

Regular Board of Education Meeting  
Wednesday, March 2, 2011 7:00 PM Eastern

Central Services  
15-B North Granby Road  
Granby, CT 06035

Jenny Emery: Present  
Lynn Guelzow: Absent  
Cal Heminway: Present  
John O'Connor: Present  
Edward Ohannessian: Present  
Deborah Torgersen: Present  
Matthew Wutka: Present  
Present: 6, Absent: 1.

- I. Public Comment
- II. Administrative Reports
  - II.A. Superintendent's Announcements
  - II.B. Student Representative Reports
  - II.C. Schools in the Spotlight
  - II.D. Indoor Air Quality Report
- III. Consent Agenda
  - III.A. Minutes
- IV. Old Business
  - IV.A. Second Reading of the following policies: Policy 2120 - Organization Chart; Policy 3511 - Compliance with 504 Regulations; Policy 4118.5/4218.5 - Acceptable Computer Network Use; and Policy 4118.51/4218.51 - Use of Social Media
  - IV.B. Kelly Lane and Wells Road Building Projects
- V. New Business
  - V.A. FY12 Budget Presentation
- VI. Miscellaneous
  - VI.A. Board Standing Committee Reports
    - VI.A.1. Curriculum/Policy/Technology/Communication
    - VI.A.2. Finance/Personnel/Facilities
  - VI.B. Other Board-Related Reports
    - VI.B.1. CPPAC
    - VI.B.2. CREC/CABE
    - VI.B.3. Granby Education Foundation
    - VI.B.4. District Efficiency Initiatives
  - VI.C. Calendar of Events
  - VI.D. Board Member Announcements
- VII. Executive Session/Non-Meeting

GRANY PUBLIC SCHOOLS  
INDOOR AIR QUALITY SURVEY

SCHOOL YEAR 2010-11

School	Summary Comments	Concerns #1	Concerns #2	Concerns #3
High School	FY10: Air quality issues presently are largely related to heat in particular parts of the building  FY11: Water issues are new and will be monitored as they seem to travel when repaired.	FY10: No mention of leaks  FY11: Leaks in room 1312, 2207, 3218 – repairs are being monitored	FY10: Main gym is dusty, especially in weight room  FY11: Visible dust on vents in main gym. Request quarterly vent cleaning.	FY10: Girls locker room has little ventilation and is hot when temperature is 65 degrees or above  FY11: Same concerns
Middle School	FY10: After surveying each faculty and staff member...relatively clean facility with good indoor air quality.  FY11: Same overall comment	FY10: No comment on this issue.  FY11: Room 67 (1 <sup>st</sup> floor) has slight musty smell when we have damp weather.	FY10: Delivery trucks turn off engines to avoid exhaust entering air ducts  FY11: Same comment.	FY10: No comment on this issue.  FY11: Boys and girls bathrooms need more ventilation.
Kelly Lane	FY10: Kelly Lane is in excellent shape in regards to IAQ.  FY11: Same overall comment	FY10: Rooms 1- 11 sometimes cold in winter  FY11: Same comment		
Wells Road	FY10: Presently, there are a very small number of reported concerns by the staff  FY11: Same overall comment			
Kearns	FY10: Generally satisfied with air quality; need better dusting in some areas and have heating issues.  FY11: Same overall comment	FY10: No comment on this issue.  FY11: Room 23 has mildew smell on carpet where hot water pipe leaked.	FY10: No comment on this issue.  FY11: Buses need to turn off engines in AM while waiting.	FY10: Dusty heating vents in room 189  FY11: A number of rooms need more frequent dusting.

**Regular Board of Education Meeting – Approved Minutes  
February 16, 2011, 7:00 p.m.  
Central Services**

**Attendance Taken at 6:51 p.m.:**

Present Board Members:

Cal Heminway  
Edward Ohannessian  
Deborah Torgersen  
Matthew Wutka

Absent Board Members:

Marie Nicholls  
John O'Connor  
Ronald Walther

**I. Public Comment**

Terry Wright, 83 Northwoods Road. Mr. Wright stated that at the last board meeting, Mr. Addley stated that Mr. Wright correctly indicated that there was a conflict in policy. Mr. Wright stated that is incorrect and that it was Mr. Addley's statement and not his and that it was an excuse that Mr. Addley used for not following the policy as it was written at that particular time. Mr. Wright stated that the new policy takes away protections from children who may be in an abusive situation. Mr. Addley made a recent comment to the Valley Press stating that the school or mandated reporter has to call DCF. Mr. Wright stated he reported that his daughter was abused by school staff to Kimberly Dessert and to Alan Addley and stated that a phone call or notification was not made to DCF. He stated that he thinks the board has a problem and that as a result a 7-year-old child was abused and there was never an adequate investigation of the circumstances concerning the abuse of his daughter by the school staff.

**II. Administrative Reports**

**II.A. Superintendent's Announcements**

- Mr. Addley extended a warm welcome to Sue Clark and some of her student who will present Schools in the Spotlight this evening.
- We have currently used 6 snow days thus far this year - all five emergency days as well as May 31<sup>st</sup> which is now a full day of school. Any additional snow days will be taken from the April break beginning with Monday, April 18<sup>th</sup>.
- With regard to the additional closing at Kearns School, we are looking for special dispensation to bring students in for a 1/2 day and the other 1/2 day for staff.
- Mr. Addley thanked staff and parents for their patience and flexibility over the past couple of weeks of weather-related concerns. He also thanked the custodial staff and contractors for their work in shoveling snow off of school roofs.
- Kelly Lane has completed their full application for blue ribbon status.
- 40 Kelly Lane students were recognized for reading all 10 nutmeg books.
- Congratulations to high school senior Zachary Grakowsky for receiving 1<sup>st</sup> place in the state-wide Connecticut high school Invest-Write competition which is part of The Stock Market Game Program. Also congratulations to Sue Clark, Personal Financial Management teacher.

- Hartford Stage once again spent a week in the Kelly Lane 5<sup>th</sup> grade classrooms bringing the book "My Brother Sam" to life through role playing and drama.
- The Early Childhood Feasibility Study launched a survey in the beginning of February to parents resulted in a 48% return. The next meeting for this group will be on February 24<sup>th</sup> in the Wells Road Media Center.
- The Connecticut Superintendents' Network will be visiting Kearns School in the spring. Approximately 20 superintendents will visit classrooms.
- Four high school students will be participating in A Day on the Hill on Wednesday, March 9<sup>th</sup>.
- The three-board meeting will be held on Feb 23<sup>rd</sup> at 7:30 in the senior center.
- The winter break will be next Monday and Tuesday, February 21<sup>st</sup> and 22<sup>nd</sup>.
- The FY12 budget will be presented to the Board at the next meeting on March 2<sup>nd</sup>. A budget workshop will be held on the following Wednesday, March 9<sup>th</sup> at 7:00 p.m. here at Central Services.
- The Granby Education Foundation will be sponsoring a global summer school academy for Chinese language and culture. This will be fully funded by the GEF.

### **II.B. Student Representative Reports**

- With all the snow days students made it through to the new semester and are looking forward to the mini vacation next week.
- Girls' basketball will be heading to the states and the boys' season ends the week after the girls.
- There will be a Granby Night at 4:50 at the Enfield Twin Rinks on Saturday, February 19<sup>th</sup> for the Granby hockey team.
- Bake sale on Valentine's Day for Homeless mothers and children in Hartford.
- CAPT will be held March 7-14 for sophomores. Freshmen will be taking simulations and will have class activities. Upperclassmen will have many options available to them during this week.
- Chorus raised money for charities through singing valentines on Valentine's.
- The CT Youth Forum took a field trip to Hartford Hospital and spoke to the surgeon and patient who underwent brain surgery while awake.
- U.S. History classes took a field trip to Newport and visited the Breaker's House.
- The Coffeehouse will be held on Saturday, February 26<sup>th</sup>. Money raised will go to charity.

### **II.C. Business Manager's Report**

Mr. Traver stated that the January report incorporates the December report. He stated that there is a negative number for repairs and maintenance due to snow removal and having to hire extra help for plowing. Additional funds will also be needed for anticipated roof leaks. Mr. Traver stated that the total budget is forecast to be a \$0 return to the town at the moment due to use of excess funds to be used for the District & Community Partners special education study. He also stated that we can expect ECS funding to be approximately 70-75% for next year. Mr. Traver stated that there may be some upside in special education outplacement costs.

### **II.D. Schools in the Spotlight**

Dr. Patricia Law, High School Principal, spoke briefly about the Broadcasting Program and the experience in the class as well as the articulation process between the high school and Asnuntuck Community College to be able to graduate with college credits. Students then spoke about the broadcasting class with Mr. Dillon. Students stated that they worked in the studio and put an announcements show together. Each student makes features as to things going on in the school and they go out and produce their feature as a video which gets put into an overall show that shown to the students. Sue Clark, high school teacher, spoke about the articulation with Asnuntuck Community College in a little more detail. She said that juniors or

seniors need to maintain an 80-90 grade average and will then receive 3 college credits. She stated that students could earn up to 13 credits. This decision is ultimately up to the college and there are colleges that do accept them. Granby High School is working hard to increase the number of courses to articulate with Asnuntuck. The course needs to be a year-long course. Mr. Addley inquired why this is a small class. Student, Katherine Blessis, stated that she believes it is because 2 years ago it was a pre-requisite to have an A/V class and that is no longer a pre-requisite so the numbers are looking better for next year.

## **II.E. Annual Facilities Report**

Mr. Santi Camarotti presented the annual facilities report. He stated that the custodial staff has completed transfer over to all green products and that they are currently in process of testing green waxes because as of July 1<sup>st</sup> all schools need to be green. Mr. Camarotti stated that we are ahead of the curve and have tested 5 waxes thus far. He stated that we will be sharing our selection with the Connecticut School Buildings and Grounds Association. Mr. Camarotti stated that the maintenance staff is down one person due to a maintenance person applying for a custodial position at the middle school. He stated that we are currently looking to fill a Maintenance II position which will include a certification or license in HVAC. Mr. Camarotti stated that the maintenance department purchased new dump truck in the summer through last year's budget and that they are looking to get a new sander and larger plow for that vehicle. Mr. Camarotti informed the Board of some major projects that were completed which included the removal of carpet from Kearns and the installation of vinyl composite tile. With regard to an update on the Civil Rights Compliance Review at the high school, modifications were made to the hand railings throughout the school; a seating section in the front center location of the auditorium was removed to accommodate wheelchair accessibility; and the area of refuge panel was modified to call a phone in the main office letting them know that the panel has been activated. One of the last big items that need to be addressed is to include accessible work stations in the science and chemistry classrooms. This will cost approximately \$45,000 and Mr. Camarotti stated that we will go out to bid for that. He stated that storage is still an issue at all of the schools and stated that he would like to put in a plug that a facilities building would be a big help to the schools giving them more room as well as to his department. He stated that it would also address safety issues brought up at the NEAS&C review. Mr. Camarotti thanked the Board for their continued support through the year and to the superintendent, business manager, the administration, and school staff. Mr. Addley inquired what the biggest need would be for the department. Mr. Camarotti stated that it would be equipment for snow removal. He said that they currently do not have the size equipment needed for all the schools. He also mentioned the replacement of equipment. He stated that he is seeing that now we are 5-7 years into projects, things are breaking down.

## **III. Consent Agenda**

### **III.A. Minutes**

A motion was made by Matt Wutka and seconded by Deb Torgersen to approve the consent agenda. This motion passed unanimously at 7:46 p.m. (two abstentions Deb Torgersen and Ed Ohannessian).

## **IV. Old Business**

### **IV.A. Update on Kelly Lane and Wells Road Building Projects**

Mr. Addley stated that he had a conversation with Bill Smith, Town Manager, and the Board of Finance Manager. He stated that we have not accepted the Kelly Lane and Wells Road building projects yet and will take \$30K for windows and flashing at Kelly Lane and Wells Road. Mr. Addley stated that there is an agreement that we will use the funds for those purposes.

## **V. New Business**

### **V.A. Granby Prevention Council**

Diane Dugas, Director of Curriculum, Teaching and Learning, gave the Board an update on the Granby Prevention Council. She stated that a strategic plan has been developed and that this plan is not new to the school district. Ms. Dugas stated that one of the assets for middle school students is for involvement from parents and also that the high school has a strong emphasis on working with students on social justice. Ms. Dugas spoke about the Granby Prevention Council's committee structure. She said there is an Executive Board as well as four committees: Governance, Development, Marketing, and Events. Ms. Dugas stated with regard to funding, a drug-free community grant will be submitted in March for \$500,000 over 4 years. She stated that the survey given to students in the fall of 2009 will be used as baseline data for grant evaluation. She stated that should we find out that we are a recipient of the grant by June of this year, a new survey would be given to students in the fall of 2011. Mr. Wutka inquired if many more districts have given this survey. Ms. Dugas stated that, to her knowledge, she believes it is fairly the same. Mr. Wutka stated that there was a lot of data but it was very hard to tell how we were doing compared to other towns. Ms. Dugas stated that it is difficult to make comparisons even with other districts because needs vary widely. Mr. Addley stated that Kerry Kielbasa has been made aware of our wish to see more local data.

### **V.B. First Reading of the following policies: Policy 2120 - Organization Chart; Policy 3511 - Compliance with 504 Regulations; Policy 4118.5/4218.5 - Acceptable Computer Network Use; and Policy 4118.51/4218.51 - Use of Social Media**

Mr. Addley spoke about the policies which were presented for a first reading. He stated that Policy 2120 includes an updated organization chart of Granby Public Schools and is pretty straightforward; Policy 3511, Compliance with 504 Regulations, includes a grievance procedure and various forms; and, with regard to the two technology policies, Mr. Addley stated that one of the highlights, as an example, is that it is not appropriate for staff members to "friend" or communicate with students through social media. All of these policies will be brought forward to the Board at the next meeting for a second reading.

### **V.C. Hartland Designated School Agreement**

Mr. Heminway briefly discussed the agreement with Hartland naming Granby Memorial High School as a designated school. This agreement, with exception of the dates, is without amendments. Mr. Addley stated that the Hartland Board of Education approved this agreement at their Board Meeting on February 14<sup>th</sup>. A motion was made by Ed Ohannessian and seconded by Matt Wutka to execute the Hartland contract as written. This motion passed unanimously at 8:05 p.m.

### **V.D. Pay-for-Participation**

Mr. Addley stated that the Board made a specific request last year to revisit the pay-for-participation issue. He stated administrators from the middle school and high school, including the athletic director, has met and has collected some new data. Mr. Addley stated that the fee was increased by 50% in 2009 to \$75 per sport; \$150 individual maximum and \$300 family maximum. He stated that the administrative recommendations were as follows: 1) A fundamental belief that athletics, intramurals, co-curricular, and extracurricular activities are integral components of a free public school education; 2) Limiting undue additional costs on selected members of the community; 3) A concern that additional fees would compromise the goal of having all middle school and high school students involved in at least one school offering; and, 4) The acquisition of such funds to replace other revenue sources. Mr. Addley stated that given that the above would continue to be our recommendation and the Board may feel differently given the economic climate, we would be willing to expand fees to middle school sports (basketball, cross country and field hockey). Mr. Addley stated that schools that were surveyed in the NCCC do not do

extracurricular fees. He also stated that middle school students play half as many games as high school students and therefore should pay half the fee (i.e., Middle School: \$25 individual; \$30 individual maximum and High School: \$100 individual; \$175 individual maximum; and \$325 family maximum). Ms. Torgersen stated that she is pleased that last year's inclination to raise fees for athletics was correct and that it is good that an analysis validates this. Mr. Wutka inquired about the parking Fee. Mr. Addley stated that it has remained at \$50 which is probably low. Mr. Ohannessian stated that the Finance Subcommittee spoke about this at the meeting this evening and that he is ok with sitting on this for now. Mr. Wutka also stated that he is ok with Mr. Addley's recommendation at this time.

## **VI. Miscellaneous**

### **VI.A. Board Standing Committee Reports**

#### **VI.A.1. Curriculum/Policy/Technology/Communication**

This committee did not meet.

#### **VI.A.2. Finance/Personnel/Facilities**

This committee met this evening. Mr. Wutka stated that the committee reviewed the statement of accounts. Also discussed were the snow removal budget and the first draft of the electronics lab. Additionally, the Robotics Club was discussed and we will invite the club to the next meeting to see what funding they may need going forward the next couple of years.

### **VI.B. Other Board-Related Reports**

#### **VI.B.1. CPPAC**

This committee has not met.

#### **VI.B.2. CREC/CABE**

Mr. Heminway stated that he was in Washington, DC last week and that the National School Boards Association had a very sobering discussion. He stated there is opposition on desire to have the federal government stand up to IDEA. He stated that funding will be decreased approximately 18% on the excess cost for special education. Mr. Heminway also stated that with regard to No Child Left Behind (NCLB), that nobody wants to use that as an acronym anymore and would like to ESEA (Elementary & Secondary Education Act) used instead. There will be a reauthorization of NCLB still with an emphasis on testing. Mr. Heminway stated that without Senator Kennedy and Senator Dodd, it is unlikely that this will happen by June. Mr. Heminway also informed the Board that a child nutrition bill passed in December to attack childhood obesity. A law was passed which would require certification for food preparation. This would cause problems/costs for existing personnel. Mr. Heminway stated that the federal government is not aware of the harm that they are doing at the local level.

Mr. Heminway also spoke about the State's education budget which was attached to the Board's packet. He stated that there is clearly no extra money anywhere. He said that he sees no decrease in expenditures and that more detail is needed to understand this budget.

#### **VI.B.3. Granby Education Foundation**

Mr. Heminway stated that the Granbee will be held on April 8<sup>th</sup>.

**VI.B.4. District Efficiency Initiatives**

Mr. Heminway asked Mr. Traver how he was making out with any leftover ARRA money to purchase solar panels. Mr. Traver stated that there would be no cost to the district who gets awarded the solar panels. He stated that half of the funds would be put up by Clean Energy and the other half by whoever installs the solar panels. Mr. Traver stated that installers love flat roofs as there are no brackets needed. He stated that brackets require breaking the roof's membrane and possible leaking can occur. He also said that he inquired about snow on roofs and how you avoid damaging the solar panels if you need to clear the roofs. Mr. Traver stated that, unfortunately, he was not given an answer to this question. Mr. Traver stated that money would be saved over a 20-year period; however, he is not sure exactly how much will be saved.

Mr. Addley stated that he spoke to the entire staff today about the special education review which will start in the spring. He also informed the Board that he should hear this week about health benefits pooling with other districts from Anthem.

**VI.C. Calendar of Events**

The calendar of events is as presented.

**VI.D. Board Member Announcements**

There were no board member announcements.

**VII. Executive Session/Non-Meeting**

A motion was made by Ed Ohannessian and seconded by Matt Wutka to go into an executive session to discuss a personnel matter. This motion passed unanimously at 8:28 p.m.

Executive session adjourned at approximately 9:00 p.m.

Respectfully submitted,

Linda Powell  
Board Recorder

**Administration**

**Organization Chart**

The legal authority of the Board will be transmitted through the Superintendent along specific paths from person to person as shown on the district organization chart.

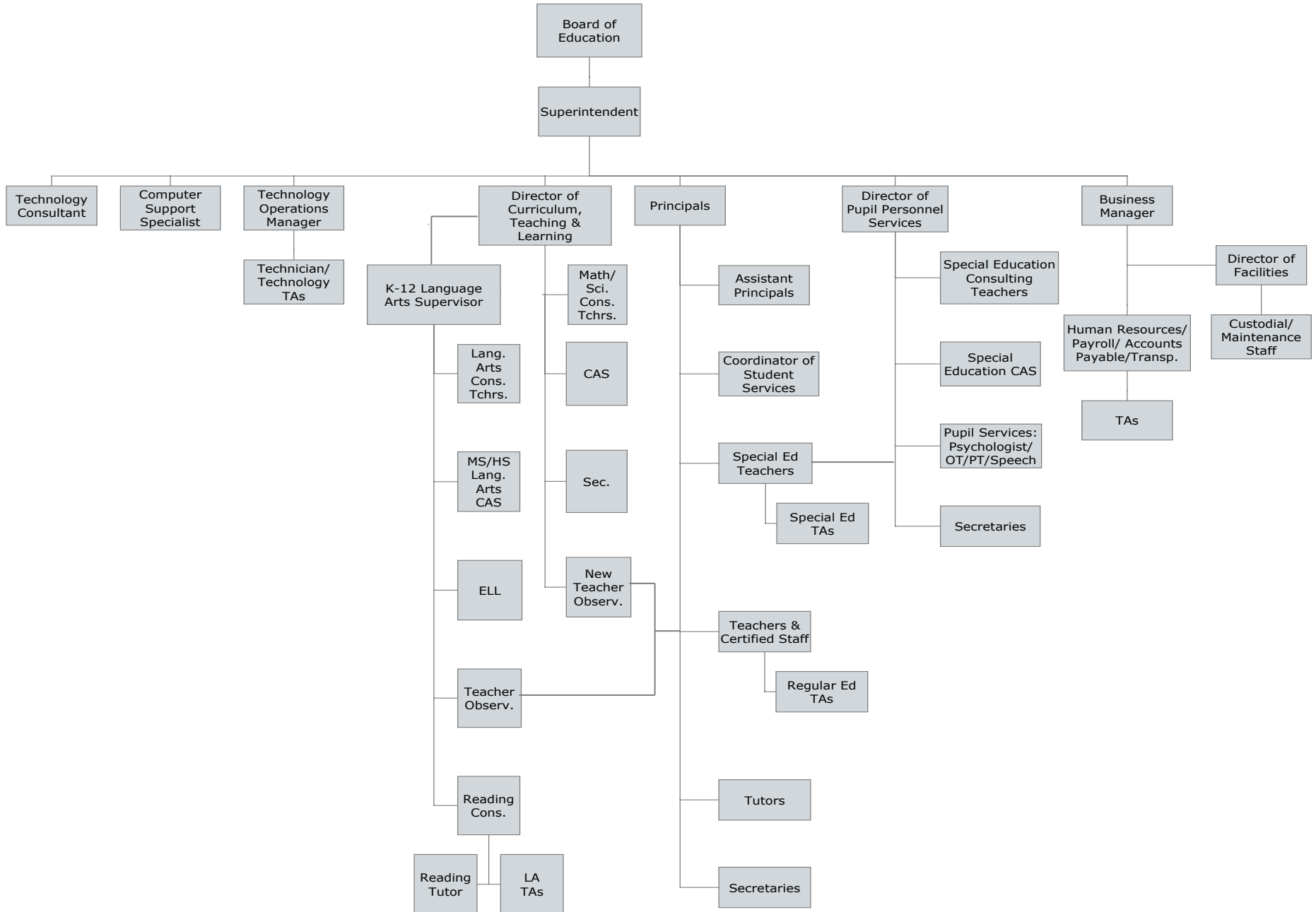
The district organization chart will be prepared by the Superintendent and shared with the Board. The lines on the chart will represent direction of authority and responsibility. The chart may also indicate certain “staff” (as opposed to “line”) relationships.

The Superintendent will keep the administrative structure up-to-date with the needs for supervision and accountability in the school system. Therefore, he/she may, from time to time, share with the Board changes in the district organization chart.

Policy adopted:

GRANBY PUBLIC SCHOOLS  
Granby, Connecticut

Granby Public Schools  
2010-2011 Organizational Chart



## **Business/Non-Instructional Operations**

### **Compliance with 504 Regulations**

#### **Policy:**

It is the policy of the Granby Public School System to comply with all aspects of the Section 504 regulations of the Rehabilitation Act of 1973. Section 504 prevents discrimination against otherwise qualified individuals with disabilities in programs and activities operated by the school system.

No otherwise qualified individual with disabilities shall, solely by reason of her or his disability, as defined in Section 706(8) of the Rehabilitation Act, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the Granby Public School System.

The district has a responsibility to follow the procedural requirements of Section 504 to afford each student a free, appropriate education, which includes procedures for pre-placement evaluation, placement procedures and procedural safeguards. Additionally, Section 504 addresses placement in the LRE for both academic and nonacademic settings. The district also recognizes that there may be some impaired students who are not eligible for Special Education services under IDEA but who have documented disabilities and eligible for services and protection from discrimination under the Section 504 definitions and regulations.

In order to ensure that the Granby Public School System does not discriminate in providing equal access to programs and services on the basis of disability, the following definitions, requirements and procedures are provided.

#### **Definitions:**

**Disability** means limitation in performance from a physiological (physical or mental) abnormality which substantially limits one or more major life activity, has a record of such impairment, is regarded as having such impairment.

**Physical or Mental Impairment** means (i) any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body system; (ii) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

**Major Life Activity** means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

**Appropriate Education** means the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of people with disabilities as adequately as the needs of non-disabled persons. Implementation of an individualized education plan developed in accordance with the Individuals with Disabilities Act is one means of meeting this standard.

## **Business/Non-Instructional Operations**

### **Compliance with 504 Regulations (continued)**

**Committee of Knowledgeable People** means persons knowledgeable about the child, the meaning of evaluation data, and programming options. (A properly constituted Planning and Placement Team or Student Assistance Team would meet this definition.)

#### **Requirements:**

1. Notification of the school system's legal requirements is provided to persons with disabilities and their parents or guardians.
2. Provision of educational services in a setting with persons who are not disabled, to the maximum extent appropriate to the needs of the student's with disabilities. The school system shall make reasonable accommodations to allow a disabled student placed in the regular education environment unless it is demonstrated that the education of the person in the regular environment with the use of supplementary aids and services, cannot be achieved satisfactorily.
3. Provide pre-placement evaluation consistent with that required under IDEA.
4. Ensure that placement decisions are carefully considered by a group of persons knowledgeable about the child, the meaning of the evaluation data and program options.
5. Provide periodic reevaluation of students found eligible for services.
6. Develop procedural safeguards consistent with that required under IDEA.
7. Ensure access to non-academic and extracurricular services and activities in such a manner as to afford students with disabilities an opportunity for participation in such services and activities. The "Committee of Knowledgeable People", e.g. Planning and Placement Team (PPT) shall consider the impact of any modifications on other non-disabled classmates.
8. Ensure the availability of procedures for filing a grievance with the school district over an alleged violation of Section 504 regulations.
9. Identify at least one person to coordinate compliance and identification procedures.

## **Business/Non-Instructional Operations**

### **Compliance with 504 Regulations (continued)**

#### **Procedures:**

1. **Identification and Notification:** The Office of Pupil Services annually conducts child find activities to identify any person between the ages of 0-21 who is, or may be in need of special services. (See Policy 3511, Appendix #1)
2. **Least Restrictive Environment:** Each committee of knowledgeable people (Student Assistance Team, Planning and Placement Team or other appropriate group) is aware of the district practice to ensure students are educated with their non-disabled peers as often as possible and in the most appropriate way. All programs are developed with this requirement in mind.
3. **Evaluation:** Referrals for initial evaluation are made by the Planning and Placement Team (PPT). All statutory requirements for evaluation are adhered to closely. The evaluation period will be the same as for referrals under IDEA (60 calendar days).
4. **Placement/Program Development:** Each PPT will reconvene at the conclusion of the evaluation to consider evaluation results, determine eligibility and develop appropriate programming. A written service plan is developed and maintained by the primary service provider. The plan is reviewed and/or updated throughout the school year as the child's needs warrant. All students who have undergone special education evaluations are automatically considered for eligibility under Section 504, i.e. for students who are not eligible for Special Education under IDEA, the PPT may consider eligibility under Section 504. Discussions of eligibility must be included in the record of the PPT meeting, including clearly delineated recommendations.
5. **Periodic Reevaluation:** All students receiving services under Section 504 are reevaluated at least every three years following procedures promulgated under IDEA and covered in this manual Special Services.
6. The Director of Pupil Services will be identified as the 504 Coordinator for the Granby School System. This individual will convene a Committee of Knowledgeable People to address 504 referrals.

## **Business/Non-Instructional Operations**

### **Compliance with 504 Regulations** (continued)

7. **Grievance Procedures:** Students, parents or other individuals in the school district may register complaints regarding accessibility and other 504 regulations through the district grievance procedures. (Policy 5145.6)

(cf. - 5145 - Statement of Non-Discrimination)

Legal Reference: Connecticut General Statutes

10-15c Discrimination in public schools prohibited

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et. seq.

Section 504, U.S. Rehabilitation Act, 1973, 29 U.S.C. 791

NOTE: Forms relative to this Policy are available at:

1. Superintendent's Office
2. Principal's Office
3. Pupil Services Office

Policy adopted:

GRANBY PUBLIC SCHOOLS  
GRANBY, CT

## **Business/Non-Instructional Operations**

### **Compliance with 504 Regulations**

#### **Parents/Students Notification**

##### **Section 504 Parent/Student Rights in Identification, Evaluation & Placement** (Section 504 of the Rehabilitation Act of 1973)

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as “Section 504”) is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination on the basis of disability and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

For the purposes of Section 504, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment. “Major life activities” include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA), but entitlement to services under the IDEA or other statutes is not required to receive services under Section 504.

The following is a description of the rights and options granted by federal law to students with disabilities under Section 504. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the Granby School District’s education programs without discrimination based on his/her disability.
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified with respect to the Section 504 identification, evaluation, and educational placement of your child;
5. To have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;

6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education. This includes the right to receive reasonable accommodations and services to allow your child an equal opportunity to participate in school and school-related activities;
7. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
8. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
9. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
10. To obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. To request changes in the educational program of your child;
12. To an impartial hearing if you disagree with the school district's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
13. To file a court action if you are dissatisfied with the impartial hearing officer's decision or to request attorney's fees related to securing your child's rights under Section 504.
14. To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of your child.
15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

Should you wish a more detailed explanation of these rights or disagree with the proposed action, please contact:

**Aimee Martin**  
**Section 504 Compliance Coordinator**  
Granby Public Schools  
Special Services Department  
15-b North Granby Road  
Granby, CT 06035  
(860) 844-5257

The Granby Public School system does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities.

**Business/Non-Instructional Operations**

**Compliance with 504 Regulations**

GRANBY PUBLIC SCHOOLS  
GRANBY, CT

**Notice of 504 Meeting**

Date:

Student:

Dear

The Section 504 School Team will be meeting regarding your child. You are invited to attend this meeting on:

As you are an important member of the team we very much look forward to your attendance and participation.

The purpose of this meeting is to:

- \_\_\_\_\_ 1. Discuss referral concerns and potential evaluations.
- \_\_\_\_\_ 2. Discuss evaluations and potential programming accommodations.
- \_\_\_\_\_ 3. Review and assess the existing 504 accommodations plan and make any appropriate modifications.

The following staff members have also been invited to attend:

For your information, please read the enclosed information regarding Section 504 and parental rights. Should you have any questions concerning this process please don't hesitate to contact your school principal.

Sincerely,

**Business/Non-Instructional Operations**

**Compliance with 504 Regulations**

**Granby Public Schools  
504 Accommodation Plan**

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_ Case Manager: \_\_\_\_\_

Review Date: \_\_\_\_\_ Implementation Date: \_\_\_\_\_

Disability: \_\_\_\_\_

Evidence of  
Disability: \_\_\_\_\_

How disability affects major life activity:

Accommodation Plan Descriptions

Classroom / School Environment / Organization & Management:

---

---

---

---

---

---

---

---

Modification for instruction/assessment: \_\_\_\_\_

---

---

---

---

---

Modifications for materials: none \_\_\_\_\_

---

---

---

---

Communication to Parent / Staff / Outside Personnel: \_\_\_\_\_

---

---

---

---

---

---

Climate / Medication / Equipment: N/A \_\_\_\_\_

---

---

---

---

---

---

Transportation: N/A \_\_\_\_\_

---

---

---

---

## **Personnel - Certified-Non-Certified**

### **Rights, Responsibilities and Duties**

#### **Acceptable Computer Network Use**

The Board of Education provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize the district's computers, networks, email system and Internet services for school-related purposes and performance of job duties. Limited incidental personal use of district computers, networks, email systems and Internet services is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Limited incidental personal use" is defined as use by an individual employee for appropriate, lawful, brief and occasional personal purposes. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority. The systems' security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the district's computer systems, including any incidental personal use permitted in accordance with this policy and applicable regulations.

#### **Online/Internet Services**

The school district will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Additionally, the school district will implement a technology protection attempting to block or filter Internet access to visual depictions that are obscene material, contain child pornography, or are harmful to minors and ensure that such filtering technology is operative during computer use by minor students.

**Policy  
4118.5(b)/  
4218.5**

Any employee who violates this policy and/or any rules governing use of the district's computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the school district's computers will also result in referral to law enforcement authorities.

All District computers remain under the control, custody and supervision of the school district. The school unit reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school technology.

The Superintendent or his/her designee shall be responsible for overseeing the implementation of this policy and the accompanying rules for advising the Board of the need for any future amendments or revisions to the policy/regulations. The Superintendent or his/her designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the school district's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

(cf. 6141.321 - Student Use of the Internet)  
(cf. 6141.322 - Web Sites/Pages)

Legal References: Connecticut General Statutes  
The Freedom of Information Act  
31-48d Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.  
53a-182 Disorderly conduct; Class C misdemeanor  
53a-182b Harassment in the first degree.  
53a-183 Harassment in the second degree  
53a-250 Computer-related Offenses: Definitions  
Electronics Communication Privacy Act, 28 U.S.C. §2510 through 2520

Policy adopted:

GRANBY PUBLIC SCHOOLS  
GRANBY, CT

## **Personnel — Certified and Non-Certified**

### **Instruction**

#### **Use of Social Media**

The Granby Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees including employees' personal use of social media, when such use:

- 1) Interferes or disrupts the work of the school district
- 2) Is used to harass coworkers or other members of the school community
- 3) Creates a hostile work environment
- 4) Breaches confidentiality obligations of school district employees
- 5) Harms the goodwill and reputation of the school district in the community
- 6) Violates the law, board policies, or other school rules and regulations

The Board of Education therefore adopts the following guidelines for the use of social media by Board of Education employees.

#### **Definitions:**

**Social Media**, includes, but is not limited to, social networking websites, such as Twitter, Facebook, LinkedIn, YouTube, MySpace, and other internet/web-related technologies.

**Board of Education** includes all names, logos, buildings, images and entities under the authority of the Granby Public Schools Board of Education.

#### **Rules Concerning Personal Social Media Activity**

1. An employee may not mention, discuss, or reference the Board of Education, the school district, individual schools, programs, or teams on personal social networking sites unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or the Board of Education.
2. Employees must refrain from mentioning other Board of Education employees or other members of the school community (*e.g.*, parents or others) on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to the same.

**Policy  
4118.51(b)/  
4218.51**

3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues.

4. It is not appropriate for an employee to "friend" or communicate with a student or otherwise establish special relationships with selected students through personal social media. It is not appropriate for an employee to give students access to personal postings unrelated to school.

5. Employee email communications with students should be through a district-approved email system not through personal email accounts.

6. Unless given written consent, employees may not use the Board of Education's logo or trademarks on their personal posts. Please note this prohibition extends to the use of logos and/or trademarks associated with individual schools, programs, or teams of the school district.

7. Employees are required to use appropriately respectful speech in their personal social media posts; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Such posts reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.

8. Employees are individually responsible for their personal posts on social media websites. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Such activities are outside the scope of employment. Employees may be held personally liable for such claims.

9. All posts on personal social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.

10. An employee may not link a personal social media site or webpage to the Board of Education's website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her supervisor.

11. Employees are required to comply with all Board of Education policies and regulations with respect to the acceptable use of computer equipment, networks, and electronic devices when accessing the Internet. Use of technology must not interfere with an employee's duties at work.

12. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices. An employee should have no expectation of personal privacy in any communication or post on any web site while using district computers, cellular telephones or other electronic devices.

13. All Board of Education policies regulating off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

#### **Rules Concerning District-Sponsored Social Media Activity**

An employee who seeks to use social media sites and related interactive technologies as an educational tool or in relation to extracurricular activities or programs of the school district may do so provided that the procedures below are followed and that the employee obtains the permission of his/her supervisor prior to setting up the site. The employee's supervisor will also be provided access to any site that is established.

1. Use will be limited to specific academic and/or school-related purposes. Sites used for these purposes must be closed in that the employee must set up password-protected access for the students and staff involved. Sites may not be publicly available. Site activity must be moderated, monitored and supervised by the employee(s) who set(s) up the site.

2. Employees are required to use appropriately respectful speech on district-sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Proper professional boundaries must be recognized at all times and all content and communication should be related to the educational purposes for which the site was established. Communication that is sensitive or personal in nature is to be avoided. Employees must supervise student speech to ensure that it complies with the criteria above.

3. Employees are required to comply with all Board of Education policies and procedures including applicable laws with respect to the acceptable use of computer equipment, networks or devices when accessing district-sponsored sites. Employees must also supervise students use to ensure compliance.

**Policy  
4118.51(d)/  
4218.51**

4. The Board of Education reserves the right to monitor all employee and student use of district technology. An employee should have no expectation of personal privacy in any communication or post while using district computers, cellular telephones, or other data devices.

5. All content and posts on district-sponsored sites must comply with the Board of Education's policies pertaining to confidentiality including the confidentiality of student information. If an employee is unsure about the confidential nature of information being considered for posting by him/her or by students, the employee shall consult with his/her supervisor prior to making the post.

6. An employee may not link a district-sponsored site or webpage to any personal social media sites or sites not sponsored by the school district. They will also inform students about the prohibited linking.

7. An employee may not use district-sponsored sites for private financial gain, political, commercial, advertisement, proselytizing, or solicitation purpose. They must also supervise student use to ensure that it complies.

8. An employee may not use district-sponsored sites in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such. They must also supervise student use to ensure that it complies.

**Disciplinary Consequences**

Violation of this policy may lead to discipline up to and including the termination of employment consistent with state and federal law.

**Legal References:**

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-48d Conn. Gen. Stat. § 31-51q Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250 Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Policy adopted:

GRANBY PUBLIC SCHOOLS  
GRANBY, CT



---

# FY12 Budget

Granby Board of Education

March 2, 2011



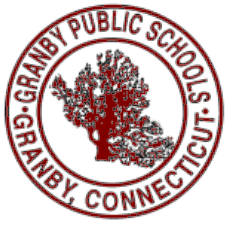
The most pressing strategic issue facing the United States in the 21<sup>st</sup> Century – can we adapt our culture and improve our education system to rise to the challenge of global economic competition on an unprecedented scale?

*Bob Compton, Executive Producer, Two Million Minutes: A Global Examination*



# Making the Most of a Shrinking Budget





# Environment

- Global, national and local economic climate
- Multi-year funding challenges started in FY09 with the worst yet to come in FY13.
- Open Choice, mandates & magnet school pressures and funding
- Protecting our educational investment
- A Board of Finance's guideline intended to balance the need to support the educational budget while maintaining a reasonable tax increase for Granby residents:

Mill rate @ 0%

Operating Budget @ 0%



It was the best of times, it was the worst of times.

Charles Dickens

*A Tale of Two Cities*



How to realize a mission statement and continue to raise student achievement in an already high performing school district with less resources



Greatness is not a function of circumstance, it is largely a matter of conscious choice, and discipline.

Jim

Collins



**VISION:** Every student educated in the Granby Public Schools to graduate on time, prepared for 21<sup>st</sup> century citizenship.

**MISSION:** All students will become powerful thinkers, effective collaborators and compassionate contributors in preparation for success in a dynamic, interdependent world.

**ACHIEVEMENT GOAL:** By 2012, enable students to demonstrate powerful thinking by systemically solving problems through analyzing and synthesizing information and articulating/defending a position.



# Board of Education Budget Goals

1. Support the mission, vision, values and goals of the district;
2. Be responsive to the economic climate and the guidelines set by the Board of Finance;
3. Maintain levels of personnel, programs, infrastructure, and services that meet the essential needs of the district; and,
4. Utilize redeployment of efficiencies and resources.

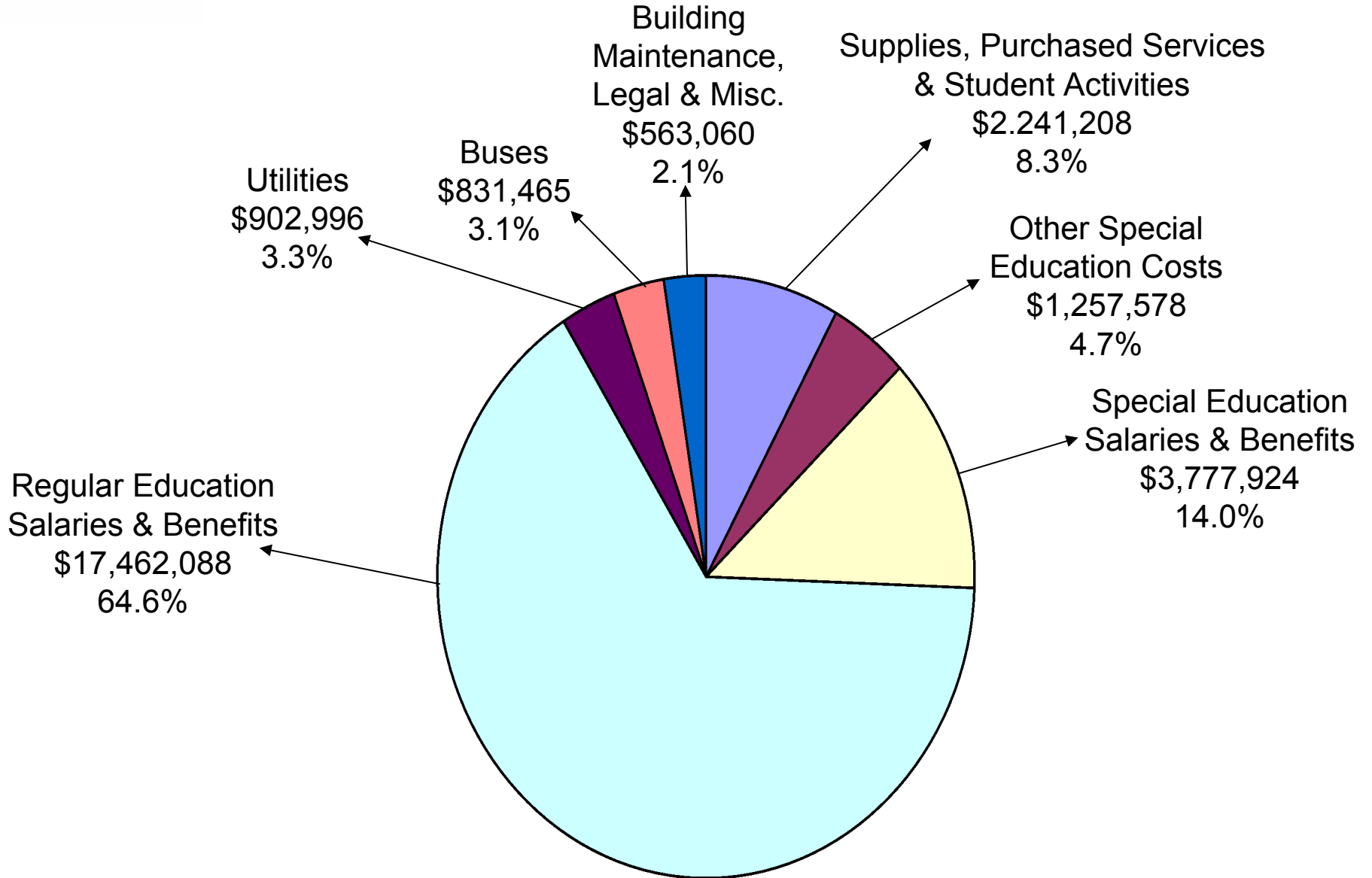


# Budget Summary

Operating Budget Request	\$27,036,319
Less Federal Education Jobs Fund Grant	(\$315,407)
Net Operating Budget Request = <b>0.2%</b>	<b>\$26,720,912</b>
Educational Capital Improvement Fund	\$525,000
Quality and Diversity Fund	\$366,382
Board of Education Appropriation Request	<b>\$27,612,294</b>



# What makes up the \$27,036,319 Budget?





## Major changes FY12 vs. FY11

		<u>% Total Budget</u>
Salaries	\$237,070	0.9%
Benefits	(\$18,277)	-0.1%
Special Education (Tuition & Transportation)	\$152,947	0.6%
Utilities	(\$52,395)	-0.2%
Regular Ed Transportation	\$46,040	0.2%
Other	<u>\$3,340</u>	<u>0%</u>
	<b>\$368,725</b>	<b>1.4%</b>



**Cumberland Farms**

**REGULAR UNLEADED**  
TAX INCLUDED

**3.58 <sup>9</sup>/<sub>10</sub>**

PUBLIC  
RESTROOM



Welcome!

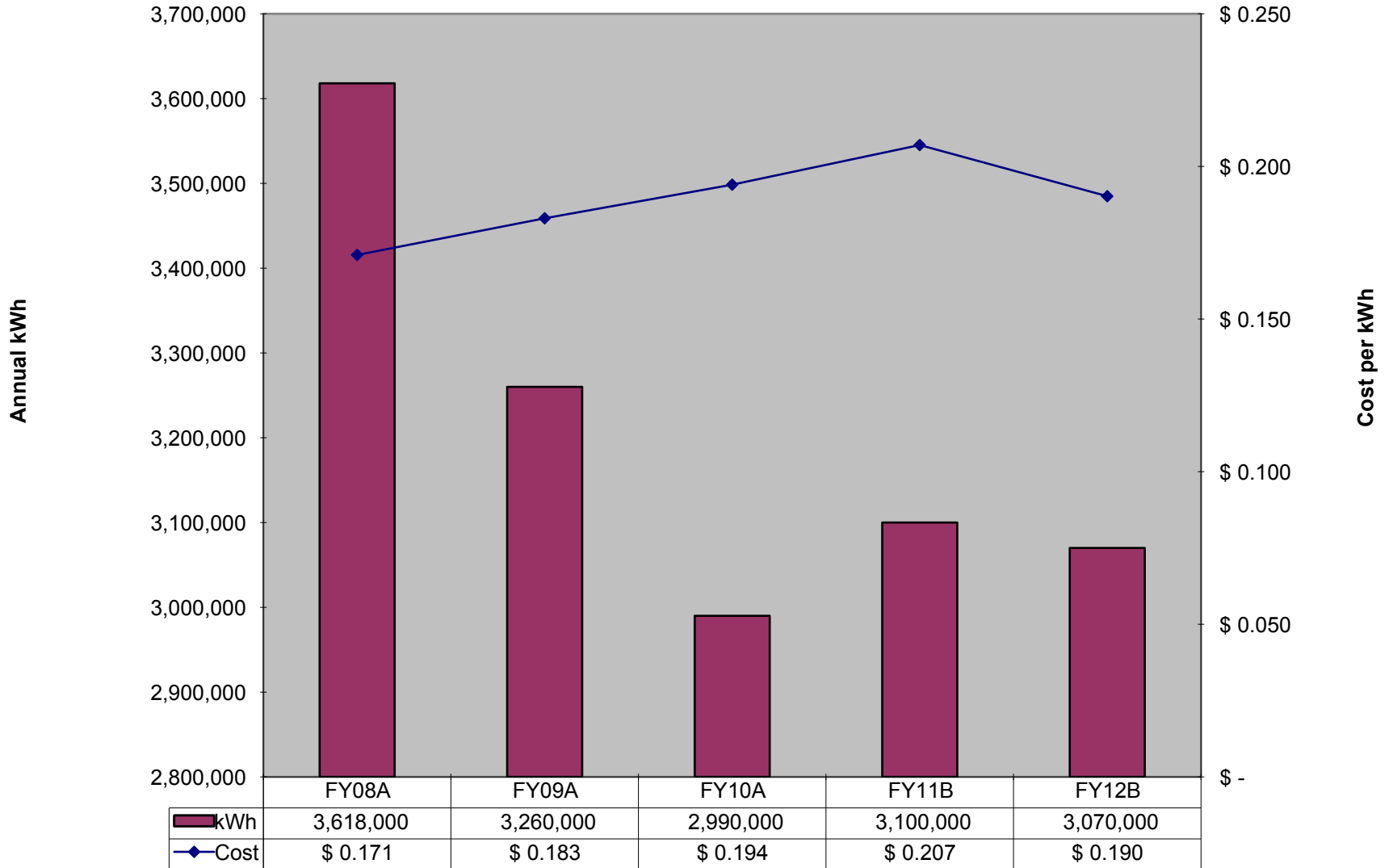
STOP



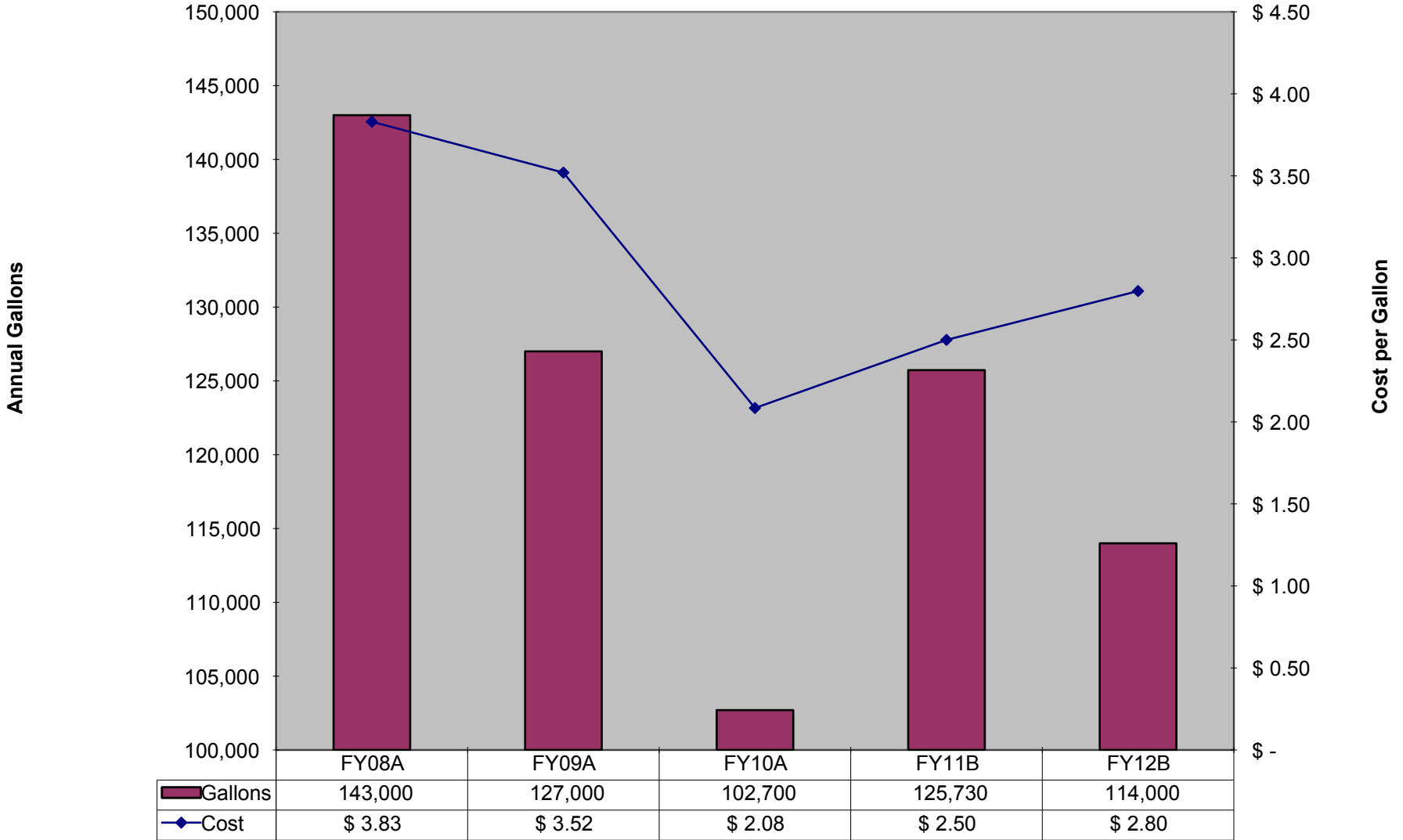
# Utilities

	<u>Actual FY07-08</u>	<u>Actual FY08-09</u>	<u>Actual FY09-10</u>	<u>Budget FY10-11</u>	<u>Budget FY11-12</u>	<u>% Change from FY12 to FY11</u>
<b><u>Electricity</u></b>						
Total Cost	\$618,954	\$591,939	\$580,117	\$641,066	\$584,044	-8.9%
kWh	3,618,000	3,260,000	2,990,000	3,100,000	3,070,000	-1.0%
Price/kwH	\$0.171	\$0.183	\$0.194	\$0.207	\$0.190	-8.2%
<b><u>Heating Oil</u></b>						
Total Cost	\$547,939	\$447,040	\$214,091	\$314,325	\$318,952	+1.5%
Gallons	143,000	127,000	102,700	125,730	114,000	-9.3%
Price/Gallon	\$3.83	\$3.52	\$2.08	\$2.50	\$2.80	+12%
Degree Days	5,695	6,000	5,401	6,104	6,104	0.0%
Above/(below) normal	-7.2%	-2%	-12%	0%	0%	

# Electrical Use and Cost



## Heating Oil Use and Cost





# Health & Dental Benefits

	<u>FY12</u>	<u>% Change FY12 vs. FY11</u>
• Gross Costs	\$3,966,694	-3.6%
• Employees Contributions	(\$618,777)	2.7%
• Retiree Contributions	(\$551,656)	-18.7%
• Net Cost to BOE	\$2,796,261	-1.4%



# Special Education Outplacements

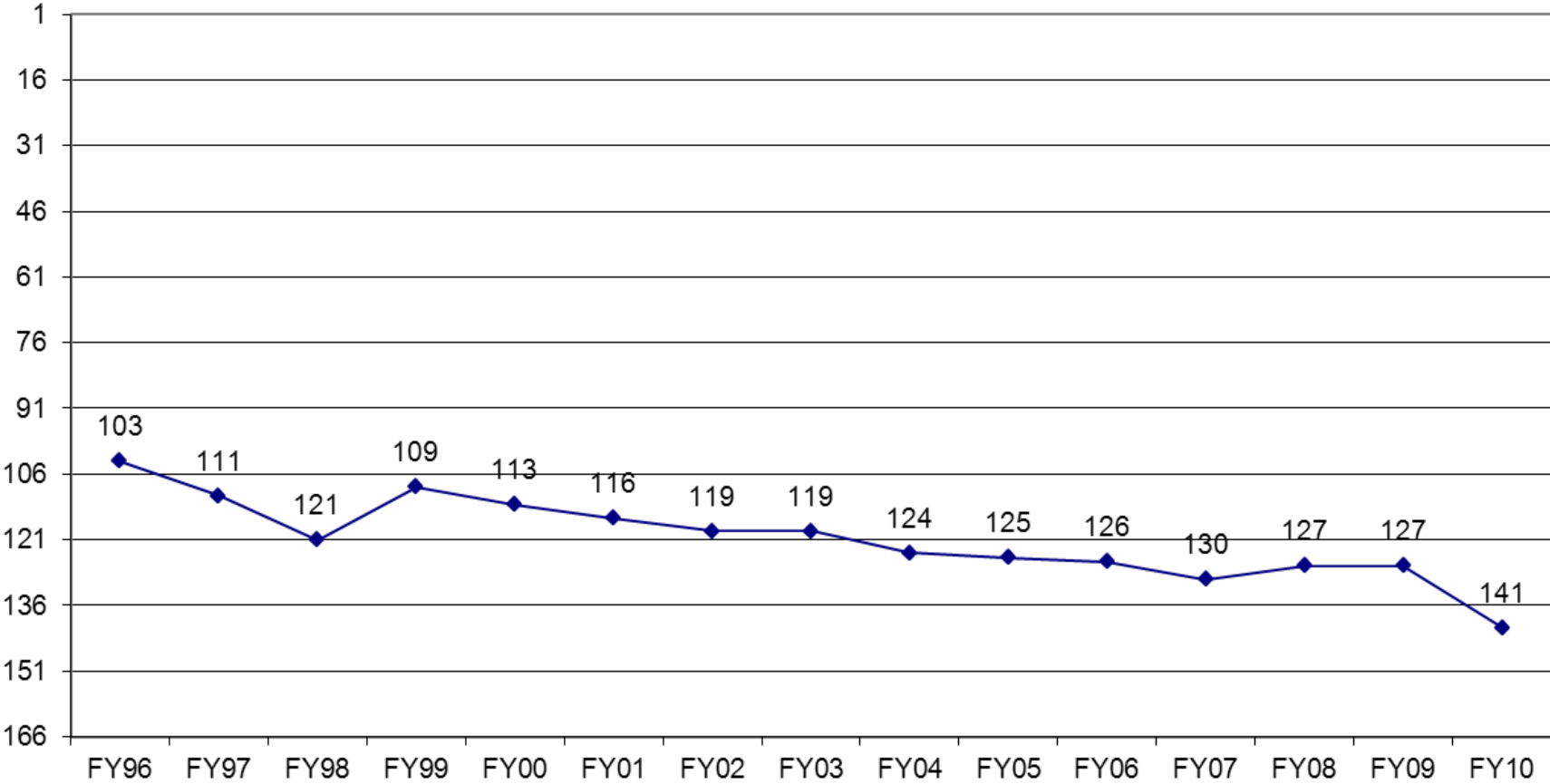
- \$152,947 increase (15.9%).
- Offset by \$7,569 increase in Excess Cost Grant.
- \$145,378 net cost increase to the Town for FY12.
- 5% of special education students are outplaced in Granby compared to 5.4%-8.9% from surrounding towns (FY09 state data).



# Revenue

		<u>% Change from FY11 to FY12</u>
<u>State Revenues</u>		
ECS	\$5,394,276	0%
School Transportation	\$77,525	-32.4%
Adult Education	\$3,051	0%
Sped--Excess Costs Grant	\$148,365	+5.4%
 <u>Local Revenues</u>		
Tuition-other Towns Reg. Education	\$706,171	-9.0%
Tuition-other Towns Spec. Education	\$110,500	+10.0%
Rental Fees	\$75,000	0%
Pay-for-Play	\$50,300	0%

### NCEP State Ranking for Granby



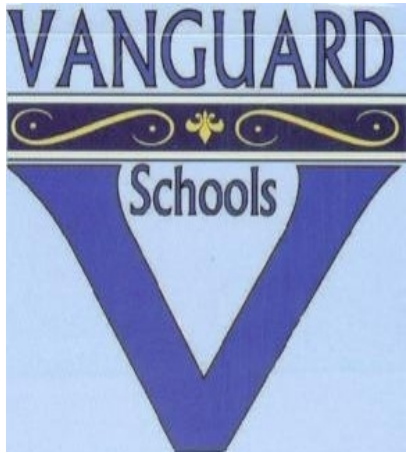
While Granby’s expenditures have lagged behind other districts in Connecticut, this graph illustrates the long-term effect of well managed budgets compared to other towns.



Ranking	District Name	NCEP
1	Greenwich	17,155
2	Woodbridge	14,557
3	Fairfield	14,455
4	District No. 5	13,602
5	Orange	13,480
6	Guilford	13,357
7	Monroe	12,813
8	South Windsor	12,734
9	Simsbury	12,660
10	Farmington	12,620
11	Trumbull	12,601
12	Madison	12,488
13	West Hartford	12,476
14	District No. 15	12,467
15	Newtown	12,087
<b>16</b>	<b>Granby</b>	<b>11,780</b>
17	Cheshire	11,761
18	New Fairfield	11,717
19	Avon	11,585
20	Brookfield	11,557
	<b>Average</b>	<b>13,141</b>



**During this same time period, Granby schools  
have demonstrated impressive results!**



HIGH SCHOOL



MIDDLE SCHOOL



INTERMEDIATE SCHOOL



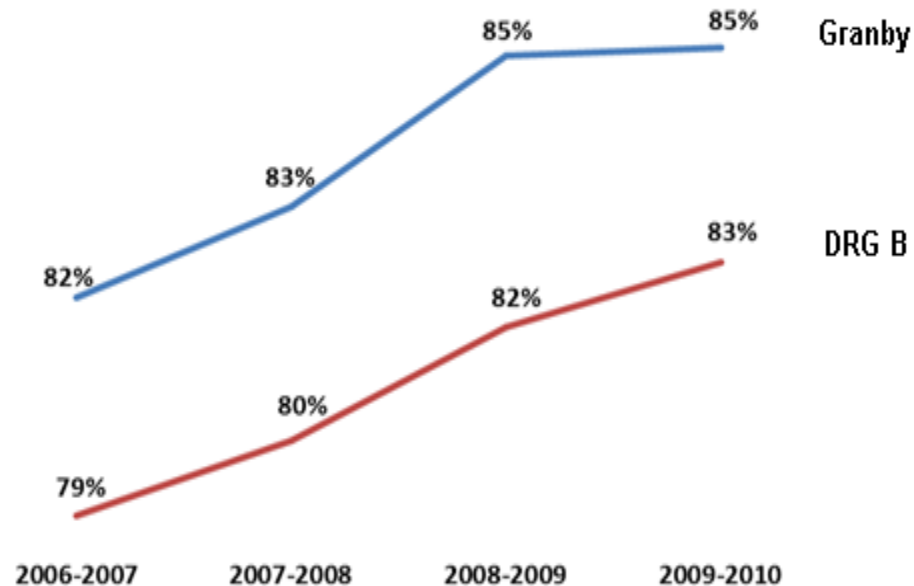
# Return on Educational Investment

- The 2009 edition of the *Connecticut Magazine* rated Granby second in the state in the education category for towns with a population from 10,000 to 15,000.
- The June 2009 edition of the *Hartford Magazine* recognized Granby Memorial High School as one of the top high schools in the greater Hartford area.
- Student participation on the Scholastic Aptitude Test has risen each of the last four years. Granby's scores have increased in all three assessed areas over previous year's scores. The percentage of students taking at least one Advanced Placement course is the highest it has been over the last four years and the percentage of students successful in Advanced Placement courses continues to be impressive.
- Federal NCLB requirements stipulate that districts are required to make adequate yearly progress toward reaching the goal, by 2014, of having 100% of its student population scoring at or above the Proficient level in mathematics and reading on the CMT and CAPT tests. Granby's scores are already at 100% (CMT Math), 96.2% (CMT Reading), 100% (CAPT Math), and 100% (CAPT Reading).

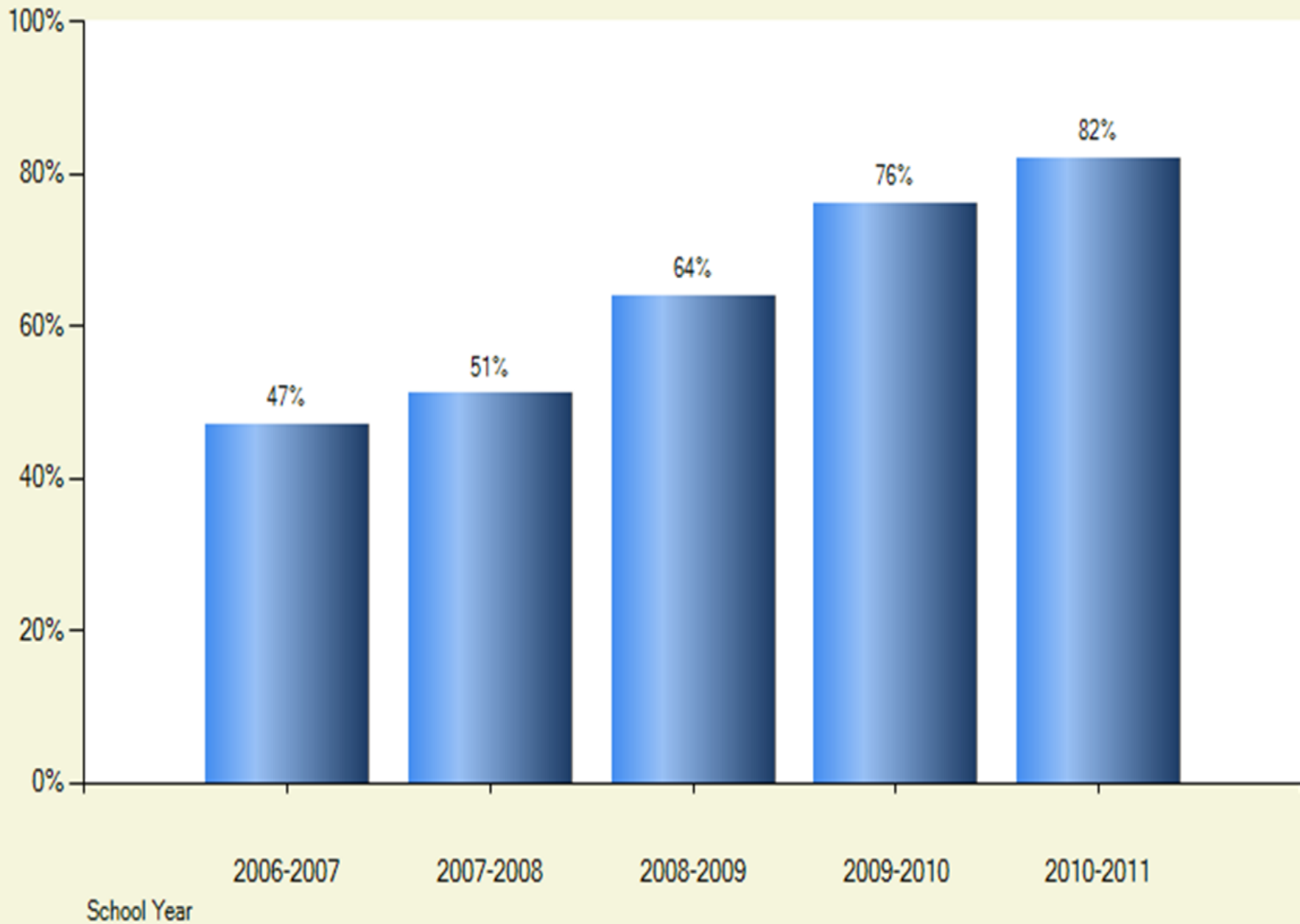


# Return on Educational Investment (Cont'd)

- Student achievement on the Connecticut Mastery Tests (CMT) and the Connecticut Academic Performance Test (CAPT) continue to be impressive. Highlights of the student performance this year include: first in the state in 4<sup>th</sup> grade math; first or second in the DRG in five different categories and in the top 25<sup>th</sup> percentile of the DRG in 50% of tests administered in grades 3-10.
- The total percentage of students meeting goal on all of the tests in grades 3-10 has shown growth over the past five years and continues to be above the DRG:



% Students Completing Grade 8 Algebra





# Some Conclusions From This Data

## *PROS*

- ❖ Granby is receiving a great return on its educational investment.
- ❖ The community is deservedly proud of the school system.
- ❖ The reputation and recognition of the school system continues to grow.
- ❖ Our schools have wonderful students, dedicated teachers and a high degree of parent and community support.
- ❖ District operations are highly efficient and resources are used wisely.
- ❖ Funds are used in ways that make a difference in student achievement.



# Some Conclusions From This Data

## CONCERNS

- ❖ The budget includes no funding for unanticipated expenditures or increases in enrollment.
- ❖ There is little room to realize future operational savings.
- ❖ Tight budgets, the need to reduce staff over the past three years and continued inadequate state funding for Open Choice and magnet schools are increasingly creating financial challenges for the district.
- ❖ Sustaining existing programs and school improvement efforts in the future will be difficult, if not impossible, with operating budgets that do not even reflect the annual inflation in operating costs.
- ❖ Future flat budgets and/or further reductions will mean that we will be in danger of negatively impacting the improvements which have been carefully nurtured over several years. The loss of momentum and amount of recovery time could seriously jeopardize the quality of education in Granby.
- ❖ The district still has some unaddressed large capital athletic field and facilities building needs that were identified in the 2007 NEAS&C High School Accreditation Report. The irony of our struggling economy is that it is the best time to borrow money for capital improvements. Putting some projects off only potentially increases the cost to the town.



Direct resources towards our most basic needs.

Protect class size at the primary level.

Reorganize and re-allocate resources to meet shifts in enrollment, to support teaching and learning and our work as a professional learning community.

**Our response is to protect that investment!**





Enrollment is projected to decline by 11% over the next 5 years.

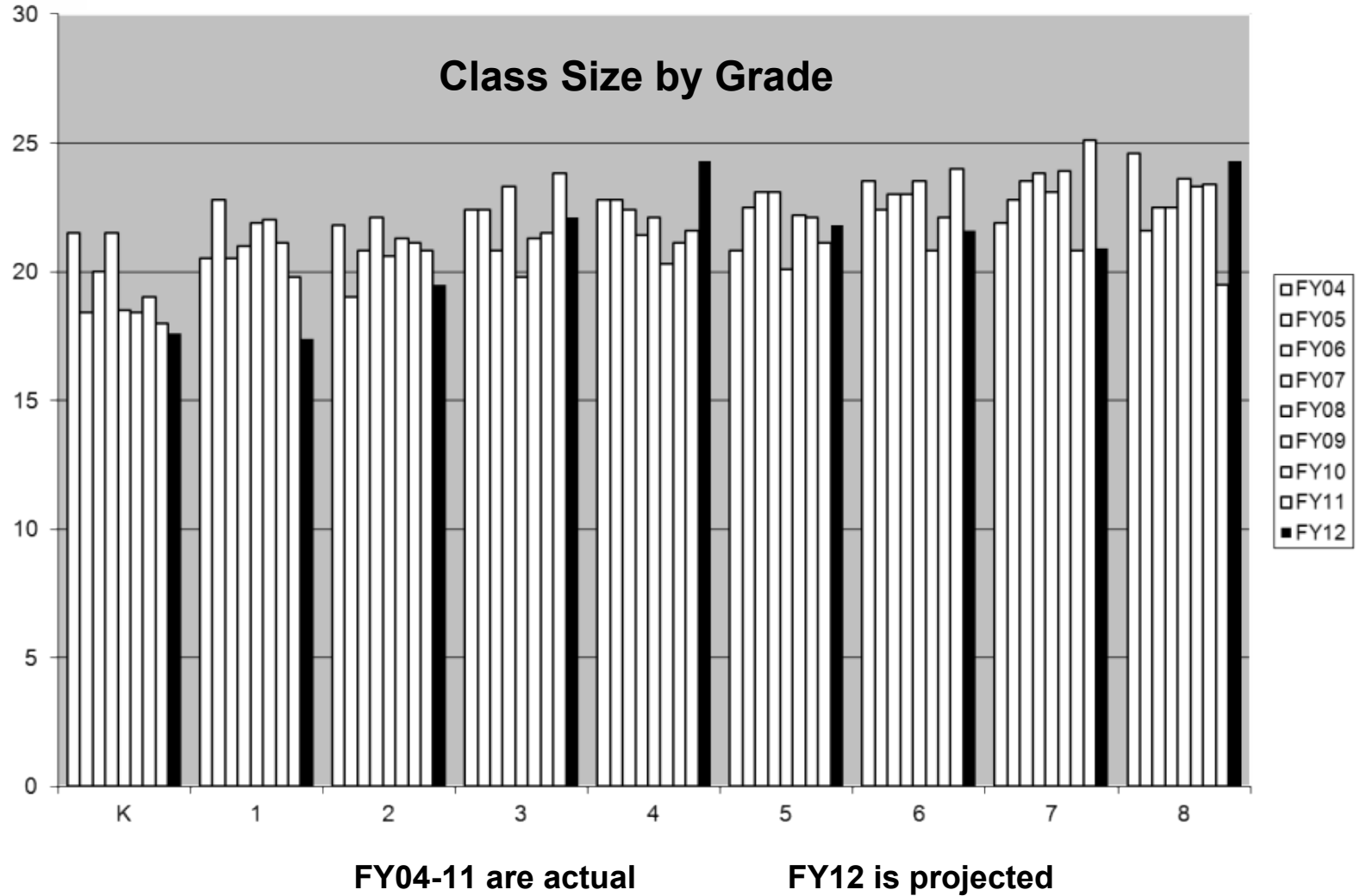
<b>YEAR</b>	<b>K-2</b>	<b>3-6</b>	<b>7-8</b>	<b>9-12</b>	<b>TOTAL</b>
<b>2006-2007</b>	495	726	370	687	2,278
<b>2007-2008</b>	488	706	374	750	2,318
<b>2008-2009</b>	465	680	379	736	2,260
<b>2009-2010</b>	<b>466</b>	<b>702</b>	<b>354</b>	<b>753</b>	<b>2,275</b>
<b>2010-2011</b>	<b>417</b>	<b>678</b>	<b>355</b>	<b>789</b>	<b>2,239</b>
<b>2011-2012</b>	<b>401</b>	<b>672</b>	<b>361</b>	<b>760</b>	<b>2,194</b>
<b>2012-2013</b>	366	661	341	783	2,151
<b>2013-2014</b>	379	617	349	762	2,107
<b>2014-2015</b>	369	585	347	743	2,044
<b>2015-2016</b>	353	553	333	752	1,991



<b>Year</b>	<b>Enrollment</b>	<b>Staff (FTEs)</b>
2008-2009	2,260	330.2
2011-2012	2,194	320.7
% Change	-3%	-3%



# Class sizes continue to be compatible with DRG & state averages





# Projected Average Class Sizes

	Granby BOE Guidelines		State* Averages	DRG* Averages	Projected Granby Averages
Kindergarten	18 students	<b>Kindergarten</b>	18.3	18.4	17.6
First/Second	21-22 students	<b>2<sup>nd</sup> grade</b>	19.3	19.4	19.5
Intermediate	23-25 students	<b>5<sup>th</sup> grade</b>	21.0	22.0	21.8
Middle School	23-25 students	<b>7<sup>th</sup> grade</b>	20.5	21.6	20.9
High School	18-25 students	<b>9<sup>TH</sup>-12<sup>TH</sup> GRADE</b>	19.3	20.0	22.6

*\*Data from 2008-2009 CSDE Strategic School Profiles. 2009-2010 data not available from the state.*



## ***Support the mission, vision, values and performance goals of the district***

- Elementary World Languages - Not funded in FY12 budget
  - GEF Global Learning Academy
- Early Childhood Education – No costs, programmatic changes or implementation plans will take place next year.
- High School Reform – Not funded
- Link and Learn Program – Discontinued
- PLCs – Quality time for teachers to meet at no cost



## ***Be responsive to the economic climate and guidelines set by the Board of Finance***

- Assistance from our teachers in F11 & FY12(Approx. \$483K & \$165K)
- No New Programs in operating budget
- Operating Line Items (FY09-FY12)
  - Purchased services instructional (-\$61K, -23%)
  - Communications (-\$28K, -23%),
  - Conference & Travel (-\$21K, -28%)
  - Text and Workbooks (-\$54K, -24%)
  - Supplies (-\$ 23K, -4%)
  - Library Support (-\$15K, -22%)
  - Special Education Tuition and Transportation (+\$342K, +44%)
- Transportation – Costs contained through efficient routing (\$76,000/2 years)
- Athletics & Extracurricular Activities – Level funded (except for contractual obligations)
  - Varsity Volleyball (no additional cost)
  - Varsity Football (fully funded by parents)



***Be responsive to the economic climate and guidelines set by the Board of Finance (Cont'd)***

- Maintenance Purchased Services & Supplies (increase \$22,017)
- Capital Funds (-\$5,000)
- Health & Employee Benefits (FY11 is 4.4% below budgeted rate)
- Utilities and Energy Savings
  - 15% in electricity usage from FY08
  - 20% in heating oil usage from FY08
- Insurance - reduced \$23,944 (25%)



***Maintain levels of personnel, program, infrastructure, and services that meet the essential needs of the district***

- Class Size – same # sections in each school
- Software (\$12,075) – License fees & centralization of site budgets
- Curriculum/Professional Development – Net zero line item adjustments
- Text Books (\$23,525)
  - Support for readers/writers workshop and
  - AP Languages, American Studies, AP European History
- Transportation – 3 new buses (includes 1 small wheel chair bus)
- Special Education - tuition and transportation are increasing by \$152,947. The total gross cost of special education tuition and transportation is \$1,112,926, which represents 4.1% of the FY12 budget. The cost will be offset by receiving \$148,364 from the state's excess cost grant.



## ***Utilize Redeployment of Efficiencies and Resources***

- -1.7 FTE teaching assistants - reflects actual current needs over budgeted FY11 positions.
- A net reduction of -0.9 FTE special education personnel:  
A 1.0 FTE school psychologist position that was funded through ARRA IDEA Grant and a 0.2 FTE speech pathologist position (IDEA grant) have been eliminated and the impact of this loss has been offset with a 0.3 FTE Special Education Behavioral Consulting Teacher. This position is funded from the Open Choice Support Grant and will exist only while state funding exists.
- College and Career Center Teaching Assistant – use of current staff
- District & Community Partners Special Education Opportunities Review



## Quality & Diversity

- Funding received for educating students (\$2,500/student) through the Open Choice Program is deposited into the Q&D fund for Board of Education use.
- Granby taxpayers do not contribute local tax revenues into this fund.
- Historically, the Board's conservative funding plan has protected the Board's and Town's liability for magnet school tuition costs. Should state funding for Open Choice remain at current levels and magnet school enrollment continue to increase, the Q&D expenditures starting FY11 will exceed the Q&D revenues on an annual basis. Under this scenario, Q&D balances are inadequate to fund the run-out costs for students that attend magnet schools.



## Quality & Diversity (Cont'd)

An expenditure plan is developed each year as part of the budget development cycle. Revenues are then appropriated from the fund to cover these expenses. In FY11 \$365,060 was appropriated from the Quality and Diversity Fund. The FY12 appropriation request of \$366,382 will support the following programs and support services:

- Magnet School Tuition and Transportation
- Extended Day Kindergarten Program
- Academic Support (summer school and school year)
- School/Student/Family Support
- International Education
- Enrichment



## Quality & Diversity FY12 New Expenditures

- Two (2) additional seats for high school students who attend the welding program through the College Connections Manufacturing Program at Asnuntuck Community College and one additional magnet school seat (\$9,285).
- Four extracurricular advisor stipends for the following clubs: Destination Imagination, MS & HS Robotics, and Angel Horses (\$3,184) and \$2000 for Robotic supplies.
- Increased stipend for the Director of Summer School (\$1,000).
- One section of Chinese Mandarin II to provide for the students who have successfully completed Chinese Mandarin I (\$14,000).



# Small Capital Plan

• Transportation	
– Existing Equipment Leases	\$189,115
– New Commitments	\$26,807
• Building Maintenance	\$68,903
• Furniture & Equipment	\$11,045
• Technology	
– Existing Equipment Leases	\$207,657
– New Commitments	\$21,473
<b>Total</b>	<b>\$525,000</b>

# Large Capital Priorities

- Athletic field facility
- Maintenance and Facility Storage















# Budget Summary

Proposed Operating Budget	\$27,036,319
Less Federal Education Jobs Fund Grant	(\$315,407)
Net Operating Budget Request = 0.2%	\$26,720,912
Small Capital	\$525,000
Quality and Diversity	\$366,382
<b>TOTAL APPROPRIATION REQUEST</b>	<b>\$27,612,294</b>



Questions?

**Finance/Personnel/Facilities Subcommittee Meeting Minutes  
February 16, 2011  
5:30 p.m.**

Attendance:

Matt Wutka	Present	Alan Addley	Present
Ed Ohannessian	Present	Harry Traver	Present
Marie Nicholls	Absent	Santi Camarotti	Present

Meeting commenced at: 5:30 p.m.

Meeting adjourned at: 6:50 p.m.

1. December and January Statements of Accounts – Received through January – balance of \$0 forecast with \$196K applied to special education fund.
2. Review of Year-to-Date Budget Transfers – No issues.
3. Snow Removal Budget – Second lowest cost per hour of 33 towns reporting. 1.5” deflection on most roofs.
4. Review of Annual Facilities Report – Nothing major on the plans for next year.
5. Update on High School Electronics Lab – First draft reviewed for three potential areas in Buildings 1, 3 or 4.
6. Other –
  - Robotics to report on financing at next month’s meeting.
  - Review of M&J audit from the state.



February 26	Coffeehouse	7:00 p.m.	HS Commons
March 7	Parent Night: Prevent Homework Headaches!	6:30-8 p.m.	Wells Road Media Center
March 2	Curriculum Subcommittee Meeting Regular BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services Central Services
March 4	Early Release All Schools Professional Development		
March 7	Parent Night: Prevent Homework Headaches!	6:30-8 p.m.	Wells Road Media Center
March 7	CAPT begins		
March 8	CMT begins		
March 9	CABE: A Day on the Hill		State Capitol
March 9	Budget Workshop	7:00 p.m.	Central Services
March 10	Early Release – Secondary Only - Conferences		
March 10	Kindergarten Registration	5:30-8 p.m.	Kearns
March 16	Finance Subcommittee Meeting Regular BOE Meeting/Workshop	5:30 p.m. 7:00 p.m.	Central Services Central Services
March 18	Kelly Lane Ice Cream Social	6:30-8:30 p.m.	Kelly Lane
March 23-25	Early Release – Elementary Only - Conferences		
March 23	Budget Workshop (if needed)	7:00 p.m.	Central Services
March 25	Middle School Luau Dance	600-8:30 p.m.	MS Gym/Cafe
March 25	High School Play, The Music Man	7:00 p.m.	HS Auditorium
March 26	High School Play, The Music Man	2:00 & 7:00 p.m.	HS Auditorium
March 28	Board of Finance Budget Hearing	7:00 p.m.	Senior Center
March 30	Spring Athlete Parent Night	7:00 p.m.	HS Auditorium
April 1-2	Middle School Drama Play	7:00 p.m.	MS Cafeteria
April 6	Grandparents'/Senior Citizens' Day	12:30-2:00 pm	GMMS
April 6	Curriculum Subcommittee Meeting Regular BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services Central Services
April 8	GranBee (GEF Event)	7:00 p.m.	HS Auditorium
April 11	Town of Granby Budget Hearing	7:00 p.m.	HS Auditorium
April 12	Spring Parents' Day	7:30-9:15 a.m.	GMMS
April 18-22	Spring Vacation		
April 25	Annual Town Meeting	7:00 p.m.	HS Auditorium