

Groton Public Schools
Finance/Facilities Committees
Meeting Minutes
August 17, 2015, 6:00 p.m.
School Administration Building, Room 19

Members Present: Jay Weitlauf, Andrea Ackerman

Members Absent: Lee White

Also Present: Michael Graner, Don Meltabarger, Sam Kilpatrick

1. Call to Order - The meeting was called to order by Chairman Weitlauf at 6:03 p.m.
2. Approval of 7/20/15 Minutes - A motion was made by Andrea Ackerman and seconded by Jay Weitlauf to approve the minutes of July 20, 2015. **Passed - Unanimously**
3. Business Manager Report:
 - Don Meltabarger reported that the salary account has additional savings of \$209,294 due to the replacement of top step teachers with lower step teachers.
 - The health insurance reserve account is now \$1,225,046.
 - The summer food service program that serves free breakfasts and lunches has increased by 15.9% over last summer's program. The total number of meals served this summer was 29,052.
 - The current enrollment report indicates that the total student population has decreased by 104 students over last year.
 - The interactive whiteboard projectors are ready to be installed; however, the new whiteboards are not yet available. Sam Kilpatrick will install older whiteboards while the new boards are being shipped.
 - We have installed 300 new chromebooks for FHS freshman, 84 chromebooks for WSM, and 60 classroom chromebooks.
 - Client First Consultants will meet with district administrators to prepare a proposal to upgrade the district finance software program.
4. Review of Warrants - Jay Weitlauf explained the process for approving warrants and posed several questions regarding the requirements for signing warrants. The committee requested that the Superintendent investigate the policy requirements.
5. Update re: FY15 Budget Close Out - Don Meltabarger reported that the FY15 budget is currently being closed out and the data is being incorporated into the ED001 report.
6. Director of Buildings and Grounds Report - Sam Kilpatrick reported that the Fitch High School sign will be moved to the road prior to the start of the school year. He further reported that the Charles Barnum asbestos project has been completed.
7. Enrollment Projections - See the Business Manager Report (item #3 above) as well as the attachment.
8. Redflex Traffic Systems - Jay Weitlauf explained that the Groton busses have had problems in the past with motorists failing to stop for school bus stop arms. Jay described the Redflex Student Guardian System that would enable the district and town to prosecute motorists. The committee requested that the Superintendent meet with the Groton police chiefs to consider the feasibility of implementing the program.
9. Adjournment - The meeting adjourned at 7:15 p.m.

NEXT MEETING: Monday, September 21, 2015

		Registration/Enrollment at 8/14/15		at 10/1/14		at FY16		Change	
		FY16 vs. FY15 and PSIS 10/1/14							
		FY15		FY16					
		Registrations		Registration					
		To Date at 8/14/14		To Date at 8/14/15		Pace Change from Prior Year			
Enrollment By School									
Charles Barnum		311	351	40					
Claude Chester		336	357	21					
Catherine Kolnaski		372	362	(10)					
Mary Morrisson		348	375	27					
Northeast Academy		389	383	(6)					
Pleasant Valley		264	280	16					
S.B. Butler		295	283	(12)					
Total		2,315	2,391	76					
CMS		457	496	39					
WSMS		484	470	(14)					
Total		941	966	25					
FHS		1,091	1,094	3					
Total		4,347	4,451	104					

		FY15		FY16		at 10/1/14		at FY16		Change	
		Enrollment		Registration		Enrollment		Enrollment		Change	
		10/1/14		8/14/15		10/1/14		8/14/15		Change	
Pre-Sch		358	351	(7)							
SPED SC		356	357	1							
Total		400	362	(38)							
Pre-K		396	375	(21)							
1		399	383	(16)							
2		287	280	(7)							
3		309	283	(26)							
4		2,505	2,391	(114)							
5		461	496	35							
Total		473	470	(3)							
1		934	966	32							
2		1,089	1,094	5							
3		4,528	4,451	(77)							

		FY15		FY16		at 10/1/14		at FY16		Change	
		Enrollment		Enrollment		Enrollment		Enrollment		Change	
		8/14/15		8/14/15		8/14/15		8/14/15		Change	
Pre School		43	43	0							
Pre-K		17	17	0							
Full day K		60	60	0							
1		61	61	0							
2		48	48	0							
3		38	38	0							
4		42	42	0							
5		37	37	0							
Total		346	346	0							
Pre School		43	43	0							
Pre-K		17	17	0							
Full day K		60	60	0							
1		61	61	0							
2		48	48	0							
3		38	38	0							
4		42	42	0							
5		37	37	0							
Total		346	346	0							

	FY15 Enrollment To Date at 8/14/14					FY16 Enrollment To Date at 8/14/15					8/14/15 Enrollment Pace		FY15 Enrollment PSIS					
	GRADE	Enrollment	FTE	Avg Class Size		GRADE	Enrollment	FTE	Avg Class Size	SC	Ret	Total	FY16 vs. FY15	10/1/14	Change			
	Pre School	Pre-K	Full day K	1	2	3	4	5	Total	Pre School	Pre-K	Full day K	1	2	3	4	5	Total
Catherine Kolmaski	Pre School	12	0.0	0		Pre School	9	0.0	0		ECAT	9	(3)					
	Pre-K	29	1.0	15		Pre-K	11	1.0	6			11	(18)					36 (16)
	Full day K	54	3.0	18		Full day K	48	3.0	16			48	(6)					58 (10)
	1	58	4.0	15		1	59	4.0	15		1	59	1					61 (2)
	2	66	3.0	22		2	59	3.0	20			59	(7)					66 (7)
	3	52	3.0	17		3	66	3.0	22	1		67	15					62 5
	4	50	3.0	17		4	54	3.0	18	3		57	7					59 (2)
	5	51	3.0	17		5	51	3.0	17	1		52	1					58 (6)
	Total	372	20.0			Total	357	20.0		5		362	(10)					400 (38)
Mary Morrisson	Pre School	60	2.0	15		Pre School	42	2.0	11			42	(18)					
	Pre-K	0	0.0	0		Pre-K	0	0.0	0			0	0					49 (7)
	Full day K	70	4.0	18		Full day K	74	4.0	19	1	2	75	5					70 5
	1	64	4.0	16		1	61	4.0	15	1		62	(2)					76 (14)
	2	54	3.0	18		2	65	4.0	16	2		67	13					71 (4)
	3	43	3.0	14		3	53	3.0	18	1		54	11					46 8
	4	34	2.0	17		4	41	2.0	21	1		42	8					43 (1)
	5	23	2.0	12		5	33	2.0	17			33	10					41 (8)
	Total	348	20.0			Total	369	21.0		6		375	27					396 (21)
Northeast Academy	Pre School	1	0.0	0		Pre School	0	0.0	0			0	(1)					
	Pre-K	0	0.0	0		Pre-K	0	0.0	0			0	0					0 0
	Full day K	62	3.0	21		Full day K	61	3.0	20		1	61	(1)					61 0
	1	64	4.0	16		1	62	4.0	16			62	(2)					68 (6)
	2	69	3.0	23		2	66	3.0	22			66	(3)					70 (4)
	3	66	3.0	22		3	71	3.0	24			71	5					67 4
	4	52	3.0	17		4	73	3.0	24			73	21					58 15
	5	75	3.0	25		5	50	3.0	17			50	(25)					75 (25)
	Total	389	19.0			Total	383	19.0		0		383	(6)					399 (16)
Pleasant Valley	Pre School	1	0.0	0		Pre School	0	0.0	0			0	(1)					
	Pre-K	0	0.0	0		Pre-K	0	0.0	0			0	0					0 0
	Full day K	43	3.0	14		Full day K	51	3.0	17		4	51	8					54 (3)
	1	61	3.0	20		1	44	3.0	15		1	44	(17)					65 (21)
	2	43	3.0	14		2	63	3.0	21			63	20					43 20
	3	39	3.0	13		3	47	2.0	24			47	8					40 7
	4	34	2.0	17		4	42	2.0	21			42	8					43 (1)
	5	43	2.0	22		5	33	2.0	17			33	(10)					42 (9)
	Total	264	16.0			Total	280	15.0		0		280	16					287 (7)

	FY15 Enrollment To Date at 8/14/14					FY16 Enrollment To Date at 8/14/15					SC	Ret	Total	8/14/15 Enrollment Pace FY16 vs. FY15	FY15 Enrollment PSIS 10/1/14	Change
	GRADE	Enrollment	FTE	Avg Class Size	Enrollment	FTE	Avg Class Size	Enrollment	FTE	Avg Class Size						
	Pre School	43	2.0	22	34	2.0	17	0	0.0	0						
	Pre-K	0	0.0	0	0	0.0	0	0	0.0	0						
	Full day K	32	2.0	16	32	2.0	16	32	2.0	16	3	2	35	3	34	1
	1	42	2.0	21	32	2.0	16	42	2.0	21	3		35	3	48	(13)
	2	44	2.0	22	42	2.0	21	42	2.0	21	3		45	1	44	1
	3	48	3.0	16	42	2.0	21	42	2.0	21	1		43	(5)	53	(10)
	4	32	2.0	16	47	3.0	16	47	3.0	16	6		53	21	38	15
	5	54	3.0	18	35	2.0	18	35	2.0	18	3		38	(16)	59	(21)
	Total	295	16.0		264	15.0		264	15.0		19		283	(12)	309	(26)
		2315	127.0	53 SC Total Enrollment	2368	126.0		2353	126.0		38	Total	2391	76	2,505	(114)
		FY15			FY16			Registered								
		Registered			Registered			183					183	19	161	22
	6	164			164			164					164	24	146	18
	7	153			149			149					149	(4)	154	(5)
	8	457			496			496			0		496	39	461	35
	Total	484			470			470			0		470	(14)	473	(3)
	6	173			153			153					153	(20)	172	(19)
	7	157			174			174					174	17	150	24
	8	154			143			143					143	(11)	151	(8)
	Total	484			470			470			0		470	(14)	473	(3)
	9	284			313			313					313	29	284	29
	10	273			265			265					265	(8)	270	(5)
	11	269			259			259					259	(10)	277	(18)
	12	265			257			257					257	(8)	258	(1)
	Total	1,091			1,094			1,094			0		1,094	3	1,089	5
		4,347			4,413			4,413			38		4,451	104	4,528	(77)