

Finance Subcommittee Meeting
Wednesday, February 21, 2024, 5:30 PM
Central Services

I. Public Comment

Goal-}
Attachment:}
RecommendedMotion}}

II. Approve the Minutes from the January 17, 2024 Finance Subcommittee Meeting

Goal-}
Attachment:}
RecommendedMotion}}

III. Indoor Air Quality Report

Goal-}
Attachment:}
RecommendedMotion}}

IV. AED Donation and Installation on Athletic Field

Goal-}
Attachment:}
RecommendedMotion}}

V. January 2024 Statement of Accounts

Goal-}
Attachment:}
RecommendedMotion}}

VI. Fuel Bid Update

Goal-}
Attachment:}
RecommendedMotion}}

VII. FY25 Budget Update

Goal-}
Attachment:}
RecommendedMotion}}

VIII. Other

Goal-}
Attachment:}
RecommendedMotion}}

Finance Subcommittee Meeting
Wednesday, February 21, 2024, 5:30 p.m.
Central Services

1. Public Comment

2. Approve the Minutes from the January 17, 2024 Finance Subcommittee Meeting
Attachment: Draft Finance SC Minutes 1-17-24

MOTION: That the Finance Subcommittee approve the minutes from the January 17, 2024 Finance Subcommittee Meeting.

3. Indoor Air Quality Report

Attachment: Indoor Air Quality Report

4. AED Donation and Installation on Athletic Field

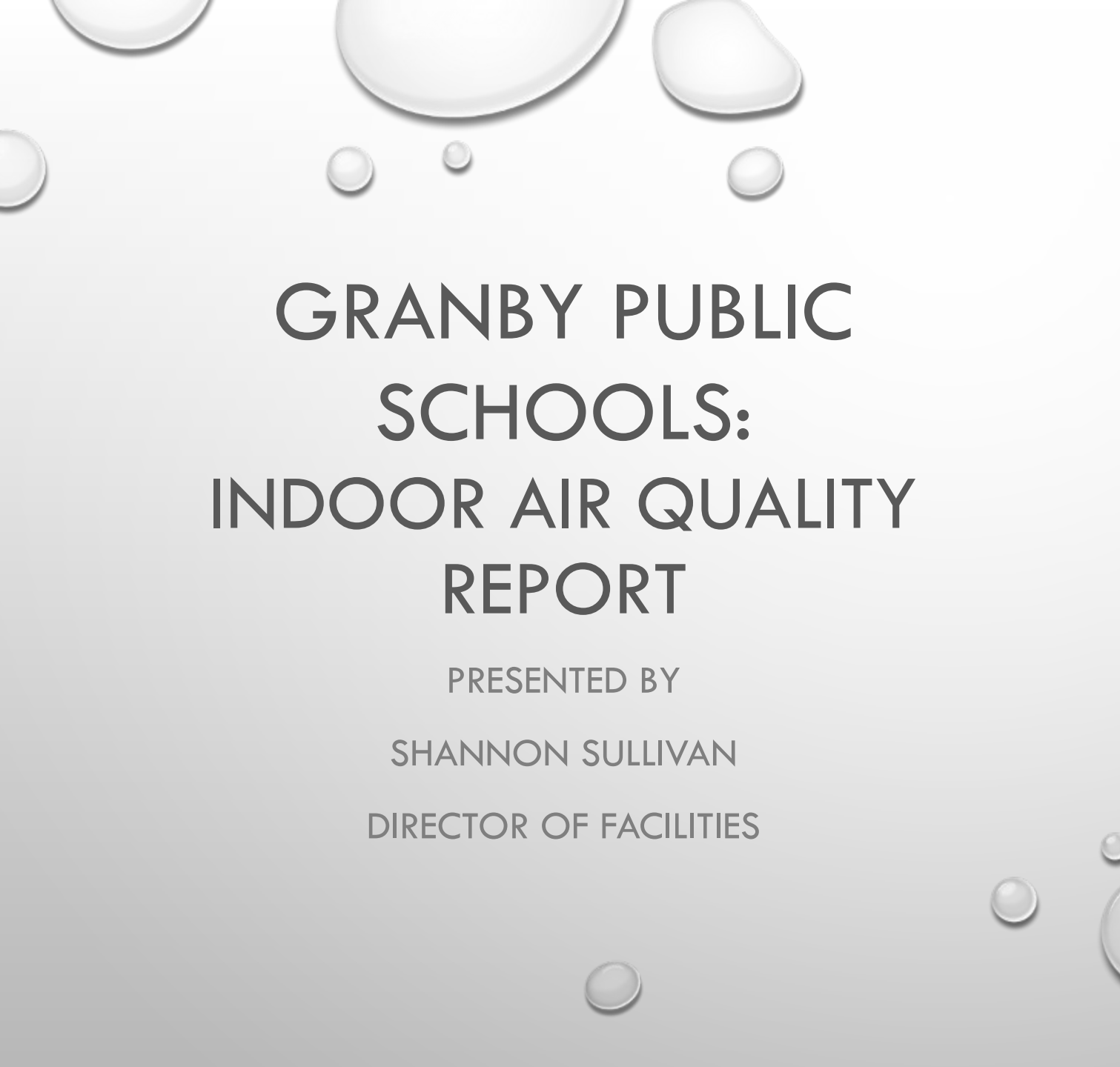
5. January 2024 Statement of Accounts

Attachment: January 2024 Statement of Accounts

6. Fuel Bid Update

7. FY25 Budget Update

8. Other



GRANBY PUBLIC SCHOOLS: INDOOR AIR QUALITY REPORT

PRESENTED BY

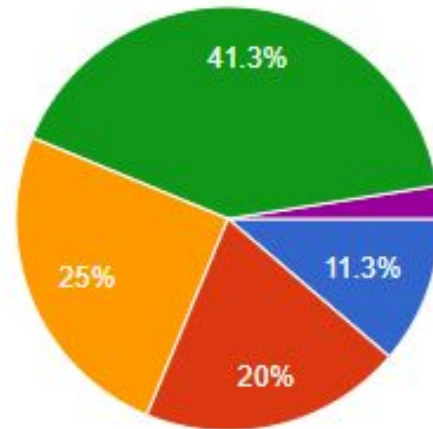
SHANNON SULLIVAN
DIRECTOR OF FACILITIES



RESPONSES TO THE SURVEY:

What is your location?

80 responses



- Kelly Lane
- Wells Road
- Granby Memorial Middle School
- Granby Memorial High School
- Central Services / Board of Education

GENERAL CLEANLINESS

Indoor Air Quality Report 2023/2024

Question	Yes	No	N/A	Totals
General Cleanliness: Classroom is clean	71	4	5	80
General Cleanliness: Classroom is dusted and vacuumed thoroughly and regularly	54	22	4	80
General Cleanliness: Trash is removed daily	78	1	1	80
General Cleanliness: Room is free of pests	52	25	3	80
General Cleanliness: Spills cleaned	73	1	6	80
General Cleanliness: I will open a work order in the next 30 days	3	40	0	43



DRAIN TRAPS & MOISTURE IN CLASSROOM



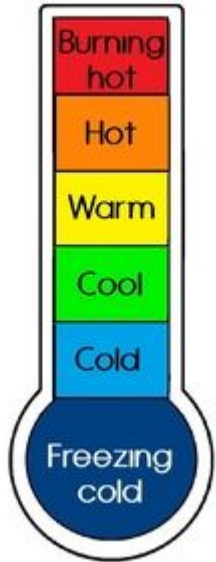
Indoor Air Quality Report 2023/2024

Question	Yes	No	N/A	Totals
Drain Traps in the Classroom: Odor coming from classroom drains (toilets/sinks)	7	27	46	80
Drain Traps in the Classroom: I will open a work order in the next 30 days	0	29	0	29
Moisture in the Classroom: Windows, window sills, and window frames free of condensate	59	12	9	80
Moisture in the Classroom: Indoor surfaces of exterior walls free of condensate	62	9	9	80
Moisture in the Classroom: Found leaks or signs of moisture (sink, ceiling tiles, lavatories)	16	52	12	80
Moisture in the Classroom: I will open a work order in the next 30 days	6	30	0	36

THERMAL COMFORT, VENTILATION, & EXHAUST FANS

Indoor Air Quality Report 2023/2024

Question	Yes	No	N/A	Totals
Thermal Comfort: No signs of draftiness	46	29	5	80
Thermal Comfort: Room usually comfortable	48	29	3	80
Thermal Comfort: Need help, room frequently uncomfortable	29	42	9	80
Thermal Comfort: I will open a work order in the next 30 days	8	36	0	44
Ventilation: Windows are operable	63	7	10	80
Ventilation: Need help, sometimes smell unexplained or unpleasant orders in classroom	9	61	10	80
Ventilation: I will open a work order in the next 30 days	2	39	0	41
Local Exhaust Fans: Fan and fume hoods are used properly	24	1	55	80
Local Exhaust Fans: I will open a work order in the next 30 days	1	27	0	28



ART SUPPLIES & ATHLETICS

Indoor Air Quality Report 2023/2024

Question	Yes	No	N/A	Totals
Art Supplies: Following good handling and storage practices	5	0	16	21
Art Supplies: I will open a work order in the next 30 days	0	11	0	11
Athletics: Locker room and showers cleaned regularly and properly	0	2	13	15
Athletics: Soiled clothes and towels are removed regularly	2	1	14	17
Athletics: I will open a work order in the next 30 days				
Athletics: I will open a work order in the next 30 days	0	9	0	9



SCIENCE SUPPLIES



Indoor Air Quality Report 2023/2024

Question	Yes	No	N/A	Totals
Science Supplies: SDS on hand	6	0	12	18
Science Supplies: Spill procedures in place	6	0	10	16
Science Supplies: All chemicals are labeled accurately	7	0	11	18
Science Supplies: Supplies stored according to manufacturers' recommendations	7	0	11	18
Science Supplies: Recommend procedures for disposal of used substances understood and followed	7	0	10	17
Science Supplies: Compressed gas cylinders secured	4	0	13	17
Science Supplies: Storage areas separate from main classroom	7	0	10	17
Science Supplies: Diluted substances rather than concentrates used whenever possible	7	0	10	17
Science Supplies: Fume hoods capture respirable particles, gases, and vapors released within them	4	1	12	17
Science Supplies: I will open a work order in the next 30 days	1	0	0	1

INDUSTRIAL & VOCATIONAL SUPPLIES

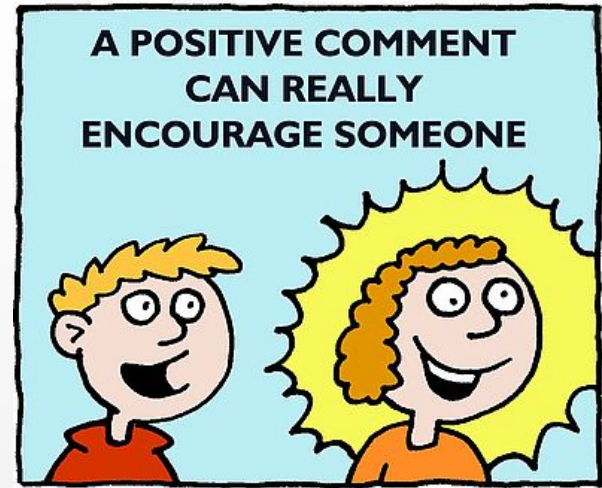


Indoor Air Quality Report 2023/2024

Question	Yes	No	N/A	Totals
Industrial and Vocational Education Supplies: SDS on Hand	0	0	14	14
Industrial and Vocational Education Supplies: Spill procedures in place.	0	0	14	14
Industrial and Vocational Education Supplies: Supplies stored according to manufacturers' recommendations	1	0	14	15
Industrial and Vocational Education Supplies: Recommend procedures for disposal of used substances understood and followed	1	0	13	14
Industrial and Vocational Education Supplies: Compressed gas cylinders secured	0	0	14	14
Industrial and Vocational Education Supplies: Storage areas separate from main classroom	0	0	14	14
Industrial and Vocational Education Supplies: Fume hoods capture respirable particles, gases, and vapors released within them	0	0	14	14
Industrial and Vocational Education Supplies: I will open a work order in the next 30 days	0	0	8	8



COMMENTS ON THE SURVEY



- THIS YEAR IN LEU OF COMMENTS WE ASKED STAFF MEMBERS
 - IF THEY RESPONDED 'NO' TO ANY OF THE QUESTIONS IF THEY **WOULD** OPEN A WORK ORDER IN THE NEXT 30 DAYS SO THE ISSUE CAN BE ADDRESSED
 - ***4 RESPONDED YES TO THIS QUESTION, BUT ONLY 3 WORK ORDERS WERE OPENED, ADDRESSED, AND CLOSED BY THE MAINTENANCE DEPARTMENT***
 - THE OTHER OPTION PROVIDED TO STAFF MEMBERS WAS I **DO NOT** PLAN ON OPENING A WORK ORDER
 - ***16 RESPONDED NO TO THIS QUESTION***
- THE SURVEY RESULTS WERE ANALYZED JANUARY 12TH AND AS OF JANUARY 22ND **ONLY (03)** **WORK ORDERS WERE OPENED** TO ADDRESS ANY OF THE ISSUES SURVEY PARTICIPANTS REPORTED.

WORKORDERS GENERATED FROM THE SURVEY:

- **WORKORDER# 60192** CEILING TILE IS BROWN FROM ROOF LEAKING - COULD LEAD TO MOLD IF NOT REPLACED. SAME SPOT AS THE LAST 2 YEARS- ENTER THE CLASSROOM AND LOOK UP- LAST TILE ON RIGHT. (OPEN 10/05/2023 CORRECTED AND CLOSED 10/6/2023)
- **WORKORDER# 60376** SLOP SINK IN MY BACK ROOM HAS A SLOW DRAIN AND LEAKY FAUCETS. THEY ARE LEAKING FROM THE SCREW AT THE TOP OF THE HANDLE AND I DO NOT WANT TO FIDDLE WITH THEM IN CASE I STRIP A SCREW. I HAVE BEEN RUNNING MY DRAIN AND PLUNGING MY SINK WHICH HELPS, BUT IT IS SLOW. (OPEN 10/18/2023 CORRECTED AND CLOSED 10/18/2023)
- **WORKORDER# 60258** AS STATED IN THE INDOOR AIR QUALITY SURVEY- I HAVE A CEILING TILE IN THE CLASSROOM AND PREP ROOM WITH WATER STAINING. I ASSUMED THEY WOULD BE TAKEN CARE OF AFTER THE ROOFING PROJECT WAS COMPLETED. ALSO THE CLASSROOMS ARE VERY COLD FIRST THING IN THE MORNING, ARE THE AIR HANDLERS ON OVERNIGHT PULLING IN COLD AIR FROM OUTSIDE? IF SO DO THEY NEED TO BE? IT IS USUALLY ABOUT 60 DEGREES WHEN I GET HERE IN THE MORNING. (OPEN 10/11/2023 CORRECTED AND CLOSED 10/11/2023)
- **MAINTENANCE REPAIRED THESE ITEMS WITHIN A DAY OF THE ISSUE BEING REPORTED.**



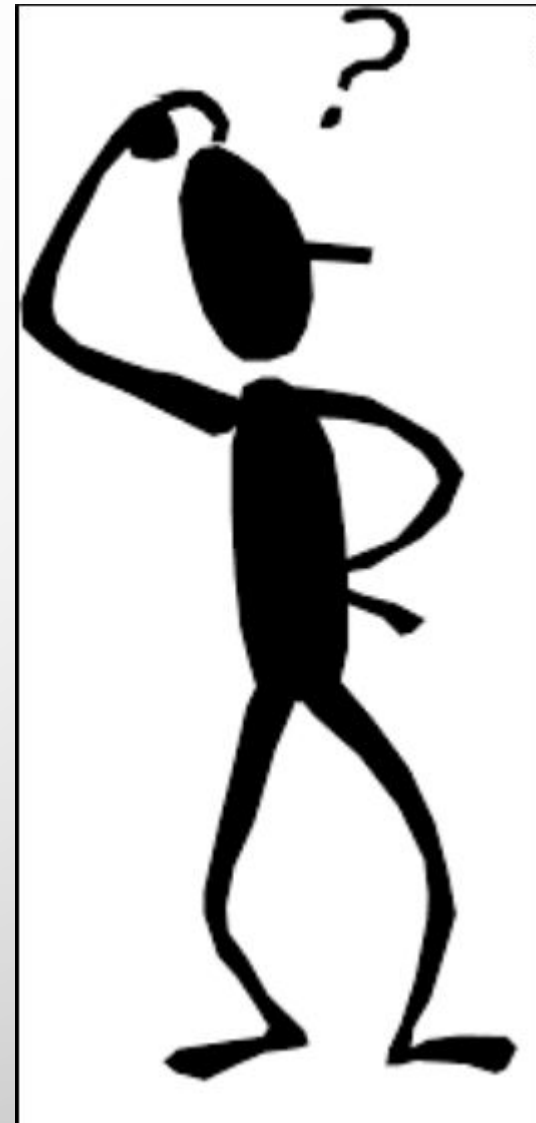
GUEST SPEAKER: MR. KEVIN BOGUE



Licenses to serve our clients ...

- Licensed Environmental Professional (LEP)
- Certified Hazardous Materials Manager (CHMM)
- Connecticut Asbestos Inspector/Management Planner
- Connecticut Asbestos Project Designer
- Certified Industrial Hygienist (CIH)
- Professional Geologist (PG)
- Connecticut Asbestos Project Monitor
- Connecticut Lead Inspector/Risk Assessor





Cheri P. Burke
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: February 21, 2024
Re: Statement of Accounts as of January 2024

The financial forecast for FY24 general fund, as of January 31, 2024, shows an unfavorable full-year forecast of \$242K which is \$15K worse than the previous month. Regular education is projected to be underbudget \$31K which is \$13K better than the previous month. Salaries and substitute services continue to fluctuate, but the major drivers in the forecast continue to be electricity and instructional purchased services. We will continue to monitor line items closely in order to achieve forecasted balances. The district deadline for FY24 purchase orders is March 15.

The special education forecast is overbudget \$273K which is \$28K worse than the previous month. The main driver of the overbudget condition for special education is out-of-district tuition, as student instructional needs and placements continue to fluctuate. The special education out-of-district transportation line item is currently underbudget \$13K. Our Pupil Services Department and transportation provider have worked diligently to consolidate transportation where possible.

Revenue to the Town is projected to be unfavorable \$281K which is \$151K worse than the previous month. The major contributor to the negative variance is the fluctuation in the special education excess cost reimbursement. This reimbursement was reduced significantly due to the reduction in the projected percentage reimbursement from the State of Connecticut. Our budgeted percentage for reimbursement was 88%, based on information released from the State in FY23. During the current fiscal year, the State indicated that the percentage would be reduced but gave no guidance. Our forecast was then reduced to 76.3% based on past reimbursements. In January 2024, the State released the actual reimbursement which is 70.43% for Granby. In addition, our per pupil expenditure increased from \$18,897 to \$19,961. This raises the stop loss used to calculate the special education excess cost grant, which in turn lowers the amount eligible for reimbursement. These two factors result in an additional shortfall of \$184K making our year to date shortfall \$365K in this category. The increase in the per pupil expenditure resulted in an additional \$32K in revenue in the regular tuition line item.

The forecast for the Quality & Diversity Fund continues to be positive which is due to the strong opening balance from the previous fiscal year.

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

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of January	This Month Forecast Compared to Prior Month
Certified Salaries:								
Administration	1,828,252	1,090,690	710,218	1,800,908	27,344	98.50%	(11,715)	7,558
Regular Education	11,546,140	5,363,529	5,920,149	11,283,678	262,462	97.73%	41,558	33,270
Special Education	2,023,752	953,970	956,783	1,910,753	112,999	94.42%	57,884	(172)
Total	15,398,144	7,408,189	7,587,151	14,995,339	402,805	97.38%	87,727	40,657
Substitute/Tutor/Support Salaries								
Substitutes	8,104	29,538	0	29,538	(21,434)	364.49%	(34,014)	(6,420)
Sped Support (Speech, O.T. & P.T.)	471,674	236,411	237,183	473,594	(1,920)	100.41%	(575)	214
Tech Support	270,464	179,561	166,102	345,663	(75,199)	127.80%	(75,199)	(8,015)
Tutors - Regular Education	39,291	11,551	12,061	23,611	15,680	60.09%	7,482	0
Tutors - Special Education	39,650	27,383	8,812	36,195	3,455	91.29%	(1,077)	4,269
Total	829,183	484,444	424,158	908,602	(79,418)	109.58%	(103,383)	(9,952)
Teaching Assistant Salaries:								
Regular Education TA	415,079	214,167	225,268	439,434	(24,355)	105.87%	(12,624)	823
Special Education TA	1,336,188	608,360	697,526	1,305,885	30,303	97.73%	25,695	(1,417)
Total	1,751,267	822,526	922,793	1,745,320	5,947	99.66%	13,071	(594)
School Secretaries' Salaries	698,450	373,872	313,684	687,556	10,894	98.44%	7,217	0
Central Office Salaries	625,582	350,242	275,797	626,038	(456)	100.07%	1,021	0
Custodial & Maintenance Salaries	1,441,472	848,792	583,712	1,432,504	8,968	99.38%	(15,300)	(9,721)
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	10,288,064	10,107,295	20,395,359	441,032	97.88%	(9,647)	20,390
Employee Benefits	5,896,807	3,317,038	2,211,552	5,528,590	368,216	93.76%	15,000	10,000
Total Salaries & Employee Benefits	26,733,198	13,605,102	12,318,847	25,923,949	809,249	96.97%	5,353	30,390

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

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of January	This Month Forecast Compared to Prior Month
Purchased Services:								
Instructional Purchased Service	647,971	315,107	262,491	577,598	70,373	89.14%	(96,018)	(54,951)
Administration Purchased Service	500,043	267,838	168,216	436,054	63,989	87.20%	38,552	0
Maintenance Purchased Service	100,133	40,015	24,533	64,548	35,585	64.46%	0	0
Total	1,248,147	622,960	455,240	1,078,200	169,947	86.38%	(57,467)	(54,951)
Legal Services	55,000	40,682	21,821	62,503	(7,503)	113.64%	0	0
Repairs & Maintenance:								
Instructional Repairs & Maintenance	76,199	55,303	1,365	56,669	19,530	74.37%	0	0
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	8,500	0
Maintenance Repairs & Maintenance	451,698	213,624	155,375	368,999	82,699	81.69%	0	0
Total	536,397	268,927	156,740	425,668	110,729	79.36%	8,500	0
Transportation:								
Transportation Regular Education	1,041,852	388,230	521,230	909,460	132,391	87.29%	40,000	0
Transportation Special Education	1,132,279	445,936	664,242	1,110,177	22,102	98.05%	13,370	98,793
Transportation Vocational Tech	118,350	30,916	73,689	104,604	13,746	88.39%	8,320	0
Total	2,292,481	865,081	1,259,161	2,124,242	168,239	92.66%	61,690	98,793
Insurance Property & Liability	109,200	88,992	25,071	114,063	(4,863)	104.45%	0	0
Communications	96,240	41,063	33,253	74,316	21,924	77.22%	10,000	0
Tuition:								
Tuition Special Education	2,131,185	1,241,035	1,105,656	2,346,691	(215,506)	110.11%	(290,954)	(80,139)
Tuition Adult Education	10,967	11,983	0	11,983	(1,016)	109.26%	0	0
Total	2,142,152	1,253,018	1,105,656	2,358,674	(216,522)	110.11%	(290,954)	(80,139)
Conference & Travel Expense	75,344	27,831	2,029	29,859	45,485	39.63%	15,000	0

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

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of January	This Month Forecast Compared to Prior Month	
General Supplies:									
General Supplies Regular Education	336,106	161,870	47,069	208,939	127,167	62.16%	33,611	0	
General Supplies Special Education	37,950	19,969	3,488	23,457	14,493	61.81%	3,795	0	
General Supplies Administration	87,546	39,401	21,922	61,323	26,223	70.05%	15,000	0	
General Supplies Maintenance	146,372	81,526	12,914	94,439	51,933	64.52%	5,000	0	
Total	607,974	302,765	85,393	388,158	219,815	63.84%	57,406	0	
Electricity	491,867	324,384	389,138	713,521	(221,654)	145.06%	(95,000)	(10,000)	
Fuel/Natural Gas	228,631	141,732	56,912	198,644	29,987	86.88%	15,000	0	
Textbooks/Workbooks	117,948	65,553	1,953	67,506	50,442	57.23%	10,000	0	
Library/Media Center	67,971	38,143	4,037	42,180	25,791	62.06%	5,000	0	
Software	426,051	354,865	35,250	390,115	35,936	91.57%	0	0	
Dues & Fees	50,621	33,809	2,453	36,262	14,359	71.63%	5,000	0	
Replacement Equipment:									
Replacement Equip Admin	2,500	3,226	0	3,226	(726)	129.05%	(726)	0	
Replacement Equip Maintenance	6,000	0	0	0	6,000	0.00%	2,000	0	
Total	8,500	3,226	0	3,226	5,274	37.96%	1,274	0	
Student Activities	867,570	323,841	328,465	652,306	215,265	75.19%	7,500	1,000	
Total General Fund	36,155,291	18,401,974	16,281,418	34,683,391	1,471,900	95.93%	(241,698)	(14,907)	
							SPED	(272,980)	(28,403)
							GEN ED	31,282	13,496

January			
Quality & Diversity	Budget	Forecast	Better/(Worse) Than Budget
Opening Balance	32,130	227,851	195,721
Expenses	1,085,711	1,096,854	(11,143)
Revenue	1,075,350	1,007,239	(68,111)
Ending Balance	21,769	138,235	116,466

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

II. Expenditures	FY23-24 Budget	Expended	Encumbered	Expended & Encumbered	Balance	Full Year Forecast January	This Month Forecast Compared to Prior Month
Legal Expense	27,500	12,003	0	12,003	15,498	0	0
Special Education Certified Staff	2,023,752	953,970	956,783	1,910,753	112,999	57,884	(172)
Teacher Assistants	1,336,188	608,360	697,526	1,305,885	30,303	25,695	(1,417)
Special Education Tutors	39,650	27,383	8,812	36,195	3,455	(1,077)	4,269
Evaluation, Therapy & Contracted Services	128,870	53,150	115,931	169,081	(40,211)	(81,119)	(49,950)
General Supplies Special Education	39,605	20,520	3,507	24,027	15,578	3,795	0
Conference & Travel Expense	12,000	7,840	712	8,552	3,448	0	0
Sped Support (Speech, O.T., & P.T.)	471,674	236,411	237,183	473,594	(1,920)	(575)	214
Special Ed Transportation	1,132,279	445,936	664,242	1,110,177	22,102	13,370	98,793
Out of District Tuition	2,131,185	1,241,035	1,105,656	2,346,691	(215,506)	(290,954)	(80,139)
Total Selected Special Education Accounts	7,342,704	3,606,607	3,790,352	7,396,959	(54,255)	(272,980)	(28,403)

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

	FY 2023-2024 Budget	Currently Anticipated	Received To Date	Full Year Forecast January	This Month Forecast Compared to Last Month Forecast
I. Revenue					
Reg. Tuition from other Towns	736,893	769,497	368,492	32,604	32,514
SPED Tuition from other Towns	646,412	697,971	10,338	51,559	0
SDE Excess Cost Reimbursement	1,165,402	800,128		(365,274)	(183,798)
Rental Fees	5,000	5,000	0	0	0
Pay for Participation	42,000	42,000	26,222	0	0
Sub Total	<u>2,595,707</u>	<u>2,314,595</u>	<u>405,052</u>	<u>(281,112)</u>	<u>(151,285)</u>