

Regular Board of Education Meeting
Wednesday, June 5, 2024, 7:00 PM
Town Hall Meeting Room

I. Call to Order and Welcome

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

II. Chairperson's Report (5 min.)

{{Goal-}}

{{Attachment:}}

Rationale: Ms. Monica Logan, Board Chair, will share remarks.

{{RecommendedMotion}}

III. Awards and Recognition

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

IV. Public Comment (20 min.)

{{Goal-}}

{{Attachment:}}

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.

{{RecommendedMotion}}

V. Student Representative Reports (5 min.)

{{Goal-}}

{{Attachment:}}

Rationale: Mr. Chase Alexander and Ms. Katie O'Neill, Student Representatives, will report on activities taking place at the high school.

{{RecommendedMotion}}

VI. Reports and Discussion

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

A. Elementary and Secondary Student Achievement Data Report

{{Goal-}}

{{Attachment:}}

Rationale: Ms. Colleen Bava, Principal of Kelly Lane Primary School, and Ms. Pauline Greer, Principal of Wells Road Intermediate School, will share elementary student achievement data with the Board and Jennifer Parsons, Assistant Superintendent will share student achievement data for the secondary level.

{{RecommendedMotion}}

VII. Business Requiring Action (5 min.)

Goal-}
Attachment:}
RecommendedMotion}}

A. Minutes

Goal-}
Attachment:}

Rationale: The Board will approve/amend the minutes of the May 15, 2024 Board of Education meeting.

RecommendedMotion}}

B. Approval of Signatures Change Form for the Bureau of Child Nutrition Programs

Goal-}
Attachment:}

Rationale: The Board will discuss the approval of the Authorized Signatures Change Form for the Connecticut Department of Education, Bureau of Child Nutrition Programs, for Cheri P. Burke, Superintendent of Schools, and Nicole Stevenson, Director of Finance and Operations.

RecommendedMotion}}

VIII. Committee Reports (20 min.)

Goal-}
Attachment:}
RecommendedMotion}}

A. Board Standing Committee Reports

Goal-}
Attachment:}
RecommendedMotion}}

1. Curriculum/Policy/Technology/Communication

Goal-}
Attachment:}
RecommendedMotion}}

2. Finance/Personnel/Facilities

Goal-}
Attachment:}
RecommendedMotion}}

B. Other Board-Related Reports

Goal-}
Attachment:}
RecommendedMotion}}

1. CREC/CABE

Goal-}
Attachment:}
RecommendedMotion}}

2. Granby Education Foundation

Goal-}
Attachment:}
RecommendedMotion}}

C. Calendar of Events

Goal-}
Attachment:}
RecommendedMotion}}

D. Board Member Announcements

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

E. Action Items

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

IX. Superintendent's Report (5 min.)

{{Goal-}}

{{Attachment:}}

Rationale: Ms. Cheri Burke, Superintendent, will provide district updates.

{{RecommendedMotion}}

X. Adjournment

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

Progress Report towards Achievement Goal 2023-24



Granby Board of Education
June 5, 2024

2023-24 Achievement Goal:

Goal 1: Student Learning and 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.

Superintendent-Specific Goals:

- 100% of students will demonstrate growth toward mastery of Science, ELA and Math as measured by performance at the proficiency level or higher on state summative assessments.

Granby Public Schools proficiency targets for 2023-2024 summative assessments are:

- 80% of students will meet the proficiency level for literacy as measured by the Smarter Balanced Assessment in grades 3-8 and PSAT/SAT in grades 9-11.
- 70% of students will meet the proficiency level for math as measured by the Smarter Balanced Assessment in grades 3-8 and PSAT/SAT in grades 9-11.

K-3 Skill Based Assessments

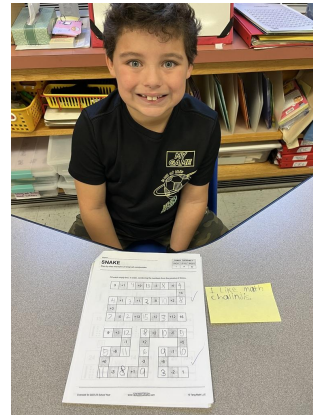
Literacy - Dibels

- Letter Name Fluency (K-1)
- Phoneme Segmentation Fluency (K-1)
- Nonsense Word Fluency (K-2)
- Word Reading Fluency (K-2)
- Oral Reading Fluency and Accuracy (1-3)
- MAZE - Comprehension (2-3)



Numeracy - Acadience

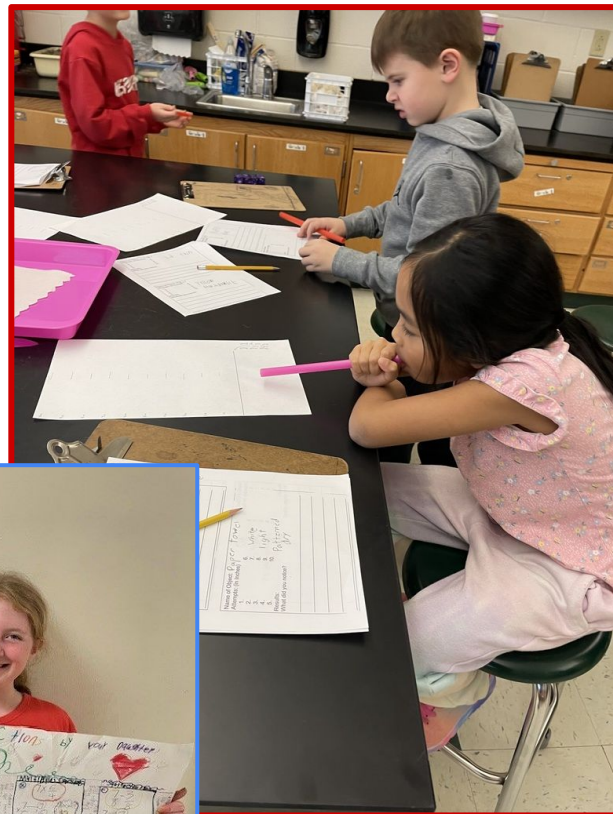
- Beginning Quantity Discrimination (K)
- Number Identification Fluency (K)
- Next Number Fluency (K)
- Advanced Quantity Discrimination (1)
- Missing Number Fluency (1)
- Computation (1-3)
- Concepts and Applications (2-3)



2-8 Application of Skills Assessments

STAR (Reading & Math)

- Application of skills in context
- Yields a percentile score for universal screening
- Offers a predictive score for Smarter Balanced
- Measures growth over time



Kelly Lane Primary School

Fall to Spring	Literacy	Numeracy
K	<p>DIBELS +43% increase 80% meeting/exceeding 100% made growth</p>	<p>Acadience -1% decrease 76% meeting/exceeding 100% made growth</p>
1	<p>DIBELS +19% increase 72% meeting/exceeding 99% made growth</p>	<p>Acadience +27% increase 76% meeting/exceeding 93% made growth</p>
2	<p>DIBELS +11% increase 82% meeting/exceeding 99% made growth</p> <p>STAR Reading +5% increase 57% meeting/exceeding 95% made growth</p>	<p>Acadience +10% increase 79% meeting/exceeding 98% made growth</p> <p>STAR Math +6% increase 62% meeting/exceeding 95% made growth</p>

Kelly Lane Primary School

Highlights:

- Revised intervention cycles to ensure student progress is regularly monitored and instruction is adjusted
- Grade levels achieved and surpassed instructional goals and data targets both individually and collectively
- Early Interventionist and Academic Coaches provided support and guidance to teachers to meet all students needs through the intervention process
- Faculty meetings revamped into “Staff Collaboration Time” to allow staff to share successful, data based strategies and interventions with one another
- Teacher-led “Lunch and Learns” implemented throughout the year to enhance teachers' knowledge and provide strategies they can directly apply in the classroom

Areas for Growth:

1. Develop entrance and success criteria for intervention
2. Share and create student exemplars aligned with grade-level expectations
3. Analyze current benchmark assessment results to identify growth areas
4. Incorporate additional collaborative time to discuss data
5. Provide additional small group instructional opportunities to integrate the application of skills in grade 2

Wells Road Intermediate School

Fall to Spring	Literacy	Numeracy
3	DIBELS +42% increase 86% meeting/exceeding 100% made growth STAR Reading +5% increase 57% meeting/exceeding 95% made growth	Acadience +4% increase 73% meeting/exceeding 98% made growth STAR Math +6% increase 62% meeting/exceeding 95% made growth
4	STAR Reading +1% increase 63% meeting/exceeding 83% made growth	STAR Math -11% decrease 48% meeting/exceeding 91% made growth
5	STAR Reading +1% increase 74% meeting/exceeding 76% made growth	STAR Math -2% decrease 45% meeting/exceeding 90% made growth

Wells Road Intermediate School

Highlights:

- Revised intervention cycles to monitor and adjust instructional strategies
- Implemented a schedule for designated small group time to ensure additional instructional time
- Math growth evident across the grades
- Instructional Specialist and Academic Coaches supported teachers in designing instruction to meet all student needs
- Developed targeted word work lessons for teachers during professional development and stored them on shared drive
- Conducted internal math walkthroughs focused on math strategies including ideas from Building Thinking Classrooms.

Areas for Growth:

1. Develop entrance and success criteria for intervention cycles
2. Share and create student exemplars aligned with grade-level expectations
3. Analyze current benchmark assessment results to identify growth areas
4. Utilize professional collaboration time to identify pockets of success and share promising practices
5. Analyze instructional minutes and blocks to ensure time allotted matches identified needs
6. Explore the fifth grade teaming structure to maximize instructional time
7. Refocus PLC conversations on analyzing data for instructional implications

Granby Memorial Middle School

Fall to Spring	Literacy	Numeracy
6	STAR Reading -2% decrease 53% meeting/exceeding 67% made growth	STAR Math -1% decrease 33% meeting/exceeding 85% made growth
7	STAR Reading +5% increase 67% meeting/exceeding 69% made growth	STAR Math +5% increase 43% meeting/exceeding 91% made growth
8	STAR Reading +2% increase 67% meeting/exceeding 68% made growth Baseline PSAT 61% meeting/exceeding	STAR Math +10% increase 51% meeting/exceeding 82% made growth Baseline PSAT 44% meeting/exceeding

Granby Memorial Middle School

Highlights:

- Improved intervention cycles with defined structures and routines
- Made a whole school commitment to utilize IXL to focus on math skill development
- Tracked individual student data and growth monthly in academic enrichment classes
- Conducted internal math walkthroughs with CREC Illustrative Math (IM) consultant, focusing on strong implementation of instructional routines
- Implemented Smarter Balanced daily skill practice in Grade 8 social studies that was aligned with curriculum

Areas for Growth:

1. Engage faculty in continuous analysis of student growth and achievement data
2. Build on student goal setting practices
3. Leverage the math interventionist to work with students in need of intervention support
4. Analyze the 5th to 6th grade transition and improve current practices to ensure a successful start to middle school.
5. Align formative and summative assessments with standards to support student feedback and growth
6. Integrate PSAT language and test format into assessment conversations

Achievement Goal 2023-24



Update to Secondary Presentation on May 15, 2024

Granby Memorial High School

Fall to Fall	Literacy	Numeracy
9	PSAT -4% decrease 59% meeting/exceeding	PSAT -7% decrease 42% meeting/exceeding
10	PSAT -3% decrease 73% meeting/exceeding	PSAT -21% decrease 48% meeting/exceeding
11	PSAT flat 72% meeting/exceeding	PSAT -4% decrease 45% meeting/exceeding

Benchmark Scores		
Test	ERW Benchmark	Math Benchmark
8th PSAT	390	430
9th PSAT	410 (+20)	450 (+20)
10th PSAT	430 (+20)	480 (+30)
11th PSAT	460 (+30)	510 (+30)
11th SAT	480 (+20)	530 (+20)

School-Day SAT Results

	ELA		Math	
	Meet/Exceed Benchmark	Mean Score	Meet/Exceed Benchmark	Mean Score
2016-17	90%	585	57%	549
2017-18	83%	561	57%	549
2018-19	84%	570	62%	551
2020-21	78%	553	60%	551
2021-22	78%	549	47%	532
2022-23	77%	542	56%	534
2023-24	82% (+5%)	562 (+20)	52% (-4%)	526 (-8)

Historical Data for Comparison

ELA Grade Level Smarter Balanced Results

Percentage of students in each grade scoring proficient or higher

Grade	2015-16	2016-17	2017-18	2018-19	2020-21	2021-22	2022-23	Class of
3-8 Overall	78%	74%	73%	76%	62%	64%	66% (+2)	
3 SBAC	73%	63%	69%	75%	44%	60%	63%	2032
4 SBAC	82%	68%	74%	71%	66%	58%	72% (+12)	2031
5 SBAC	78%	80%	74%	75%	72%	71%	65% (+7)	2030
6 SBAC	83%	75%	74%	78%	53%	63%	63% (-8)	2029
7 SBAC	73%	82%	74%	77%	65%	65%	66% (+3)	2028
8 SBAC	76%	72%	76%	81%	76%	66%	65% (0)	2027
9 PSAT					79%	75%	59% (-7)	2026
10 PSAT					76%	73%	73% (-2)	2025
11 SAT		90%	83%	84%	78%	78%	77% (+4)	2024

Math Grade Level Smarter Balanced Results

Percentage of students in each grade scoring proficient or higher

Grade	2015-16	2016-17	2017-18	2018-19	2020-21	2021-22	2022-23	Class of
3-8 Overall	64%	63%	62%	63%	43%	50%	53% (+3)	
3 SBAC	67%	61%	61%	68%	52%	63%	67%	2032
4 SBAC	67%	62%	68%	65%	50%	49%	66% (+3)	2031
5 SBAC	65%	61%	56%	63%	47%	47%	44% (-5)	2030
6 SBAC	69%	65%	64%	56%	30%	54%	37% (-10)	2029
7 SBAC	62%	66%	60%	71%	48%	45%	65% (+11)	2028
8 SBAC	57%	61%	66%	53%	33%	44%	44% (-1)	2027
9 PSAT					57%	68%	41% (-3)	2026
10 PSAT					38%	49%	48% (-20)	2025
11 SAT		57%	57%	62%	60%	47%	56% (+7)	2024

Science Grade Level NGSS Results

Percentage of students in each grade scoring proficient or higher

Grade	2018-19	2020-21	2021-22	2022-23
5	74%	73%	80%	66%
8	71%	64%	71%	63%
11	81%	79%	77%	83%
Overall	76%	72%	76%	71%

Regular Board of Education Meeting – Approved Minutes
Wednesday, May 15, 2024, 7:00 p.m.
Town Hall Meeting Room

Present Board Members: Heather Lombardo, Monica Logan, Donna Nolan, David Peling, Karen Richmond-Godard, Rosemarie Weber, and Katie O’Neill.

Absent Board Members: Liz Barlow

I. Call to Order and Welcome

Monica Logan called the meeting to order at 7:00 p.m.

II. Awards and Recognition

A. BOE Recognition Award

Monique (Mickey) Barrett, Ms. Barrett was a hero recently saving Jax Massei from choking on a sandwich in the lunchroom at Wells Road. Ms. Barrett was presented with a certificate and a small gift of appreciation from the Board as well as flowers from Jax and his parents.

Emily Buder was also recognized by the Board for receiving a grant from Fund for Teachers. She will be traveling to Scotland over the summer to experience a variety of mediums of storytelling and her goal is to inspire students to tell their own stories, build speaking and listening skills and create deeper connections with one another. Additionally, Shea Benton-Reger and Mary Whittemore received a team fellowship from Fund for Teachers to attend workshops at the Southampton Writer’s Conference at Stony Brook University in New York and they intend to embed student-centered writing practices in the writing center that they will be piloting.

B. CABA Student Leadership Awards

Board Chair, Monica Logan, presented the annual CABA Student Leadership Awards to Mattie Burris and Elena Wardle, 8th Grade students at Granby Memorial Middle School, and Caroline Hall, Senior, and Katie O’Neill, Junior, at Granby Memorial High School. Ms. Logan recited the criteria of the CABA award as well as a biography on each student and students were presented with framed certificates.

III. Public Comment

There were no public comments this evening.

IV. Reports and Discussion

A. Student Representative Reports

- Ms. Katie O’Neill presented the sports report. Seasons are winding down and the NCCC tournaments are coming up fast.
- Chase Alexander reported the Foreign Food Festival was held on Friday, May 3rd and was very successful.
- This is the second week of AP testing and all is running smoothly.
- The senior prom is quickly approaching this Friday.
- The senior outing is next Thursday, May 23rd.
- An assembly was held this week with the senior class regarding safety and expectations for all end-of-year events.
- A chorus concert and Arts Expo will be held on May 23rd.
- There is no school on May 24th and May 27th.
- The band will march in the Memorial Day Parade and will receive their uniforms this week.
- The underclassmen award ceremony will be held on May 31st and Senior Award and Scholarship Night will be held on June 4th.
- College commitment day was held today and seniors wore their college apparel.

B. Director of Finance & Operations Report

Ms. Nickie Stevenson, Director of Finance & Operations, thanked the Board for the opportunity to work for Granby Public Schools and the Granby community. Ms. Stevenson presented the April 2024 statement of accounts and stated the financial forecast for the general fund shows a favorable full-year forecast of \$220K

which is \$311K better than the previous month. Regular education is under budget \$322K which is \$266K better than previously reported. The special education forecast is still over budget \$102 but is \$46K better than previously reported and the main driver continues to be fluctuation in student outplacement; however, the over budget amount for this line is \$68K which is less than previously reported. Out-of-district transportation is under budget \$20K. Revenue to the town is unfavorable \$245K which is \$49K better than the previous report due to a decrease in the special education excess cost grant. The Quality & Diversity Fund continues to be positive. The June 30 balance is expected to be slightly higher than what was projected for the opening balance in FY25.

C. Secondary Student Achievement Data Report

Ms. Heather Tanis, Middle School Principal, and Mr. Michael Dunn, High School Principal, shared PSAT and SAT student achievement data with the Board. Jennifer Parsons kicked off the presentation by reiterating Goal #1 for the year to 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. The overall goal is that 100% of students will demonstrate growth and meet proficiency targets for 2023-24 summative assessments of 80% in literacy and 70% in math. She explained how the data will be presented this evening by overall progress year over year and that scores should grow year over year. Ms. Parsons shared the benchmark scores for the PSAT in ELA and Math for grades 8-11. She stated the benchmark scores are expected to grow +20 points per year. Ms. Tanis shared that the middle school data is used in conjunction with other data such as SBAC and star and Mr. Dunn shared that, overall, the PSAT and SAT are seen as an opportunity for students regardless of college career plans and can open doors to scholarships, etc.

Ms. Tanis presented the 8th grade PSAT scores and stated 61% of students were at or above proficiency. Mr. Dunn presented the high school SAT scores for the 2023-2024 matched cohort and 85% met the college benchmark which is one of the highest jumps seen in a few years and 44% of students who were below proficiency met the expected 20-point growth. PSAT scores for matched cohorts were presented as follows: 61% of 9th grade students scored at or above proficiency; 77% of 10th grade students scored at or above proficiency; and, 72% of 11th grade students scored at or above proficiency.

Math PSAT scores were reported by Ms. Tanis for 8th Grade and 44% of students scored at or above proficiency. Mr. Dunn presented the Math SAT score for 2023-2024 and 52% of students scored at or above proficiency on this test and 49% of students scoring below the proficiency level met the expected growth of 20 points. Math PSAT scores for Grades 9-11 were presented as follows: 45% of Grade 9 students scored at or above proficiency; 50% of Grade 10 students scored at or above proficiency; and 46% of Grade 11 students scored at or above proficiency. Remaining students in all grades who did not score at or above proficiency met their expected growth as follows: Grade 9 – 30% met expected growth of 20 points; Grade 10 – 22% met expected growth of 30 points; and, Grade 11 – 35% met expected growth of 30 points.

Mr. Dunn reviewed the highlights of the year for the high school stating English, Social Studies, Math and Science created and administered multiple benchmarks aligned with P/SAT skills. Other departments created benchmarks as well to provide practice and feedback related to the skills in the Vision of a Graduate. Additionally, English adopted a new common annotation rubric for benchmark assessments and Math and Strategic Literacy interventions were refined to align more closely with student needs. Ms. Tanis stated the departments at the middle school explored a renewed focus on data analysis and common assessments.

Moving forward, Mr. Dunn stated the Class of 2025 met the achievement goal in ERW with 83% at or above benchmark and the total SAT score for the Class of 2025 is the highest in the last 3 years. Ms. Tanis stated at the middle school the PSAT will be fully integrated into the larger assessment pictures. Mr. Dunn shared there are increased opportunities for individual students to improve their understanding of their PSAT scores and receive feedback and instruction on how to create goals for achievement. The English curriculum will be revised in Grades 9-10 to include a focus on Expression of Ideas and Standard English Conventions as well as aligning math benchmark assessments. David Peling stated he was disappointed not to see the previous year's scores. Ms. Parsons stated the data presented was data from last year to this year. Rosemarie Weber stated she was similarly confused by the data chart. Superintendent Burke stated she appreciates the feedback and can certainly work on a clearer format in presenting the data. The Board was very appreciative of the transparency, however. Ms. Burke stated the 100% target will remain and the district is actively planning for the new role of the Math Interventionist at the middle school in the fall.

V. Business Requiring Action

A. Minutes

A motion was made by Donna Nolan and seconded by Karen Richmond-Godard that the Granby Board of Education approve the minutes of the May 1, 2024 Board of Education Meeting. This motion passed unanimously at 8:10 p.m.

B. Teacher and Administrator Evaluation Plan Update Approval

Ms. Jennifer Parsons, Assistant Superintendent, shared highlights of the revisions made to the Teacher and Administrator Evaluation Plans in order to align with Connecticut General Statutes. She stated at the Curriculum Subcommittee Meeting a few weeks ago, a more in-depth look was made to these documents. She reviewed some of the changes, such as, tools will be used to monitor progress reflecting the work and work will be connected to meaningful professional learning. She shared that she as well as the Professional Development Education Committee (PDEC) have been closely monitoring information coming out of the state for over two years and that the state draft plan has been customized for Granby. An appendix which includes forms will be added. She shared there are three solid observations for non-tenured teachers and two for tenured teachers. This plan aligns all of the district's goals into one goal. She stated the leader plan is very similar but includes site visits and walkthroughs and the rubric for the leader plan is a little different. She informed the Board that the district will work with this plan for at least a year. A motion was made by Donna Nolan and seconded by Heather Lombardo that the Granby Board of Education approve the revised Teacher and Administrator Evaluation Plans which were updated to align with Connecticut General Statutes effective for the 2024-2025 school year as recommended by the Curriculum/Policy/Technology/Communications Subcommittee. Superintendent Burke added that there were suggestions to re-evaluate at this plan after COVID; however, there was very little work done at the state level. Ms. Parsons stated PDEC adopted this draft plan from the state so Granby is truly meeting the minimum requirements of the state. This motion passed unanimously at 8:17 p.m.

C. Healthy Foods Certification - 2024-2025

The Board discussed and considered the approval of the Healthy Food Certification for the 2024-2025 school year. Donna Nolan stated according to the ability to get reimbursement from the Gov. regulations have to be adopted annually. This was discussed at the Finance Subcommittee this evening. A motion was made by Donna Nolan and seconded by Karen Richmond-Godard that pursuant to C.G.S. Section 10-215f, the Granby Board of Education 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, 2024, through June 30, 2025. 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 cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups. This motion passed unanimously at 8:19 p.m.

D. Approval of Healthy Food Certification - Exemption of Food and Beverages

The Board discussed and considered the approval of the Healthy Food Certification Exemption of Food and Beverages. This complies with federal standards to receive federal funding. A motion was made by Donna Nolan and seconded by Rosemarie Weber that the Granby Board of Education 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. This motion passed unanimously at 8:21 p.m.

E. Food Services Contract Amendment Approval

Monica Logan stated the food services contract amended approval is tabled pending current negotiations with the food service provider.

F. International Field Trips

The Board discussed the approval of an international field trip planned for the 2024-2025 school year. A motion was made by Karen Richmond-Godard and seconded by Donna Nolan that the Granby Board of Education approve the international field trip planned for the 2024-2025 school year. This motion passed unanimously at 8:23 p.m.

VI. Committee Reports

A. Board Standing Committee Reports

1. Curriculum/Policy/Technology/Communication

This subcommittee did not meet tonight. Approved minutes are in the packet.

2. Finance/Personnel/Facilities

Donna Nolan reported that the Finance Subcommittee met this evening and reviewed the statement of accounts which has turned the corner to a positive direction and is very encouraging. Also discussed the continued focus on capital improvement projects; healthy foods certification; food service contract; lunch prices for 2024-25 which will remain the same for next school year; bussing options in the future and potentially procuring buses; and, the reimbursement on the roof project.

B. Other Board-Related Reports

1. CREC/CABE

Nothing to report

2. Granby Education Foundation

Monica Logan stated the BOE is still looking for a Board member to be a representative on GEF.

C. Calendar of Events

Monica Logan stated there is an extensive calendar of events and too many to mention.

D. Board Member Announcements

There were no Board member announcements this evening.

E. Action Items

A request was made for a clearer presentation of the data. Board members should email requesting specific questions to present at the next meeting.

VII. Superintendent's Report

- Superintendent Burke thanked Karen Richmond-Godard for attending the new teacher celebration last week as well as Jennifer Parsons for organizing the event.
- Thank you also to Bill Hoff who is recently retired Business Manager from Suffield Public Schools. Bill assisted with the transition to our new Director of Finance & Operations.
- Superintendent for the Day, Sam Bavaro, 3rd Grader at Wells Road, shadowed Superintendent Burke for the day this week and visited all of the schools. They had a full agenda meeting with the YMCA, Town Manager, and principals. A donation was provided to the GEF by Sam's family as they were the winners of this prize at the GranBee.
- Testing is complete with the exception of AP testing which will be wrapped up this week.
- There is an upcoming concert, Jazz in the Park at Salmon Brook Park on Friday, May 31st. All other activities and events happening in the district are posted on the website.
- Students leave on the Washington, DC trip next week on May 21st.
- There is no school on May 24th for a professional development Day. Lions club members have generously agreed to donate their time and equipment to cook for the staff on that day.
- There is no school on May 27th in observance of the holiday.
- The next regularly scheduled meeting will be held on June 5th.

VIII. Chairperson's Report

Ms. Monica Logan, Board Chair, stated appreciated transparency in tonight's student achievement presentation.

IX. Executive Session

A motion was made by Donna Nolan and seconded by David Peling to enter into an Executive Session to discuss the Superintendent's Agreement. This motion passed at 8:32 p.m.

A motion was made by Donna Nolan and seconded by Heather Lombardo to adjourn Executive Session. This motion passed at 8:40 p.m.

X. Adjournment

A motion was made by Donna Nolan and seconded by Karen Richmond-Godard that the Granby Board of Education adjourn the Board of Education Meeting. This motion passed unanimously at 8:41 p.m.

Respectfully submitted,



Linda Powell
Board Recorder

Instructions for Completing the Authorized Signatures Change Form

The **ED-099 Agreement for Child Nutrition Programs** (Agreement) is the formal agreement between a sponsoring organization and the Connecticut State Department of Education (CSDE) to operate one or more of the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The Agreement designates representatives authorized to enter into an agreement with the CSDE and certifies the claims for reimbursement. The Agreement is permanent and amended as changes occur. The CSDE recognizes that one or both authorized signers will change periodically. The sponsoring organization **must** execute the CSDE's *Authorized Signatures Change Form* whenever there is a change to either of the two authorized signers.

Claims for reimbursement are valid only when certified by authorized signers on file with the CSDE. Action by the board of education must occur to make changes to authorized signers so that claims can be signed and submitted, and reimbursement delays are avoided.

Required Information

The *Authorized Signatures Change Form* must include the information below.

- **Date** of the board meeting is when the governing body of the sponsoring organization took action to change one or both authorized signers.
- **Signature 1** is the designated representative authorized to sign the Agreement for Child Nutrition Programs and to sign claims for reimbursement. The person is head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, mayor, selectman, corporate president, chairperson of the board, pastor, or commissioner).
- **Signature 2** is authorized only to sign the claims for reimbursement in the absence or incapacity of the first designated individual (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner).
- **Signature 3** certifies the board action and is not authorized to sign the claim. This must be a different person from signatures 1 and 2 (secretary of the board, town clerk, or secretary of the corporation).

Submitting to the CSDE

Scan and e-mail the signed and dated *Authorized Signatures Change Form* to CNPermanentAgreement@ct.gov. Include "Authorized Signatures Change Form" in the subject line of the e-mail.

Instructions for Completing the Authorized Signatures Change Form

Questions

Contact the CSDE's Child Nutrition Programs staff. Refer to the CSDE's document, *Child Nutrition Staff and Responsibilities*.



For information on the Child Nutrition Programs, visit the CSDE's [Child Nutrition Programs](#) webpage, or contact the [child nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signature_Change_Form_Instructions.pdf.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.



Connecticut State Department of Education
 Bureau of Child Nutrition Programs
 450 Columbus Boulevard, Suite 504
 Hartford, CT 06103-1841

For state use only	
Effective date:	_____
Agreement numbers:	
School programs	_____
Child care centers	_____
Adult day care centers	_____
Day care homes	_____
Summer food service	_____

Authorized Signatures Change Form

Read the *Instructions for Completing the Authorized Signatures Change Form* before completing this form. Scan and e-mail the completed form to CNPermanentAgreement@ct.gov. Include "Authorized Signatures Change Form" in the subject line of the e-mail.

This is to certify that on Insert date (month, day, year), as shown in the minutes of insert name of corporation, board of education, or governing body the following action was taken to revise the authorized signers of the **ED-099 Agreement for Child Nutrition Programs**.

- Signature 1:** The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

<p>_____ <i>Signature</i> <u>Superintendent of Schools</u> <i>Title (superintendent of schools, mayor, selectman, president, chairperson of the board, pastor, or commissioner)</i> <u>burkec@granbyschools.org</u> <i>E-mail</i></p>	<p><u>Cheri P. Burke</u> <i>Printed name</i> <u>6-5-24</u> <i>Date</i> <u>(860) 844-5260</u> <i>Phone number</i></p>
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- Signature 2:** In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

<p>_____ <i>Signature</i> <u>Director of Finance & Operations</u> <i>Title (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner)</i> <u>stevensonn@granbyschools.org</u> <i>E-mail</i></p>	<p><u>Nicole Stevenson</u> <i>Printed name</i> <u>6-5-24</u> <i>Date</i> <u>(860) 844-5253</u> <i>Phone number</i></p>
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- Signature 3:** The signature below certifies the above action.

<p>_____ <i>Signature</i></p>	<p><u>Board Secretary</u> <i>Title (secretary of corporation, town clerk, secretary of the board)</i></p>
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This form is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signatures_Change_Form.pdf. This institution is an equal opportunity provider.

Finance Subcommittee Meeting – Approved Minutes
Wednesday, March 20, 2024, 5:30 p.m.
Central Services

Attendance:

Heather Lombardo	Present	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 6:15 p.m.

- 1. Public Comment:** N/A
- 2. Approve Minutes from the February 21, 2024 Finance Subcommittee Meeting:** A motion was made by Rosemarie Weber and seconded by Heather Lombardo to approve the minutes from the February 21, 2024 Finance Subcommittee Meeting. Motion passed with one abstention (Donna Nolan).
- 3. January Statement of Accounts:** Reviewed and approved.
- 4. Preliminary Discussion of Appropriation Request:** If the forecast is for an overbudget condition, the BOE will need to do an appropriation request. A BOE recommendation is required. Approval by BOS and BOF is also required (in that order). This should be considered in time to have all Boards approve the appropriation within their meeting schedules. The appropriation request should be for an amount needed up to and not exceeding a certain amount.
- 5. Sabbatical Leave-of-Absence Request:** Reviewed and approved a request for a sabbatical leave-of-absence.
- 6. Other:** Reviewed bus rotation schedule; equipment for maintenance – purchase a plow truck from small cap for \$41,700 (which includes a trade-in).

A motion was made by Rosemarie Weber and seconded by Heather Lombardo to adjourn the meeting. This motion passed at 6:15 p.m.



UPCOMING DISTRICT EVENTS

June 4	Senior Award & Scholarship Night	6:30-7:30 p.m.	HS Auditorium
June 5	Retirement/25-Year Luncheon	12:30 p.m.	Holcomb Farm
June 5	Curriculum Subcommittee Meeting Board of Education Meeting	5:30 p.m. 7:00 p.m.	Central Services Town Hall Meeting Room
June 7	High School Graduation	5:30 p.m.	HS Stadium Field
June 10	High School Graduation (Rain Date)	5:30 p.m.	HS Stadium Field
June 10-12	Early Release All Schools		
June 11	8 th Grade Moving-Up Ceremony	6:00 p.m.	HS Auditorium
June 18 (Tuesday)	Finance Subcommittee Meeting Board of Education Meeting	5:30 p.m. 7:00 p.m.	Central Services Town Hall Meeting Room