

GROTON BOARD OF EDUCATION  
SPECIAL FINANCE/FACILITIES COMMITTEE MEETING MINUTES  
MAY 5, 2020 @ 6:00 P.M.  
REMOTE MEETING

**MEMBERS PRESENT:** Jay Weitlauf, Jane Giulini, Liz Porter

**ALSO PESENT:** Mike Graner, Sam Kilpatrick, Ken Knight, Susan Austin, Dennis Colclough, Andrea Ackerman

1. Call to Order – Chairman Weitlauf called the meeting to order at 6:02 p.m.
2. Review March 2, 2020 Meeting Minutes – The minutes were reviewed and accepted as presented.
3. Budget Review
  - FY20 – Ken Knight reviewed the FY20 anticipated cost avoidance to offset the Board’s budget increase; that amount will allow the budget to have a zero percent increase. Ken also explained the unanticipated expenses that the Board is experiencing due to the COVID-19 pandemic. Dennis Colclough reported that many of our current Chromebooks will need to be replaced because the computers need to be upgraded to handle state-wide testing. Susan Austin reported that two-thirds of the FY20 Alliance funding can be earmarked for technology.
  - FY21 – Mike Graner explained that the funds from the CARES Act are estimated to be \$688,000; however, the district has not yet received detailed information about the funds.
4. Update re: Transportation Contracts
  - STA – Ken Knight reported that the district has reached an agreement regarding the amount owed to STA after the rehiring of their drivers. Final payment will not be made until all the provisions of the agreement have been satisfied.
  - Curtin – Ken Knight, Mike Graner, and Sam Kilpatrick will meet with Curtin tomorrow to determine the appropriate amount of the contract that should be paid for the remainder of the year. Groton will agree to pay a fair amount of the company’s fixed expenses.
5. Update re: COVID-19 Data Request Chart – Ken Knight presented the attached chart he submitted to the town indicating the financial impact of the COVID-19 pandemic. These expenses will be collated by the town from its various departments and submitted to FEMA for reimbursement.
6. Update re: Curriculum Coordinators Salary – Mike Graner explained that the proposed agreement for the Curriculum Coordinators salaries would consist of 93 days at the teacher’s contractual rate, 93 days at the rate paid to the Dean per the AGSA contract, and 14 additional days paid at the Dean’s contractual rate.
7. Review of Funding for the Additional SBB Special Ed Teacher and FHS Literacy Specialist – Mike Graner explained that the special education teacher at SBB would be paid through the operating budget pending the elementary school consolidation in the fall of 2021; the position will be eliminated once the schools are consolidated. Susan Austin explained that the funds for a high school Literacy Specialist are available because the DoDEA STEM grant is now paying for the high school math tutor. Those funds previously used for the tutor are now available to hire a .5 Literacy Specialist.

8. Update re: CARES Act Elementary and Secondary Emergency Relief Fund – Mike Graner explained that the information regarding the CARES Act is pending from the CSDE.
9. Possible Waiver of Bidding Procedure for FY20 Remaining Instructional Supplies – Ken Knight explained the request to use electronic notification of sellers because providing hard copies of each item on the detailed bid list is extremely time consuming. The committee asked Mike Graner to review the bidding policy and determine if it is possible to waive the procedure regarding electronic notifications.
10. Facilities Updates – Sam Kilpatrick provided the following updates:
  - Groton Middle School – This project is proceeding on time, and teachers are packing materials for a move in mid-June.
  - Elementary School Construction – Excavation work as begun at both Cutler and West Side Middle Schools.
  - CIP Projects
    - FHS Asbestos Removal – Sam met with the floor tile consultant; however, the project may need to be delayed due to the pandemic.
    - FHS Tennis Court Resurfacing – This project has been sent out to bid.
    - Portable Classrooms Relocation – Plans are being developed for the relocation of the portable classrooms.
    - NEA HVAC Upgrades – This project will begin in July.
    - Video Surveillance System – Bid specs are being developed.
11. Adjournment – The meeting adjourned at 7:00 p.m.

Municipality Name	Estimate of Revenue Impact	Description of Revenue Loss	Fund Balance as of 6/30/19	Cashflow Challenges (Y/N)	Cashflow Tools	Proj Deficit Pre-COVID	Proj Deficit Post-COVID
Groton Board of Education	\$ 159,241.00	Tuition Revenue for Before/ After School Care	\$ 153,126.00	Y	Personnel being paid out of fund balance	\$ -	\$ (78,410.00)

**ESTIMATE WORKSHEETS**

**Estimate of Revenue Impact**

Tax Deferral Program	\$ -
Low Interest Program	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Paid and Incurred Direct Costs Estimated Thru June 30	YTD Actuals	Projected thru 6/30 (incl YTD)	Previously Unbudgeted (Y/N)	Potential Stimulus Source	Description
Cleaning Supplies	\$ 13,074.82	\$ 16,343.52	Y		Germx, wipes, bleach
Equipment (IT, teleworking, etc.)	\$ 11,245.65	\$ 200,083.65	Y	CARES Act - Elem & Sec School Emergency Relief Fund	Zoom, Hot spots, Google Voice, Document cameras, Zoho Remote Asst, Laptops for Staff, Chromebook replacements
Food Programs	\$ 24,664.00	\$ 73,993.00	Y	CARES Act - Elem & Sec School Emergency Relief Fund	Cost of food, labor (production & disbursement)
Local Health Department	\$ -	\$ -			
Non-Congregate Sheltering	\$ -	\$ -			
Overtime Related to Response	\$ -	\$ -			
PPE (masks, gloves, etc.)	\$ 453.60	\$ 700.00	Y		Gloves, masks
	\$ -	\$ -			
	\$ -	\$ -			
	\$ -	\$ -			
	\$ -	\$ -			
	\$ -	\$ -			
	\$ -	\$ -			
	\$ -	\$ -			
	\$ -	\$ -			
<b>TOTALS</b>	<b>\$ 49,438.07</b>	<b>\$ 291,120.17</b>			