,967	11,983	0	11,983	(1,016)	109.26%	0	0
Total	2,142,152	595,472	1,687,902	2,283,374	(141,221)	106.59%	(174,082)	(3,216)
Conference & Travel Expense	75,344	9,887	8,260	18,147	57,197	24.09%	0	0

**Granby Board of Education
FY 2023-2024
Statement of Accounts
for the period ended
October 31, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of October	This Month Forecast Compared to Prior Month
General Supplies:								
General Supplies Regular Education	336,106	117,415	65,183	182,598	153,508	54.33%	0	0
General Supplies Special Education	37,950	15,021	2,246	17,267	20,683	45.50%	0	0
General Supplies Administration	87,546	24,705	29,072	53,776	33,770	61.43%	0	0
General Supplies Maintenance	146,372	46,032	71,737	117,770	28,602	80.46%	0	0
Total	607,974	203,173	168,238	371,411	236,563	61.09%	0	0
Electricity	491,867	158,029	585,760	743,789	(251,922)	151.22%	(75,000)	(75,000)
Fuel/Natural Gas	228,631	113,899	84,745	198,644	29,987	86.88%	0	0
Textbooks/Workbooks	117,948	62,734	2,167	64,902	53,046	55.03%	0	0
Library/Media Center	67,971	23,444	4,626	28,070	39,901	41.30%	0	0
Software	426,051	298,537	87,643	386,180	39,871	90.64%	0	0
Dues & Fees	50,621	31,823	2,989	34,812	15,809	68.77%	0	0
Replacement Equipment:								
Replacement Equip Admin	2,500	2,966	0	2,966	(466)	118.65%	(466)	0
Replacement Equip Maintenance	6,000	0	0	0	6,000	0.00%	0	0
Total	8,500	2,966	0	2,966	5,534	34.90%	(466)	0
Student Activities	867,570	117,736	389,385	507,121	360,449	58.45%	0	0
Total General Fund	36,155,291	8,301,239	25,508,510	33,809,749	2,345,542	93.51%	(268,570)	(20,223)
SPED	7,342,704						(173,889)	46,887
GEN ED	28,812,587						(94,681)	(67,109)

Quality & Diversity	October		Better/(Worse) Than Budget
	Budget	Forecast	
Opening Balance	32,130	227,851	195,721
Expenses	1,085,711	1,092,127	(6,416)
Revenue	1,075,350	1,007,239	(68,111)
Ending Balance	21,769	142,962	121,193

**Granby Board of Education
FY 2023-2024
Statement of Accounts
for the period ending
October 31, 2023
For Selected Special Education Accounts**

II. Expenditures	FY23-24 Budget	Expended	Encumbered	Expended & Encumbered	Balance	Full Year Forecast October	This Month Forecast Compared to Prior Month
Legal Expense	27,500	5,456	6,044	11,500	16,000	0	0
Special Education Certified Staff	2,023,752	404,450	1,532,081	1,936,531	87,221	50,831	39,811
Teacher Assistants	1,336,188	166,652	1,123,998	1,290,651	45,537	27,654	(14,641)
Special Education Tutors	39,650	25,652	7,167	32,820	6,831	(2,796)	0
Evaluation, Therapy & Contracted Services	128,870	21,248	60,317	81,565	47,305	0	0
General Supplies Special Education	39,605	7,740	9,201	16,941	22,664	0	0
Conference & Travel Expense	12,000	1,501	4,782	6,283	5,717	0	0
Sped Support (Speech, O.T., & P.T.)	471,674	98,267	375,613	473,880	(2,206)	(848)	(126)
Special Ed Transportation	1,132,279	78,295	1,080,798	1,159,093	(26,814)	(74,648)	25,059
Out of District Tuition	2,131,185	583,489	1,687,902	2,271,391	(140,205)	(174,082)	(3,216)
Total Selected Special Education Accounts	7,342,704	1,392,751	5,887,903	7,280,654	62,050	(173,889)	46,887

**Granby Board of Education
 FY 2023-2024
 Statement of Accounts
 for the period ending
 October 31, 2023**

I. Revenue	FY 2023-2024 Budget	Currently Anticipated	Received To Date	Full Year Forecast October	This Month Forecast Compared to Last Month Forecast
Reg. Tuition from other Towns	736,893	736,983	0	90	0
SPED Tuition from other Towns	646,412	646,412	0	0	0
SDE Excess Cost Reimbursement	1,165,402	953,894		(211,508)	(32,336)
Rental Fees	5,000	5,000	0	0	0
Pay for Participation	42,000	42,000	22,518	0	0
Sub Total	<u>2,595,707</u>	<u>2,384,289</u>	<u>22,518</u>	<u>(211,418)</u>	<u>(32,336)</u>

FY25 Granby Public Schools Budget Timeline		Operating Budget Deadline
Site Operating Budget data package to Administrators	Anna	September 15, 2023
10-year Small Cap forms to Administrators	Anna	October 6, 2023
Enrollment Data for Base Budget	Linda	October 2, 2023
Principal and Assistant Superintendent review new programs/courses/texts	Building Principal/ Jennifer	October 6, 2023
Submit information for Base Budget <ul style="list-style-type: none"> ➤ Salaries – Existing Personnel ➤ Transportation ➤ Health Benefits ➤ Utilities ➤ Building Maintenance Contracts ➤ Retirees - Ongoing ➤ Technology ➤ Tuition & Choice Projections for Q&D (Use October PSIS Data) ➤ Special Education (Use October SOA for basis) 	Central Office	October 13, 2023 October 13, 2023 October 13, 2023 October 30, 2023 October 30, 2023 October 30, 2023 October 30, 2023 October 30, 2023 November 6, 2023
Submit Small Capital, New Program (+1) and Large Capital Requests	Administrators	October 13, 2023
New Curriculum Programs/Texts to Curriculum Subcommittee	Jennifer	November 1, 2023
Health Meeting with Town and Benefits Provider	Anna/Cheri/BOE	Mid-November
Site Budgets to Cheri & Business Manager	Administrators	October 30, 2023
Begin budget review with individual administrators	All	November 1, 2023
Complete budget review with individual administrators	All	November 15, 2023
Review 1 st draft FY25 Operating and Small Cap Plan	Cheri/Anna	November 20, 2023
Review Plus One Budget @ AdCouncil: Requests vs. Resources	Cheri/Anna	November 27, 2023
Review 1 st draft of Plus One w/administrators re: priorities	All	December 11, 2023
Present FY25 Plus One including Small Cap to BOE	Cheri/Anna	December 20, 2023
Board Approval of FY25 Plus One		January 3, 2024
Plus One to the Town of Granby (Three-Board Meeting)	Cheri	January 16, 2024
Budget Book Pages Due	Angela/Jenn/Jon	February 5, 2024
Complete Budget Book	Cheri/Anna/Linda	February 16, 2024
Final Budget Book Produced and Reviewed at AdCouncil	Cheri/Anna/Linda	February 26, 2024
BOF Finalizes Guidelines		February 26, 2024
Present Operating Budget to BOE	Cheri/Anna	March 6, 2024
Budget Workshops (as-needed--please save dates)		March 13 & 27, 2024
Budget Approval at BOE Meeting		March 20, 2024
BOF Meeting		March 25, 2024
Budget Book to Town	Cheri/Anna/Linda	March 28, 2024
Town of Granby Budget Public Hearing	All	April 8, 2024
Referendum		April 22, 2024

Administrators should plan to attend the December 20, 2023 BOE Meeting (Plus One Budget presentation) and the March 6, 2024 BOE Meeting (FY25 Administrative Budget presentation).