

Finance Subcommittee Meeting
Wednesday, December 20, 2023, 5:30 PM
Central Services

I. Public Comment

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

II. Approve Minutes from the November 15, 2023 Finance Subcommittee Meeting

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

III. November 2023 Statement of Accounts

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

IV. Stipend Proposal

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

V. Fee Structure for Pre-K Program

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

VI. Town Technology Memorandum of Understanding

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

VII. Other

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

Finance Subcommittee Meeting – Draft Minutes
Wednesday, November 15, 2023, 5:30 p.m.
Central Services

Attendance:

Katharine Leenders	Absent	Cheri Burke	Present
Monica Logan	Present	Anna Robbins	Present
Donna Nolan	Present		
Rosemarie Weber	Present		

Meeting commenced at 5:34 p.m. Meeting adjourned at 6:42 p.m.

- 1. Public Comment:** N/A
- 2. Approve Minutes from the October 18, 2023 Finance Subcommittee Meeting:** A motion was made by Monica Logan and seconded by Donna Nolan that the Finance Subcommittee approve the minutes from the October 18, 2023 Finance Subcommittee Meeting. Motion passed.
- 3. October Statement of Accounts:** Reviewed and approved. \$269K overbudget due to increased electrical costs and increased substitute teacher costs in regular education and special education. This translates to 1.87% (overall increase in budget).
- 4. Health Benefit Fund Update:** 17% increase in health insurance.
- 5. FY25 Plus One Process/Timeline:** Administration is on track with the budget timeline.
- 6. Other:**
 - Nursing Contract: Increase in 3-year nursing contract as follows: 18-20% in Year 1; 5% in Year 2; and, 5% in Year 3. The contract is negotiated through the VNA as they insure and provide pensions to the four (4) nurses employed by them.
 - Building Committee Update: Two (2) change orders with regard to a ladder (safety issue) and drains.

A motion was made by Monica Logan and seconded by Donna Nolan to adjourn the meeting. This motion passed at 6:42 p.m.

**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 November	This Month Forecast Compared to Prior Month
Certified Salaries:								
Administration	1,828,252	723,863	1,132,586	1,856,448	(28,196)	101.54%	(11,136)	(2,477)
Regular Education	11,546,140	3,151,802	8,045,729	11,197,531	348,609	96.98%	15,083	(8,734)
Special Education	2,023,752	561,562	1,386,540	1,948,102	75,650	96.26%	49,188	(1,643)
Total	15,398,144	4,437,227	10,564,855	15,002,081	396,063	97.43%	53,134	(12,854)
Substitute/Tutor/Support Salaries								
Substitutes	8,104	6,535	2,040	8,575	(471)	105.81%	(12,000)	(12,000)
Sped Support (Speech, O.T. & P.T.)	471,674	138,951	335,303	474,254	(2,580)	100.55%	(1,235)	(387)
Tech Support	270,464	129,762	215,902	345,663	(75,199)	127.80%	(67,184)	0
Tutors - Regular Education	39,291	6,563	17,366	23,929	15,362	60.90%	5,957	4,743
Tutors - Special Education	39,650	27,100	11,151	38,250	1,400	96.47%	(6,452)	(3,657)
Total	829,183	308,910	581,761	890,671	(61,488)	107.42%	(80,914)	(11,300)
Teaching Assistant Salaries:								
Regular Education TA	415,079	120,867	316,346	437,214	(22,135)	105.33%	(17,845)	4,515
Special Education TA	1,336,188	310,705	997,438	1,308,143	28,045	97.90%	39,212	11,557
Total	1,751,267	431,572	1,313,784	1,745,357	5,910	99.66%	21,366	16,073
School Secretaries' Salaries	698,450	234,516	452,478	686,994	11,456	98.36%	7,554	(338)
Central Office Salaries	625,582	225,850	399,241	625,091	491	99.92%	4,862	841
Custodial & Maintenance Salaries	1,441,472	551,189	854,894	1,406,083	35,389	97.54%	(16,930)	(323)
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	6,189,264	14,167,014	20,356,277	480,114	97.70%	(10,928)	(7,903)
Employee Benefits	5,896,807	1,994,319	3,421,286	5,415,606	481,201	91.84%	0	0
Total Salaries & Employee Benefits	26,733,198	8,183,583	17,588,300	25,771,883	961,315	96.40%	(10,928)	(7,903)

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 November	This Month Forecast Compared to Prior Month
Purchased Services:								
Instructional Purchased Service	647,971	188,198	303,542	491,740	156,231	75.89%	5,187	(14,913)
Administration Purchased Service	500,043	184,556	244,974	429,530	70,513	85.90%	38,552	0
Maintenance Purchased Service	100,133	28,417	17,040	45,457	54,676	45.40%	0	0
Total	1,248,147	401,171	565,556	966,727	281,420	77.45%	43,738	(14,913)
Legal Services	55,000	35,576	26,425	62,000	(7,000)	112.73%	0	0
Repairs & Maintenance:								
Instructional Repairs & Maintenance	76,199	28,370	3,554	31,925	44,274	41.90%	0	0
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	0	0
Maintenance Repairs & Maintenance	451,698	149,724	144,079	293,803	157,894	65.04%	0	0
Total	536,397	178,094	147,634	325,728	210,669	60.73%	0	0
Transportation:								
Transportation Regular Education	1,041,852	23,449	871,893	895,341	146,510	85.94%	40,000	40,000
Transportation Special Education	1,132,279	149,355	1,041,527	1,190,882	(58,603)	105.18%	(96,946)	(22,298)
Transportation Vocational Tech	118,350	(18,210)	122,814	104,604	13,746	88.39%	8,320	8,320
Total	2,292,481	154,594	2,036,234	2,190,828	101,653	95.57%	(48,626)	26,022
Insurance Property & Liability	109,200	60,918	50,141	111,059	(1,859)	101.70%	0	0
Communications	96,240	27,143	46,565	73,708	22,532	76.59%	0	0
Tuition:								
Tuition Special Education	2,131,185	840,862	1,381,928	2,222,790	(91,605)	104.30%	(174,195)	(113)
Tuition Adult Education	10,967	11,983	0	11,983	(1,016)	109.26%	0	0
Total	2,142,152	852,845	1,381,928	2,234,773	(92,621)	104.32%	(174,195)	(113)
Conference & Travel Expense	75,344	11,225	9,899	21,124	54,220	28.04%	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 November	This Month Forecast Compared to Prior Month	
General Supplies:									
General Supplies Regular Education	336,106	130,438	54,206	184,643	151,462	54.94%	0	0	
General Supplies Special Education	37,950	17,994	3,570	21,564	16,386	56.82%	0	0	
General Supplies Administration	87,546	30,925	27,358	58,284	29,262	66.57%	0	0	
General Supplies Maintenance	146,372	63,142	63,460	126,602	19,770	86.49%	0	0	
Total	607,974	242,499	148,594	391,093	216,881	64.33%	0	0	
Electricity	491,867	208,648	525,120	733,768	(241,901)	149.18%	(75,000)	0	
Fuel/Natural Gas	228,631	116,602	82,042	198,644	29,987	86.88%	0	0	
Textbooks/Workbooks	117,948	64,299	1,439	65,739	52,209	55.74%	0	0	
Library/Media Center	67,971	25,751	7,871	33,622	34,349	49.47%	0	0	
Software	426,051	300,849	86,999	387,848	38,203	91.03%	0	0	
Dues & Fees	50,621	31,699	3,149	34,848	15,773	68.84%	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	175,573	388,599	564,172	303,399	65.03%	0	0	
Total General Fund	36,155,291	11,074,035	23,096,493	34,170,528	1,984,763	94.51%	(265,477)	3,093	
							SPED	(190,429)	(16,540)
							GEN ED	(75,048)	19,633

November			
Quality & Diversity	Budget	Forecast	Better/(Worse) Than Budget
Opening Balance	32,130	227,851	195,721
Expenses	1,085,711	1,102,684	(16,973)
Revenue	1,075,350	1,007,239	(68,111)
Ending Balance	21,769	132,405	110,636

**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 November	This Month Forecast Compared to Prior Month
Legal Expense	27,500	8,864	2,636	11,500	16,000	0	0
Special Education Certified Staff	2,023,752	561,562	1,386,540	1,948,102	75,650	49,188	(1,643)
Teacher Assistants	1,336,188	310,705	997,438	1,308,143	28,045	39,212	11,557
Special Education Tutors	39,650	27,100	11,151	38,250	1,400	(6,452)	(3,657)
Evaluation, Therapy & Contracted Services	128,870	36,509	52,320	88,829	40,041	0	0
General Supplies Special Education	39,605	18,115	3,960	22,075	17,530	0	0
Conference & Travel Expense	12,000	1,662	5,455	7,117	4,883	0	0
Sped Support (Speech, O.T., & P.T.)	471,674	138,951	335,303	474,254	(2,580)	(1,235)	(387)
Special Ed Transportation	1,132,279	149,355	1,041,527	1,190,882	(58,603)	(96,946)	(22,298)
Out of District Tuition	2,131,185	840,862	1,381,928	2,222,790	(91,605)	(174,195)	(113)
Total Selected Special Education Accounts	7,342,704	2,093,686	5,218,257	7,311,942	30,761	(190,429)	(16,540)

**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 November	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	663,940	0	17,528	17,528
SDE Excess Cost Reimbursement	1,165,402	974,593		(190,809)	20,699
Rental Fees	5,000	5,000	0	0	0
Pay for Participation	42,000	42,000	22,557	0	0
Sub Total	<u>2,595,707</u>	<u>2,422,516</u>	<u>22,557</u>	<u>(173,191)</u>	<u>38,227</u>

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE GRANBY PUBLIC SCHOOLS AND THE TOWN OF GRANBY
CONCERNING IT OPERATIONS AS OF DECEMBER 1, 2023**

WHEREAS, The Granby Public Schools (District) independently budgets for, controls, and maintains operations for all IT needs relating to Granby Public School operations.

WHEREAS, The Town of Granby (Town) requires additional assistance in order to properly meet its IT needs for the Town.

WHEREAS, The Granby Public Schools and The Town of Granby agree that it is in the best interest of the school district and town operations to collaborate for the purposes of providing IT services to both the District and the Town. Specifically, a combined technology department will:

- Provide internal, leadership, management, and oversight for Technology;
- Provide the potential for short-term and long-term cost savings while expanding technology services to the town and school district;
- Reduce inefficiency and redundancy between the Town and District technology functions; provide internal control of technology operations reducing liability and exposure to security threats;
- Streamline technology and telecommunications operations;
- Improve the Town and the District security and emergency coverage;
- Permit cross training, backup, and economies of scale;
- Provide support for the Town and the-District fiber optic network; and standardize technology and cooperative purchasing.

NOW THEREFORE, for and in consideration of the premises and the mutual undertakings of the Parties hereto, it is mutually agreed that:

1. The Town and the District will create a combined Technology Department.
2. Scope of Services: Technology support for; leadership, oversight, management, security, planning, budgeting, infrastructure, hardware/software, and user support services for the Town and the District.

3. Structure: The Technology Department will follow the attached organizational chart. (See Exhibit A).

- a. There shall be one Director of Technology that will perform duties for both the District and the Town; (See Job Description attached hereto and labeled Exhibit B).
- b. The Director of Technology shall report directly to the Superintendent of the District.
- c. The Director of Technology shall supervise the Technology Operations Manager (primarily District) and Systems Administrator (primarily Town) (See Job Description for Technology Operations Manager and Systems Administrator attached hereto and labeled Exhibit C).
- d. There shall also be a staff of employees that shall assist both the Town and the District. (See Job Description for Help Desk attached hereto and labeled Exhibit D).

4. Payment:

- a. Subject to the Town and the District agreeing on the amount of the increases, the Town shall pay 100% of any increases in salary for the Director of Technology and the Technology Operations Manager for the fiscal year 2023-24 and the fiscal year 2024-25. Beginning in the fiscal year 2025-26, the Town shall pay a portion of the salaries of both the Director of Technology and Technology Operations Manager based on a proportionate share of use which will be determined using usage data and such other factors agreed to by the Town and the District.
- b. The Town will authorize the Director of Technology to hire a new System Administrator, primarily dedicated to Town work, with a salary not to exceed \$73,000. This new system administrator will be considered an employee of the Town, and the Town will be responsible for budgeting and payment of the salary and benefit costs of this employee upon hiring.
- c. The Town and the District shall each pay for specific entity related costs associated with hardware, software, system upgrades, and other non-personnel related IT costs. To the extent that any non-personnel costs related equally to the

District and the Town, the Town and the District shall share equally in those costs. The Town and the District Shall have the right to review and pre-approve any cost to be attributed to the Town or the District through the existing purchasing workflow for each entity.

5. Communications: The Town and the District will mutually establish a systematic approach to project priorities and implementation.

- In the 2024 calendar year, the Town and the District will collaborate to share information technology resources that best meet the needs of both. This collaboration and consolidation of resources will not preclude either party from taking advantage of programming and funding unique to either the Town or the District.

6. Review and Amendment:

a. This Memorandum of Understanding shall be reviewed annually during the budget process to ensure compliance and/or termination by either the Town or the District.

b. This Agreement or any part hereof may not be changed, amended or modified, except by written agreement of the Parties.

X

Cheri P. Burke
Superintendent of Schools

Date

X

Mark. H. Fiorentino
Acting Town Manager

Date

Exhibit A: Granby Technology Department Org Chart

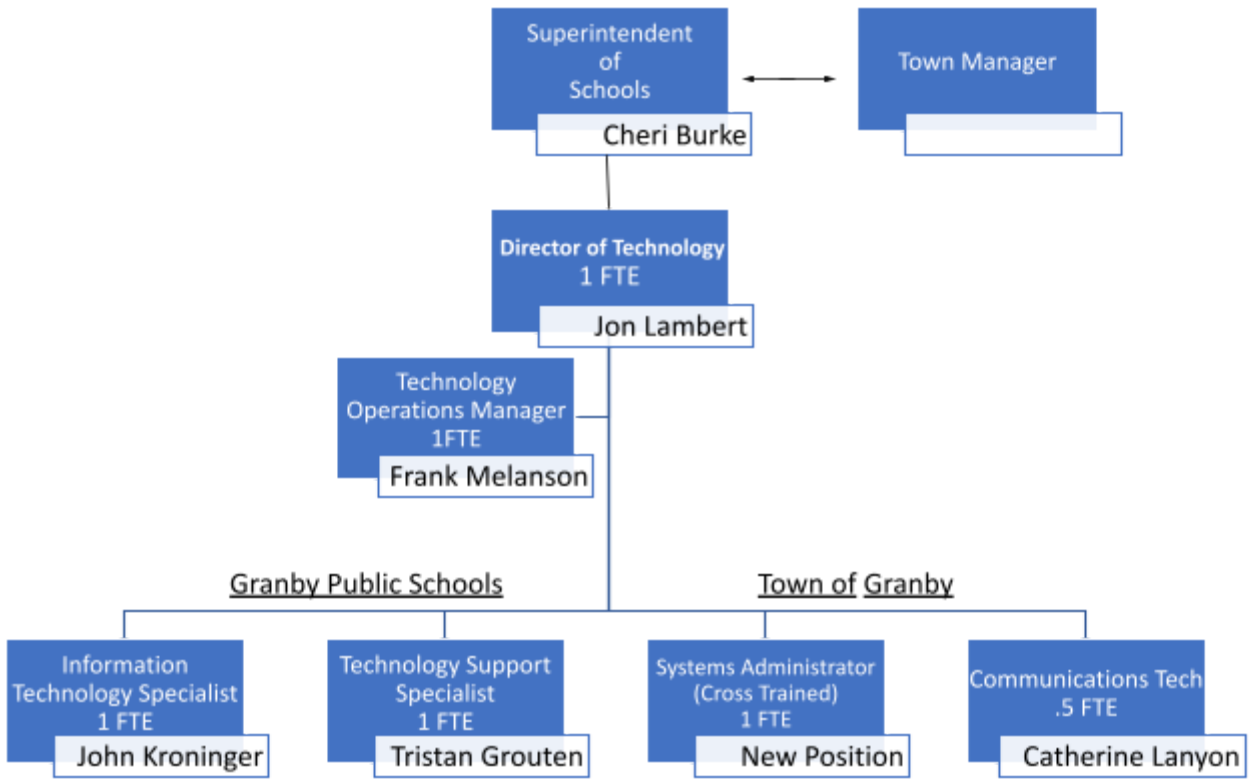


Exhibit B: Director of Technology Job Description
Granby Technology Department

TITLE: Director of Technology

Reports to: Superintendent of Schools

The **Director of Technology** manages the overall delivery of technology and technology related services to the town and school district. The Director serves as a technology liaison providing information and resources to others; achieving defined objectives through planning, evaluation, development, implementation, and maintenance in compliance with established guidelines. He/she serves as an integral member of the leadership team. The Director works collaboratively with town and school district staff to manage, to maintain, to improve and to expand upon administrative and instructional technology programs throughout Granby in alignment with its mission, vision, achievement goals, and technology objectives.

JOB GOAL: Provide leadership, management, and the overall vision as it is related to technology throughout the town and school district. Successfully manages all aspects of the town and district's technology including, but not limited to: infrastructure, systems, software applications, security, compliance, support, training, and personnel employed through the technology department.

REPORTS TO: Superintendent of Schools

ESSENTIAL JOB FUNCTIONS:

- Develops methods for expanding technology support for administrative and instructional programs for the purpose of increasing productivity; meeting organizational objectives; and integrating the use and application of technology into district processes.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g., plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.
- Manages technology programs and related departments for the purpose of achieving organizational objectives while complying with established requirements.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g., technology deployment, equipment acquisition, goals attainment,

Exhibit B (Continued)

- problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs a wide variety of personnel functions (e.g., hiring, evaluating) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget. Responsible for the supervision of technology department staff.
- Recommends solutions to a wide variety of complex issues for the purpose of addressing the technology needs of the school district.
- Researches a wide variety of topics related to district technology needs (e.g., emerging technology; guidelines and regulations; financial resources, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines; securing information for planning; and/or responding to requests.
- Supports the Town, Town Manager, Superintendent, Boards, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.
- Compiles data from internal and external sources for the purpose of analyzing issues, supporting student learning, ensuring compliance with policies and procedures, and/or monitoring program components.
- Collaborates with a wide variety of internal and external groups (e.g., department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; creating long and short term plans; and addressing organizational objectives.
- Monitors assigned programs and/or department activities for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.
- Presents information on a wide variety of topics for the purpose of conveying information, gaining feedback, and/or making recommendations regarding district services.
- Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues and recommending or implementing action plans.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Exhibit B (Continued)

Education, Skills, Knowledge, Abilities, and Environment

EDUCATION: BS in computer Science, Engineering, or related field. 10 years progressive experience in the IT field of which 5 years should be in a supervisory role. Technology certifications (A+, Network+, Microsoft, etc.) and/or comparable experience designing, installing, and administering large scale computer WAN/LAN networks.

SKILLS: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include; Developing and administering budgets; Well-versed in network operations, administration, and operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; training; developing and supervising staff.

KNOWLEDGE: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current, legacy and emerging technologies (hardware, software, and peripherals); federal and state grants management; Town and K-12 educational system organizations; pertinent codes, policies, regulations and/or laws; statistical analysis; and accounting/bookkeeping principles.

ABILITY: Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining strict security and confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

WORK ENVIRONMENT: This is a full-time 12 Month position. Under normal conditions during the year the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment. Lifting computers and peripherals up to 50lbs from time to time and working in non-air conditioned school areas during the summer months may be required.

Exhibit C: Job Descriptions

Granby Technology Department Technology Operations Manager

Position: Technology Operations Manager: Full-Time Position (12-months)
Reports to: Director of Technology

Qualifications and Skills:

- A technical support expert with a minimum 5 years' of experience.
- Leadership, supervisory, and troubleshooting skills. A willingness to continuously learn.
- Excellent organizational, language and communication skills, both oral and written;
- Proven interpersonal skills and the ability to interact as a department team member with leadership, initiative, and creativity;
- Ability to exercise professional judgment and attitude in dealing with colleagues, other staff members;
- Ability to perform calmly and accurately, and maintain a professional demeanor in a stressful, rapid paced, multi-task oriented environment;
- Ability to solve complex practical and logistical problems;
- Ability to work independently;
- Expert knowledge of telecommunications, network engineering and management, windows, mac, and chrome platforms
- A skilled troubleshooter with knowledge of hardware/software service and repair
- Well versed in network security best practices
- Ability to prioritize and manage technology support for multiple locations, projects, and vendor relationships

Job Responsibilities:

- Maintain a high level of network security and keep up with best practices
- Train, supervise, and evaluate technical staff;
- Schedule daily repair workload support requests for technical support staff;
- Coordinate long-term technology infrastructure, hardware and software projects;
- Provide in person and phone-based technical helpdesk support;
- Manage and report on web-based helpdesk system;
- Maintain legacy municipal and instructional applications and research replacement products;
- Maintain municipal fiber network, servers, backups, email, security, phone and other on prem systems;
- Maintain district's communication and collaboration platform, network accounts, shared resources, and software policies;
- Oversee the maintenance and updating of the hardware and software inventory;
- Provide emergency evening and weekend support as needed;

Exhibit C (Continued)

- Create and manage systems documentation for IT;
- Assist with research and planning of new municipal and instructional hardware and software technologies;
- Assist Director of Technology with bid preparation;
- Develop resource usage reporting and advise the Director on appropriate resource allocation;
- Processing of electronic data and report building for application integration and interoperability, including SIF administration, and single sign on platform;
- Administer data policy, compliance, discovery, and legal matters;
- Assist with the management of HVAC and building security systems;
- Manage radios and cellular devices as needed;
- Assist designing, maintaining, and supporting town and school based broadcasts, live streaming platforms, and associated equipment;
- All other job functions as assigned by the **Director of Technology**

Exhibit C (Continued)

Granby Technology Department Systems Administrator

POSITION: Systems Administrator for The Town of Granby (Cross Training for essential functions)

REPORTS TO: Director of Technology, Direct Supervisor: Technology Operations Manager

SUMMARY: Responsible for the configuration, management and backup of network, system, software, desktop, user management, and user support needs. Including but not limited to network equipment, phone systems, security cameras, and servers. Assist in the operation and maintenance of both districts' computer systems, as well as technology projects. As the district expert on network infrastructure, the incumbent must be able to work with limited supervision and maintain current expertise in the field.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be able to perform all essential functions of the position with or without accommodation.
- Network, systems, software, email, user management, desktop support, end user support
- Develop an organizational level network monitoring process, and develop security policies for multiple computer platforms.
- Ensure appropriate system's security is in place to maintain confidentiality of student and staff information.
- Web and Educational software administration; G-Suite admin, Office 365 admin.
- Engage in regular network troubleshooting activities and resolve network connectivity issues.
- Review both districts' network designs and assist develop plan(s) for future integration.
- Acts as a resource for building level computer technology information specialists.
- Reporting network operational status by gathering, prioritizing information.
- Organizes and maintains network shares for staff and students.
- Design and implementation of remote access system(s).
- Assist with maintenance and inventory of all network equipment.

TERMS OF EMPLOYMENT:

EVALUATION: Performed jointly by the Director of Technology and Technology Operations Manager

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

- Outstanding customer service
- Experience with Active Directory, Cisco, HP, Fortinet
- Wireless technology, Avaya and HP switch gear, as well as Avaya IP phones.
- Knowledge of network hardware/software and ability to diagnose problems.
- Knowledge of cabling local area and wide area network.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree or equivalent work experience and certifications
- Minimum five (5) years of increasing responsibility and related work experience in the Information Technology field.

OTHER SKILLS and ABILITIES:

- Has the ability to exercise sound judgment, including appropriate handling of confidential matters.
- Has the ability to learn new operations, procedures, processes, and use of equipment.
- Has the ability to organize, set priorities, and work effectively under pressure.
- Has the ability to participate in a team environment and foster team building.
- All other job functions as assigned by the **Director of Technology**

Exhibit C (Continued)

Granby Technology Department Information Technology Specialist

TITLE: Information Technology Specialist

REPORTS TO: **Director of Technology**, Direct Supervisor: Technology Operations Manager

QUALIFICATIONS:

1. Bachelor's Degree preferred.
2. Minimum three (3) years experience working in an office environment. School or district office experience preferred.
3. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
4. Ability to write reports, business correspondence and procedure manuals.
5. Ability to effectively present information and respond to questions from groups and the general public.
6. Ability to work mathematical concepts such as probability and statistical inference.
7. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
8. Extensive knowledge and experience with standard computer hardware and software applications.
9. Ability to use computer for E-mail, word processing, accounting, databases and presentations.
10. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
11. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
12. Resident expert of software applications including; the student information system, data management platform, various reporting tools and academic assessment applications
13. Demonstrated knowledge of Microsoft Windows™, Microsoft Office™ (Word, Excel and Access) required.
14. Excellent organizational skills, attention to detail and willingness to learn.
15. Good, effective communication skills including the ability to maintain confidential information.

Exhibit C (Continued)

JOB GOAL:

Successfully manage software applications through the organization primarily the student information system. Assists in the processing steps necessary for data collection, reporting and dissemination of financial and student information.

PERFORMANCE RESPONSIBILITIES:

1. Assist and train school staff from remote locations and on site in the processing of data for the student information system and various other software applications.
2. Maintain and update software to provide a consistent database of student information including enrollment, attendance, transportation and other student related information.
3. Perform queries to create, display and print student data in a matrix.
4. Create and save queries and filters for the efficient retrieval of commonly requested student and financial information.
5. Enter, extract and verify information from the databases to provide reports/information for Granby Public Schools and the State of Connecticut Department of Education.
6. Must attend training sessions to update computer skills.
8. Perform all other functions as required by the immediate supervisor.

TERMS OF EMPLOYMENT:

Twelve-month work year with salary, benefits and working conditions established by the Board of Education.

EVALUATION:

Performance of the job will be evaluated annually by the **Director of Technology**

Exhibit C (Continued)

Granby Technology Department Technology Support Specialist

40 hours per week

REPORTS TO: Director of Technology, Direct Supervisor: Technology Operations Manager

Position: The Technology Support Specialist responds to and will be the first level of support for district staff. Works with and assists in managing all things technology including; building infrastructure, wiring and telecommunication systems, hardware, software, server, desktop, peripheral, and network related systems throughout schools and buildings in Granby. Assists with management and support of the school district's 1 to 1 computing program which utilizes Chromebooks and iPads.

Desired skills/knowledge preferred: outstanding customer service, ability to work collaboratively with various employees, advanced troubleshooting, ability to work through technical problems unsupervised individually or as part of a technical support team. An ability to learn and keep up to date with relevant business and instructional technologies and train end-users. A knowledge of wired and wireless networking concepts, computer/information security, desktop imaging technologies, Windows and Microsoft Office, network printing, computer hardware and peripherals, mobile devices. An ability to learn and understand enterprise level software applications and common internet browsers/ technologies. Should have familiarity with Google products including Gsuite for Education, common multimedia software applications, audio/visual equipment, tools and common open-source software applications. Ability and/or willingness to learn to set up and host hybrid meetings.

Qualifications: HS diploma or equivalent plus two years of education desired. Professional certification in technology such as A+, Network+ or other technology certifications desired or equivalent experience. A valid driver's license and your own transportation to and from various locations is required. The ability to lift up to 50 lbs. is required. Technology support experience is a plus. May be occasionally required to cover weeknight meetings and events after hours.