

**GROTON BOARD OF EDUCATION
REGULAR MEETING
MAY 26, 2020 @ 6:00 P.M.
REMOTE MEETING**

NOTE: This meeting is being held remotely due to the Coronavirus concern. Members of the public may view or listen to the meeting by following the below steps:

- 1) Using Google Chrome browser, go to www.grotonschools.org
- 2) Hover your mouse over "About Us" and click on Board of Education
- 3) The link to the meeting will be posted prominently on the Board of Education page

Mission Statement: Our mission is teaching and learning.

Board Goals: (1) Provide Dynamic Rigorous Curriculum, (2) Ensure Effective and Engaging Instruction, (3) Embrace Excellent Learning Environment

AGENDA

I. CALL TO ORDER

- A. Pledge of Allegiance

II. RECOGNITION AND PARTICIPATION OF VISITORS AND DELEGATIONS

III. STUDENT REPRESENTATIVE REPORT

IV. SUPERINTENDENT AND ADMINISTRATION REPORTS

A. Superintendent Report

1. Return to School Road Map Planning
2. Fitch High School Graduation Planning
3. Review of the Proposed Job Description for the Student Services Facilitator - Grades 6-12 (Attachment #1)
4. Update re: Humanities Curriculum Coordinator
5. Update re: High School Literacy Specialist

B. Reports and Information from the Staff

1. Assistant Superintendent
 - Update re: FY20 Alliance Funding
 - Orientation to the DoDEA 2020 Career Pathways Grant
2. Business Manager Report
 - Object Code Summary (Attachment #2)
 - Health Insurance Report
3. Director of Buildings and Grounds
 - Groton 2020 – Update re: Middle School Packing and Moving Preparation
 - Update re: Construction Projects
 - Groton Middle School
 - Elementary School at Cutler Site
 - Elementary School at West Side Site

V. COMMITTEE REPORTS

- | | |
|-----------------------|------------------------|
| A. Policy | D. Other: |
| B. Curriculum | - Negotiations |
| C. Finance/Facilities | - LEARN |
| | - BoE/TCC/RTM Liaison |
| | - BoE/AGSA/GEA Liaison |
| | - Trails Liaison |
| | - Groton Scholarship |

VI. ACTION ITEMS

- A. Consent Agenda – all matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion. Points of clarification will be allowed.

1. Approval of the Regular Meeting minutes of April 27, 2020 (Attachment #3)

B. Old Business

1. Discussion and possible action regarding a second reading of policy P 4118.13 Conflict of Interest (Attachment #4)

MOTION: To approve as a second reading of policy P 4118.13 Conflict of Interest

2. Discussion and possible action regarding a second reading of policy P 5141.27 Use of Automatic External Defibrillators (Attachment #5)

MOTION: To approve as a second reading of policy P 5141.27 Use of Automatic External Defibrillators

C. New Business

1. Discussion and possible action regarding a first reading of policy P 3230.1 Federal Grant Procurement and regulations for policy R 3230.1 Federal Grant Procurement Checklist and R 3230.1 Federal Grant Procurement (Attachment #6)

MOTION: To approve as a first reading of policy P 3230.1 Federal Grant Procurement and regulations for policy R 3230.1 Federal Grant Procurement Checklist and R 3230.1 Federal Grant Procurement

2. Discussion and possible action regarding a first reading of policy P 3323 Bidding and regulations for policy R 3323 Bidding Checklist and R 3323 Bidding Regulations (Attachment #7)

MOTION: To approve as a first reading of policy P 3323 Bidding and regulations for policy R 3323 Bidding Checklist and R 3323 Bidding Regulations

3. Discussion and possible action regarding a first reading of policy P 4118.7 Good Samaritan (Attachment #8)

MOTION: To approve as a first reading of policy P 4118.7 Good Samaritan

C. New Business (cont'd)

4. Discussion and possible action regarding a first reading of policy P 1230 Parent Organizations and Booster Clubs (Attachment #9)

MOTION: To approve as a first reading of policy P 1230 Parent Organizations and Booster Clubs

5. Discussion and possible action regarding the approval of a one-year contract extension for the Groton Schools Custodian and Maintenance Association bargaining unit for the period of July 1, 2020 to June 30, 2021

MOTION: To approve a one-year contract extension for the Groton Schools Custodian and Maintenance Association bargaining unit for the period of July 1, 2020 to June 30, 2021

6. Discussion and possible action regarding the proposed Schedule C stipends for Groton Middle School for the 2020-21 school year (Attachment #10)

MOTION: To approve the proposed Schedule C stipends for Groton Middle School for the 2020-21 school year.

7. Discussion and possible action regarding the adoption of the revised FY21 Board of Education Budget (Attachment #11)

MOTION: To approve the adoption of the revised FY21 Board of Education Budget

8. Discussion and possible action regarding approval of the proposed technology equipment plan (Attachment #12)

MOTION: To approve the proposed technology equipment plan

9. Discussion and possible action regarding the proposed funding of the Tree House Summer Program (Attachment #13)

MOTION: To approve the proposed funding of the Tree House Summer Program

VII. INFORMATION AND PROPOSALS (Non-Action Items)

- A. Letters, communications, and comments by Board members on meeting items and any other items in their jurisdiction.

VIII. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items for Board Attention

June 1	Special Curriculum Committee	4:00 p.m.
June 1	Policy Committee	5:00 p.m.
June 8	C.O.W.	6:00 p.m.
June 15	C.O.W.	6:00 p.m.
June 22	Regular	6:00 p.m.

Meetings w/Town Bodies:

June 3	Town & City Councils/BoE/RTM	5:30 p.m.
June 4	PSBC	6:00 p.m.
June 18	PSBC	6:00 p.m.

B. Suggested Agenda Items

IX. ADJOURNMENT

Student Services Facilitator, Grades 6-12

Groton Middle School & Fitch High School

JOB DESCRIPTION

DEPARTMENT: Pupil Personnel

JOB TITLE: PPT FACILITATOR (Teacher Contract)

REQUIREMENTS: Valid CT 065/165 Special Education Teacher Certification, or other PPS Certification and #092 CT administrator certification is required.

Experience with the PPT process and IEP development, Section 504 Process and Accommodation Plan development, Excellent communication skills, ability collaborate, good organizational skills, excellent oral and written communication, and knowledge various disabilities and how they impact students at the secondary level.

Position: 55% Administration/45% teacher

REPORTS TO: Building Principals

RECEIVES GUIDANCE FROM: PPS Director and Secondary PPS Supervisor

ESSENTIAL FUNCTIONS AND DUTIES:

1. Coordinates PPT and Section 504 meeting schedules based on compliance requirements, parent requests, and student needs.
2. Collaborates with the PPS Director, supervisor of special education (6-12), principals and staff in planning the instructional support program and support services for special education and Section 504 pupils.
3. Maintain an electronic database of student IEP and Section 504 and evaluation dates.
4. Chair PPT and Section 504 meetings as designated by the building principal.
5. Complete IEP and Section 504 documents and collaborate with staff in order to ensure that IEPs and Section 504 Accommodation Plans meet compliance regulations.
6. Finalizes IEP and Section 504 documents and provide feedback to staff regarding IEP and Section 504 plan development, progress marks, and evaluation reports.
7. Serve as a building resource in using IEP and Section 504 software and assists staff as needed.
8. Maintain the confidentiality of students and their families.
9. Attend meetings and professional development to remain current with special education and Section 504 law and procedures.
10. Perform other duties as assigned by supervisors.

Groton Public Schools

Date prep:		FY20 Budget Summary Review							
5/20/20 12:00 PM									
Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 05/20/2020	Under/(Over)
Salaries									
1 Administrators	105-108	4,285,962	3,904,014	514,264	4,418,278	(132,316)	(3.1%)	4,421,588	(135,626)
2 Teachers	101-104,109,123-127	34,948,037	25,535,227	9,031,584	34,566,811	381,226	1.1%	34,564,773	393,264
3 Non-Cert Aides	110-111,130-131,136,139	3,453,175	3,249,908	0	3,249,908	203,267	5.9%	3,494,047	(40,872)
4 Substitute - Cert & Non-Cert	120-121	952,083	865,802	0	865,802	86,281	9.1%	1,031,696	(79,613)
5 Clerical	112-114,132-134,144	1,836,139	1,673,672	174,741	1,848,412	(12,273)	(0.7%)	1,953,972	(117,833)
6 Custodial/Maintenance/Techs	117-118,129,137-138,147-148	3,501,382	2,872,973	51,279	2,924,252	577,130	16.5%	3,382,598	118,784
7 Campus Security/Supervision	128	94,640	140,800	0	140,800	(46,160)	(48.8%)	160,136	(65,496)
8 Total Salaries	100	49,071,418	38,242,396	9,771,868	48,014,263	1,057,155	2.2%	48,998,810	72,608
Benefits									
9 Health Insurance	201-202	8,127,848	7,003,020	0	7,003,020	1,124,828	13.8%	8,127,848	0
10 Workers Comp & Town Pension	211,213	934,557	934,552	0	934,552	5	0.0%	934,552	5
11 Social Security & Medicare	212,214	1,409,823	1,261,090	0	1,261,090	148,733	10.5%	1,452,975	(43,152)
12 Other Benefits	222-227	262,000	144,468	0	144,468	117,532	44.9%	368,009	(106,009)
13 Total Benefits	200	10,734,228	9,343,130	0	9,343,130	1,391,098	13.0%	10,883,384	(149,156)
Purchased Services									
14 Instructional Services	321-324	161,179	116,420	2,197	118,617	42,562	26.4%	161,593	(414)
15 Professional Services	331	197,726	153,023	18,935	171,957	25,769	13.0%	180,290	17,436
16 Other Prof Services	332	615,797	369,181	161,210	530,391	85,406	13.9%	532,117	83,680
17 OT & PT Services	333	603,231	115,757	526,522	642,279	(39,048)	(6.5%)	642,279	(39,048)
18 Legal	334	85,000	57,267	0	57,267	27,733	32.6%	69,877	15,123
19 Athletic Officials & Other Athletic Serv	341-342	79,305	47,430	0	47,430	31,875	40.2%	47,430	31,875
20 Computer Network Services	343	125,453	79,088	9,390	88,478	36,975	29.5%	95,577	29,876
21 Total Purchased Services	300	1,867,691	938,164	718,254	1,656,418	211,273	11.3%	1,729,162	138,529
Property Services									
22 Water & Sewer	410-411	98,326	73,503	5,502	79,005	19,321	19.7%	98,326	0
23 Trash & Snow Removal	421-422	176,000	71,099	14,334	85,433	90,567	51.5%	121,933	54,067
24 Repair/Maintenance	430-435,490-491,499	467,150	391,820	51,521	443,341	23,809	5.1%	513,285	(46,135)
25 Rental	441	92,238	78,672	11,377	90,049	2,189	2.4%	101,301	(9,063)
26 Total Property Services	400	833,714	615,094	82,734	697,828	135,886	16.3%	834,845	(1,131)
Transportation, Insurance, Communications, Tuition									
27 Transportation: Schools	510-513	4,767,335	4,247,414	0	4,247,414	519,921	10.9%	4,422,150	345,185
28 Transportation: Student Activities	587-586	176,060	84,257	5,825	90,082	85,978	48.8%	91,287	84,773
29 Transportation: Staff	580-584	107,020	71,461	552	72,014	35,006	32.7%	94,506	12,514
30 Insurance	522,525	293,913	289,770	0	289,770	4,143	1.4%	289,770	4,143
31 Communications	530-552	129,847	85,607	18,063	103,670	26,177	20.2%	118,730	11,117
32 Tuition: Special Education	561-563,568	4,550,000	3,610,609	569,005	4,179,614	370,386	8.1%	4,227,530	322,470
33 Tuition: Other	564-567	1,350,000	1,499,526	0	1,499,526	(149,526)	(11.1%)	1,499,526	(149,526)
34 Total Trans, Ins, Comm, Tuition	500	11,374,175	9,888,646	593,444	10,482,090	892,085	7.8%	10,743,499	630,676
Supplies									
35 Instructional Supplies	601-609,613-619,622-623,628	565,721	237,423	25,455	262,878	302,843	53.5%	722,780	(157,059)
36 Computer Supplies	610-612	611,609	612,325	19,191	631,516	(19,907)	(3.3%)	631,786	(20,177)
37 Electricity & Heating	631-633	1,329,186	1,180,785	78,788	1,259,574	69,612	5.2%	1,315,692	13,494
38 Transportation Supplies	634,656	308,068	290,526	1,391	291,917	16,151	5.2%	321,283	(13,215)
39 Textbooks & Library Books	640-642,645,647	168,330	58,758	1,673	60,431	107,899	64.1%	60,431	107,899
40 Facility/Maintenance Supplies	650,652-655,657,659	364,974	286,797	24,430	311,227	53,747	14.7%	376,396	(11,422)
41 Other Supplies (staff dev., etc.)	621,624-627,690	63,955	39,339	15,294	54,634	9,321	14.6%	79,104	(15,149)
42 Total Supplies	600	3,411,843	2,705,954	166,223	2,872,176	539,667	15.8%	3,507,471	(95,628)
Equipment									
43 Instructional Equipment	730,735	32,175	26,379	6,964	33,343	(1,168)	(3.6%)	473,343	(441,168)
44 Non-Instructional Equip	731,736	30,250	9,521	0	9,521	20,729	68.5%	100,521	(70,271)
45 Total Equipment	700	62,425	35,900	6,964	42,864	19,561	31.3%	573,864	(511,439)
46 Total Dues & Fees	800	82,596	67,908	650	68,558	14,038	17.0%	76,339	6,257
47 GRAND TOTAL		77,438,090	61,837,191	11,340,137	73,177,328	4,260,762	5.5%	77,347,374	90,716

Groton Public Schools

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	5/20/20 12:00 PM							

Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 05/20/2020	Under/(Over)
Salaries									
Administrators									
48 Admin	105	1,014,569	898,785	123,105	1,021,890	(7,321)	(0.7%)	1,033,450	(18,881)
49 Principals	106	1,391,250	1,298,777	162,791	1,461,567	(70,317)	(5.1%)	1,461,567	(70,317)
50 Asst. Principals	107	1,756,784	1,597,327	214,134	1,811,461	(54,677)	(3.1%)	1,803,212	(46,428)
51 Dean	108	123,359	109,125	14,234	123,359	0	0.0%	123,359	-
52		4,285,962	3,904,014	514,264	4,418,278	(132,316)	(3.1%)	4,421,588	(135,626)
Teachers									
53 Classroom Teachers	101 & 119	24,699,135	18,044,636	6,590,849	24,635,485	63,650	0.3%	24,558,241	140,894
54 Sp Ed Certified	102	7,513,477	5,503,995	1,979,705	7,483,700	29,777	0.4%	7,408,238	105,239
55 Media Specialist	103	725,018	509,654	189,034	698,688	26,330	3.6%	698,335	26,683
56 Guidance	104	1,050,760	720,752	268,727	989,479	61,281	5.8%	981,781	68,979
57 Athletic Director	109	11,769	8,873	3,269	12,142	(373)	(3.2%)	11,769	-
58 Summer School	123	7,981	3,155	0	3,155	4,826	60.5%	3,155	4,826
59 Adult Ed	124	37,121	37,850	0	37,850	(729)	(2.0%)	44,493	(7,372)
60 Tutors	125	490,096	471,302	0	471,302	18,794	3.8%	534,494	(44,398)
61 Coach Stipends	126	333,907	221,396	0	221,396	112,511	33.7%	233,149	100,758
62 Other Student Activities	127	78,773	13,613	0	13,613	65,160	82.7%	81,118	(2,345)
63		34,948,037	25,535,227	9,031,584	34,566,811	381,226	1.1%	34,554,773	393,264
Non-Cert Aides									
64 Reg Ed Teacher Aides - Kindergarten	110 & 130	398,996	326,059	0	326,059	72,937	18.3%	377,986	21,010
65 Sp Ed Aides - Para I	111	823,184	871,362	0	871,362	(48,178)	(5.9%)	986,666	(163,482)
66 Sp Ed Aides - Para II	131	1,828,649	1,625,803	0	1,625,803	202,846	11.1%	1,638,232	190,417
67 School Bus Aides	136	394,146	421,320	0	421,320	(27,174)	(6.9%)	485,798	(91,652)
68 Other Aides	139	8,200	5,364	0	5,364	2,836	34.6%	5,364	2,836
69		3,453,175	3,249,908	0	3,249,908	203,267	5.9%	3,494,047	(40,872)
Substitute									
70 Substitute Sp.Ed Certified	121	80,000	38,335	0	38,335	41,665	52.1%	54,879	25,121
71 Substitute Reg.Ed Certified	120	872,083	827,467	0	827,467	44,616	5.1%	976,817	(104,734)
72		952,083	865,802	0	865,802	86,281	9.1%	1,031,696	(79,613)
Clerical									
73 Clerical	112 113 114 132 133 134 143 144	1,836,139	1,673,672	174,741	1,848,412	(12,273)	(0.7%)	1,953,972	(117,833)
Custodial/Maintenance/Techs									
74 Custodial	117 & 137	1,897,867	1,579,554	16,058	1,595,612	302,255	15.9%	1,848,281	49,586
75 Maintenance	118 & 138	805,481	650,908	8,403	659,311	146,170	18.1%	765,695	39,786
76 Technicians	129 & 149	692,668	595,580	26,818	622,398	70,270	10.1%	712,122	(19,454)
77 Custodial Overtime	147	86,292	37,782	0	37,782	48,510	56.2%	45,000	41,292
78 Maintenance Overtime	148	19,074	9,148	0	9,148	9,926	52.0%	11,500	7,574
79		3,501,382	2,872,973	51,279	2,924,252	577,130	16.5%	3,382,598	118,784
Security									
80 Security/Supervision	128	94,640	140,800	0	140,800	(46,160)	(48.8%)	160,136	(65,496)
81 Total Salaries		49,071,418	38,242,396	9,771,868	48,014,263	1,057,155	2.2%	48,998,810	72,608
Benefits									
Health Insurance									
82 Group Ins. Prof	201	6,235,419	5,872,916	0	5,872,916	362,503	5.8%	6,235,419	-
83 Group Ins. Other	202	1,892,429	1,130,104	0	1,130,104	762,325	40.3%	1,892,429	-
84		8,127,848	7,003,020	0	7,003,020	1,124,828	13.8%	8,127,848	0
Workers Comp & Town Pension									
85 Worker's Compensation	211	530,857	530,852	0	530,852	5	0.0%	530,852	\$
86 Town Pension	213	403,700	403,700	0	403,700	0	0.0%	403,700	-
87		934,557	934,552	0	934,552	5	0.0%	934,552	5
Social Security & Medicare									
88 Social Security	212	698,287	647,939	0	647,939	50,348	7.2%	738,316	(40,029)
89 Medicare	214	711,536	613,151	0	613,151	98,385	13.8%	714,659	(3,123)
90		1,409,823	1,261,090	0	1,261,090	148,733	10.5%	1,452,975	(43,152)
Other Employee Benefits									
91 Retirement Awards	222	105,000	50,509	0	50,509	54,491	51.9%	210,509	(105,509)
92 Unemployment	223	50,000	9,596	0	9,596	40,404	80.8%	50,000	-
93 Tuition Reimb Certified	224	106,000	84,363	0	84,363	21,637	20.4%	106,000	-
95 Mentor Stipend	227	1,000	0	0	0	1,000	100.0%	1,500	(500)
96		262,000	144,468	0	144,468	117,532	44.9%	368,009	(105,009)
97 Total Benefits		10,734,228	9,343,130	0	9,343,130	1,391,098	13.0%	10,883,384	(149,156)

Groton Public Schools

Date prep:		FY20 Budget Summary Review							
5/20/20 12:00 PM									
Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 05/20/2020	Under/(Over)
Purchased Services									
Instructional Services									
98 Instructional Services	321 & 323	116,179	71,118	0	71,118	45,061	38.8%	110,563	5,616
99 Instruct Improvement Services	322 & 324	45,000	45,301	2,197	47,498	(2,498)	(5.6%)	51,030	(6,030)
100		161,179	116,420	2,197	118,617	42,562	26.4%	161,593	(414)
Professional Services									
101 Professional Services	331	197,726	153,023	18,935	171,957	25,769	13.0%	180,290	17,436
102 Other Professional Services	332	615,797	369,181	161,210	530,391	85,406	13.9%	532,117	83,680
103 OT & PT Services	333	603,231	115,757	526,522	642,279	(39,048)	(6.5%)	642,279	(39,048)
104 Legal Services	334	85,000	57,267	0	57,267	27,733	32.6%	69,877	15,123
105		1,501,754	695,227	706,667	1,401,894	99,860	6.6%	1,424,562	77,192
Athletic Officials & Other Athletic Services									
106 Athletic Officials	341	65,500	37,116	0	37,116	28,384	43.3%	37,116	28,384
107 Other Athletic Services	342	13,805	10,313	0	10,313	3,492	25.3%	10,313	3,492
108		79,305	47,430	0	47,430	31,875	40.2%	47,430	31,875
Computer Network Services									
109 Computer Network Services	343	125,453	79,088	9,390	88,478	36,975	29.5%	95,577	29,876
110 Total Purchased Services		1,867,691	938,164	718,254	1,656,418	211,273	11.3%	1,729,162	138,529
Property Services									
Water/Sewer									
111 Water	410	64,559	43,531	5,502	49,032	15,527	24.1%	64,559	-
112 Sewer	411	33,767	29,972	0	29,972	3,795	11.2%	33,767	-
113		98,326	73,503	5,502	79,005	19,321	19.7%	98,326	0
Trash & Snow Removal									
114 Trash Removal	421	84,500	71,099	14,334	85,433	(933)	(1.1%)	85,433	(933)
115 Snow Removal	422	91,500	0	0	0	91,500	100.0%	36,500	55,000
116		176,000	71,099	14,334	85,433	90,567	51.5%	121,933	54,067
Repair/Maintenance									
117 Equipment Repairs	430	113,419	87,498	2,671	90,169	23,250	20.5%	127,623	(14,204)
118 Grounds Repairs	431	155,682	163,720	13,379	177,099	(21,417)	(13.8%)	177,099	(21,417)
119 General Bldg Repairs	432	50,408	27,597	5,348	32,945	17,463	34.6%	50,408	-
120 Painting	433	8,932	8,196	0	8,196	736	8.2%	8,196	736
121 Heat & Plumbing	434	45,382	45,065	10,857	55,922	(10,540)	(23.2%)	55,922	(10,540)
122 Electrical	435	11,829	7,011	0	7,011	4,818	40.7%	11,829	-
123 Extermination Services	490	12,147	9,339	2,023	11,362	785	6.5%	11,362	785
124 Bldg Fire Protection	491	45,444	20,641	17,243	37,884	7,560	16.6%	45,444	-
125 Other Purch Services	499	23,907	22,753	0	22,753	1,154	4.8%	25,402	(1,495)
126		467,150	391,820	51,521	443,341	23,809	5.1%	513,285	(46,135)
Rental									
127 Rental	441	92,238	78,672	11,377	90,049	2,189	2.4%	101,301	(9,063)
128 Total Property Services		833,714	615,094	82,734	697,828	135,886	16.3%	834,845	(1,131)
Transportation, Insurance, Communications, Tuition									
Transportation: Schools									
129 Reg Ed Pupil Transportation	510 & 516	2,882,845	2,831,751	0	2,831,751	51,094	1.8%	2,576,670	306,175
130 Sp Ed - Trans - STA	511	981,394	701,122	0	701,122	280,272	28.6%	1,017,703	(36,309)
131 Sp Ed - Trans - Curtin	512	891,096	709,159	0	709,159	181,937	20.4%	815,777	75,319
132 Pupil Transp Reimbursement	513	12,000	5,382	0	5,382	6,618	55.2%	12,000	-
133		4,767,335	4,247,414	0	4,247,414	519,921	10.9%	4,422,150	345,185
Transportation: Other									
134 Transportation - Athletics	587	101,600	57,562	3,901	61,463	40,137	39.5%	61,463	40,137
135 Transportation - Field Trips	588	33,950	15,800	1,923	17,724	16,226	47.8%	18,929	15,021
136 Entry Fees - Athletics	591 & 592	14,435	10,895	0	10,895	3,540	24.5%	10,895	3,540
137 Admission Fees	595	26,075	0	0	0	26,075	100.0%	-	26,075
139		176,060	84,257	5,825	90,082	85,978	48.8%	91,287	84,773
Transportation: Staff									
140 Travel - Education	580 & 581	10,650	6,086	0	6,086	4,564	42.9%	11,610	(960)
141 Travel - Admin	582 & 583	30,300	22,450	0	22,450	7,850	25.9%	26,808	3,492
142 Travel - Conferences	584	66,070	42,925	552	43,478	22,592	34.2%	56,087	9,983
143		107,020	71,461	552	72,014	35,006	32.7%	94,506	12,514
Liability & Accident Insurance									
144 Liability Insurance	522	278,041	275,360	0	275,360	2,681	1.0%	275,360	2,681
145 Accident Insurance	525	15,872	14,410	0	14,410	1,462	9.2%	14,410	1,462
146		293,913	289,770	0	289,770	4,143	1.4%	289,770	4,143

Groton Public Schools

Date prep:		FY20 Budget Summary Review							
5/20/20 12:00 PM		FY20 Budget			FY20 Actual	Remaining Balance	%	FY20 Estimate 05/20/2020	Under/(Over)
Account	Object #s	2019-2020	Expenditures	Encumbered	Total				
Communications									
147 Telephone, Telephone Repairs	530	67,197	63,125	4,210	67,335	(138)	(0.2%)	69,773	(2,576)
148 Postage	531	40,150	19,807	10,229	30,037	10,113	25.2%	36,018	4,132
149 Advertisement	540	5,000	2,161	685	2,846	2,154	43.1%	5,000	-
150 Minority Recruitment	541	5,000	0	0	0	5,000	100.0%	-	5,000
151 Printing Admin	550	8,000	514	2,939	3,453	4,547	56.8%	7,939	61
152 School Publications	551 & 552	4,500	0	0	0	4,500	100.0%	-	4,500
153		129,847	85,607	18,063	103,670	26,177	20.2%	118,730	11,117
Tuition: Special Education									
154 Sp Ed Vocational	561	450,000	143,706	56,099	199,805	250,195	55.6%	410,000	40,000
155 Sp Ed BoE Placements	562	2,250,000	1,997,443	353,481	2,350,924	(100,924)	(4.5%)	2,304,720	(54,720)
156 Sp Ed State Placements	563	600,000	616,803	149,406	766,209	(166,209)	(27.7%)	707,110	(107,110)
157 Sp Ed Magnet Choice	568	1,250,000	852,657	10,019	862,676	387,324	31.0%	805,700	444,300
158		4,550,000	3,610,609	569,005	4,179,614	370,386	8.1%	4,227,530	322,470
Tuition: Other									
159 Adult Ed	564	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
160 Magnet Tuition	566	1,000,000	1,169,712	0	1,169,712	(169,712)	(17.0%)	1,169,712	(169,712)
161 Vo Ag Reg Ed Tuition	567	140,000	122,814	0	122,814	17,186	12.3%	122,814	17,186
162		1,350,000	1,499,526	0	1,499,526	(149,526)	(11.1%)	1,499,526	(149,526)
163 Total Transportation, Insurance, Communication, Tuition		11,374,175	9,888,646	593,444	10,482,090	892,085	7.8%	10,743,499	630,676
Supplies									
Instructional Supplies									
164 General Classroom	601	216,386	35,803	5,014	40,817	175,569	81.1%	453,371	(236,985)
165 Science	602	22,275	8,467	902	9,369	12,906	57.9%	14,369	7,906
166 Arts & Crafts	603	19,610	9,511	1,031	10,542	9,068	46.2%	10,542	9,068
167 Phys. Ed	604	12,925	7,835	0	7,835	5,090	39.4%	7,835	5,090
168 Music	605	19,750	13,227	2,629	15,855	3,895	19.7%	15,855	3,895
169 Kindergarten	606	3,250	2,487	47	2,534	716	22.0%	2,534	716
170 Pupil Tests	607	71,500	49,147	1,131	50,278	21,222	29.7%	58,494	13,006
171 Tech. Ed	609	9,500	6,156	0	6,156	3,344	35.2%	6,156	3,344
172 Home Ec Supplies	613	12,750	9,362	0	9,362	3,388	26.6%	9,390	3,360
173 Sp Ed Supplies	615	56,300	29,962	5,197	35,159	21,141	37.6%	56,400	(100)
174 Athletic Supplies	616	61,100	38,427	6,906	45,333	15,767	25.8%	45,333	15,767
175 Math Supplies	617	14,500	5,087	0	5,087	9,413	64.9%	5,087	9,413
176 Health Supplies	618	1,650	460	0	460	1,190	72.1%	460	1,190
177 Other Supplies	619	4,000	528	1,199	1,727	2,273	56.8%	1,727	2,273
178 Health Serv Pathogen	622	6,000	2,021	0	2,021	3,979	66.3%	7,500	(1,500)
179 School Library Supplies	623	5,000	3,868	0	3,868	1,132	22.6%	3,868	1,132
180 Food, Drink, Snacks	628	29,225	15,074	1,400	16,474	12,751	43.6%	23,858	5,367
181		565,721	237,423	25,455	262,878	302,843	53.5%	722,780	(157,059)
Computer Supplies									
182 Computer Supplies	610 & 611	111,125	97,568	17,623	115,192	(4,067)	(3.7%)	115,192	(4,067)
183 Software	612	500,484	514,757	1,568	516,324	(15,840)	(3.2%)	516,594	(16,110)
184		611,609	612,325	19,191	631,516	(19,907)	(3.3%)	631,786	(20,177)
Electricity & Heating									
185 Electricity	631	896,572	747,714	72,240	819,954	76,618	8.5%	876,072	20,500
186 Propane/Natural Gas	632	200,249	198,147	6,549	204,695	(4,446)	(2.2%)	204,695	(4,446)
187 Heating Oil	633	232,365	234,925	0	234,925	(2,560)	(1.1%)	234,925	(2,560)
188		1,329,186	1,180,785	78,788	1,259,574	69,612	5.2%	1,315,692	13,494
Transportation Supplies									
189 Diesel for School Buses	634	266,960	275,175	0	275,175	(8,215)	(3.1%)	280,175	(13,215)
190 Gas for Maintenance	656	41,108	15,351	1,391	16,742	24,366	59.3%	41,108	-
191		308,068	290,526	1,391	291,917	16,151	5.2%	321,283	(13,215)
Textbooks & Library Books									
192 Textbooks	640	111,025	46,445	967	47,412	63,613	57.3%	47,412	63,613
193 Workbooks	641	33,575	7,750	0	7,750	25,825	76.9%	7,750	25,825
194 Textbook Rebind	642	250	0	0	0	250	100.0%	-	250
195 Library Books	645	18,267	3,441	687	4,128	14,139	77.4%	4,128	14,139
196 Periodicals	647	5,213	1,121	20	1,141	4,072	78.1%	1,141	4,072
197		168,330	58,758	1,673	60,431	107,899	64.1%	60,431	107,899

Groton Public Schools

Date prep:		FY20 Budget Summary Review							
5/20/20 12:00 PM									
Account	Object #s	FY20 Budget 2019-2020	Expenditures	Encumbered	FY20 Actual Total	Remaining Balance	%	FY20 Estimate 05/20/2020	Under/(Over)
Facility/Maintenance Supplies									
198 Equipment Repair	650	28,504	34,097	3,314	37,411	(8,907)	(31.2%)	48,189	(19,685)
199 Grounds Supplies	651	18,490	9,144	1,050	10,194	8,296	44.9%	10,194	8,296
200 General Bldg Repair	652	65,771	40,224	2,046	42,270	23,501	35.7%	47,270	18,501
201 Painting	653	1,704	7,868	876	8,744	(7,040)	(413.2%)	8,744	(7,040)
202 Heat & Plumbing	654	33,387	35,581	6,578	42,158	(8,771)	(26.3%)	42,158	(8,771)
203 Electrical	655	29,590	36,349	454	36,803	(7,213)	(24.4%)	36,803	(7,213)
204 Safety Supplies	657 & 659	11,910	7,822	0	7,822	4,088	34.3%	7,822	4,088
205 Custodial Supplies	658	175,618	115,712	10,113	125,825	49,793	28.4%	175,215	403
206		364,974	286,797	24,430	311,227	53,747	14.7%	376,396	(11,422)
Other Supplies									
207 Sup Serv Guid Imp Ins	621	18,500	5,210	0	5,210	13,290	71.8%	15,592	2,908
208 Audio Visual	624 & 625	6,752	2,373	0	2,373	4,379	64.8%	7,440	(688)
209 General Admin Supplies	626	13,610	6,603	734	7,337	6,273	46.1%	13,086	524
210 School Admin Supplies	627	11,818	14,010	11,201	25,211	(13,393)	(113.3%)	25,211	(13,393)
211 Professional Materials	690	13,275	11,143	3,360	14,503	(1,228)	(9.2%)	17,776	(4,501)
212		63,955	39,339	15,294	54,634	9,321	14.6%	79,104	(15,149)
213 Total Supplies		3,411,843	2,705,954	166,223	2,872,176	539,667	15.8%	3,507,471	(95,628)
Equipment									
Instructional Equipment									
214 Replace Instr Equip	730	16,375	9,259	1,068	10,327	6,048	36.9%	15,327	1,048
215 Add Instr Equipment	735	15,800	17,120	5,896	23,016	(7,216)	(45.7%)	458,016	(442,216)
216		32,175	26,379	6,964	33,343	(1,168)	(3.6%)	473,343	(441,168)
Non-Instructional Equipment									
217 Replace Non-Instr Equipment	731	30,000	8,700	0	8,700	21,300	71.0%	39,700	(9,700)
218 Add Non-Instr Equipment	736	250	820	0	820	(570)	(228.1%)	60,820	(60,570)
219		30,250	9,521	0	9,521	20,729	68.5%	100,521	(70,271)
220 Total Equipment		62,425	35,900	6,964	42,864	19,561	31.3%	573,864	(511,439)
Dues - Fees									
Dues/Fees									
221 Dues BoE	810	25,541	20,591	0	20,591	4,950	19.4%	25,541	-
222 General Admin Dues	811	17,750	19,648	650	20,298	(2,548)	(14.4%)	23,129	(5,379)
223 School Admin Dues	812	34,100	24,554	0	24,554	9,546	28.0%	24,554	9,546
224 Other Dues	819	5,205	3,115	0	3,115	2,090	40.2%	3,115	2,090
225 Total Dues/Fees		82,596	67,908	650	68,558	14,038	17.0%	76,339	6,257
226 Grand Total		77,438,090	61,837,191	11,340,137	73,177,328	4,260,762	5.5%	77,347,374	90,716

Groton Public Schools

FY20 Budget Review

Summary at Program Level III

		FY20			FY20			05/20/2020	
Function		Budget	Expended	Encumbered	Total	Remaining		Estimated	Increase
No.	Description	2019-2020	2019-2020	2019-2020	2019-2020	Balance	%	2019-2020	(Decrease)
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	13,109,132	10,116,001	2,829,530	12,945,531	163,601	1.2%	13,414,821	(305,689)
1102	FUNCTION-1102 ART	652,934	479,625	144,717	624,342	28,592	4.4%	649,513	3,421
1104	FUNCTION-1104 LANGUAGE ARTS	2,648,946	1,951,201	562,356	2,513,557	135,389	5.1%	2,598,704	50,242
1105	FUNCTION-1105 WORLD LANGUAGES	1,213,355	1,003,492	272,248	1,275,740	(62,385)	(5.1%)	1,231,280	(17,925)
1106	FUNCTION-1106 CONSUMER SCIENCE	155,693	106,307	28,202	134,509	21,184	13.6%	149,759	5,934
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	632,739	483,720	124,867	608,586	24,153	3.8%	616,615	16,124
1108	FUNCTION-1108 MATHEMATICS	2,317,035	1,664,508	497,480	2,161,988	155,047	6.7%	2,166,452	150,583
1109	FUNCTION-1109 MUSIC	709,052	520,121	153,846	673,967	35,085	4.9%	700,643	8,409
1110	FUNCTION-1110 PHYSICAL EDUCATION	1,070,395	834,915	244,679	1,079,595	(9,200)	(0.9%)	1,117,874	(47,479)
1111	FUNCTION-1111 SCIENCE	2,482,995	1,795,788	492,649	2,288,437	194,558	7.8%	2,389,174	93,821
1112	FUNCTION-1112 SOCIAL STUDIES	2,128,425	1,496,339	469,189	1,965,528	162,897	7.7%	2,081,024	47,401
1114	FUNCTION-1114 HEALTH EDUCATION	323,165	210,275	71,382	281,657	41,508	12.8%	302,076	21,089
1115	FUNCTION-1115 MAGNET SCHOOL SUPPORT	30,000	10,798	0	10,798	19,202	64.0%	30,000	-
1116	FUNCTION-1116 CO-OPERATIVE WORK EXPER	0	9,225	3,921	13,146	(13,146)	0.0%	13,206	(13,206)
1117	FUNCTION-1117 INTERN. BACCALAUREATE	81,895	56,064	744	56,808	25,087	30.6%	56,808	25,087
1119	FUNCTION-1119 UNCLASSIFIED	935,407	1,465,378	456	1,465,834	(530,427)	(56.7%)	1,155,217	(219,810)
1121	FUNCTION-1121 BUSINESS EDUCATION	302,532	233,460	65,679	299,140	3,392	1.1%	283,147	19,385
1124	FUNCTION-1124 HEALTH OCCUPATIONS	112,818	84,969	25,359	110,329	2,489	2.2%	111,622	1,196
1260	FUNCTION-1260 ENRICHMENT	38,551	34,824	0	34,824	3,727	9.7%	34,831	3,720
1270	FUNCTION-1270 REMEDIAL INSTRUCTION	2,852,962	1,968,652	627,239	2,595,891	257,071	9.0%	2,788,586	64,376
1412	FUNCTION-1412 SUMMER SCH HIGH SC CREDI	8,592	3,703	0	3,703	4,889	56.9%	3,703	4,889
2220	FUNCTION-2220 EDUCATIONAL MEDIA SERVI	1,165,993	853,581	199,300	1,052,881	113,112	9.7%	1,137,454	28,539
Total Regular Instruction		32,972,616	25,404,707	6,813,843	32,218,551	754,065	2.3%	33,049,420	(76,804)
Special Instruction									
1205	FUNCTION-1205 PRESCHOOL 3-5	1,115,477	983,886	181,401	1,165,287	(49,810)	(4.5%)	1,182,017	(66,540)
1210	FUNCTION-1210 SPED Summer School	20,290	28,300	0	28,300	(8,010)	(39.5%)	28,300	(8,010)
1220	FUNCTION-1220 OTHER SPECIAL INSTRUCTIO	771,334	677,555	43,734	721,289	50,045	6.5%	853,367	(82,033)
1230	FUNCTION-1230 SPECIAL EDUCATION	8,429,369	6,291,767	1,141,293	7,433,061	996,308	11.8%	8,093,477	335,892
1250	FUNCTION-1250 BLIND	111,650	77,794	24,746	102,540	9,110	8.2%	110,868	782
1280	FUNCTION-1280 HEARING IMPAIRED	119,388	77,931	26,479	104,410	14,978	12.5%	119,269	119
Total Special Instruction		10,567,508	8,137,234	1,417,652	9,554,887	1,012,621	9.6%	10,387,298	180,210
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	76,048	58,478	2,231	60,708	15,340	20.2%	79,096	(3,048)
1320	FUNCTION-1320 ADULT EDUCATION	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
Total Continuing Education		286,048	265,478	2,231	267,708	18,340	6.4%	286,096	(48)
Other Instructional Programs									
15**	STUDENT ACTIVITIES 6-12	791,949	481,065	23,997	505,062	286,887	36.2%	592,249	199,700
TOTAL INSTRUCTION		44,618,121	34,288,485	8,257,723	42,546,208	2,071,913	4.6%	44,315,064	303,057
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED CO	910,006	739,359	85,686	825,044	84,962	9.3%	967,836	(57,830)
2110	FUNCTION-2110 SOCIAL WORK SERVICES	337,270	339,130	100,919	440,049	(102,779)	(30.5%)	357,052	(19,782)
2120	FUNCTION-2120 GUIDANCE SERVICES	1,542,078	1,147,473	272,087	1,419,561	122,517	7.9%	1,500,103	41,975
2130	FUNCTION-2130 HEALTH SERVICES	1,181,084	452,793	679,010	1,131,803	49,281	4.2%	1,137,587	43,497
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,238,128	917,642	271,737	1,189,380	48,748	3.9%	1,241,556	(3,428)
2150	FUNCTION-2150 SPEECH & HEARING SERVICE	1,127,492	830,792	252,423	1,083,215	44,277	3.9%	1,134,370	(6,878)
Total Support Services - Pupils		6,336,058	4,427,189	1,661,863	6,089,052	247,006	3.9%	6,338,504	(2,446)
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - CO	96,218	73,282	7,527	80,809	15,409	16.0%	98,861	(2,643)
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCT	391,111	353,974	2,985	356,959	34,152	8.7%	386,350	4,761
Total Support Services - Staff		487,329	427,256	10,512	437,768	49,561	10.2%	485,211	2,118
General Support Services									
2311	FUNCTION-2311 BOARD OF EDUCATION SERV	30,241	24,207	0	24,207	6,034	20.0%	30,241	-
2312	FUNCTION-2312 SUPERINTENDENT OFFICE SE	1,485,033	1,325,775	172,092	1,497,867	(12,834)	(0.9%)	1,565,125	(80,092)
2313	FUNCTION-2313 BUSINESS OFFICE	888,122	798,987	67,846	866,832	21,290	2.4%	889,118	(996)
2410	FUNCTION-2410 SCHOOL ADMINISTRATION	4,167,201	3,749,649	346,489	4,096,138	71,063	1.7%	4,323,873	(156,672)
Total General Support Services		6,570,597	5,898,617	586,427	6,485,045	85,552	1.3%	6,808,357	(237,760)
Operational Services									
2510	FUNCTION-2510 OPERATIONS AND MAINTENA	6,924,528	5,537,131	220,850	5,757,981	1,166,547	16.8%	6,783,265	141,263
2520	FUNCTION-2520 PUPIL TRANSPORTATION	5,501,715	5,105,844	12,714	5,118,557	383,158	7.0%	5,271,522	230,193
2540	FUNCTION-2540 COMPUTER SUPPORT SERVIC	1,642,242	1,392,039	77,142	1,469,180	173,062	10.5%	2,117,895	(475,653)
2560	FUNCTION-2560 HEALTH SERVICES STAFF	2,500	1,201	0	1,201	1,299	52.0%	2,500	-
Total Operational Services		14,070,985	12,036,213	310,705	12,346,919	1,724,066	12.3%	14,175,182	(104,197)
TOTAL SUPPORT SERVICES		27,464,969	22,789,276	2,569,508	25,358,784	2,106,185	7.7%	27,807,254	(342,285)
Community Services									
3710	FUNCTION 3710-NONPUBLIC SCHOOL	115,000	0	0	0	115,000	100.0%	115,000	0
Non-Programmed Charges									
4100	TUITION PAYMENTS	5,240,000	4,789,430	512,006	5,272,336	(32,336)	(0.6%)	5,110,056	129,944
GRAND TOTAL		77,438,090	61,837,191	11,340,137	73,177,328	4,260,762	5.5%	77,347,374	90,716
									0.12%

**GROTON BOARD OF EDUCATION
REGULAR MEETING
APRIL 27, 2020 @ 6:00 P.M.
REMOTE MEETING**

MEMBERS PRESENT: Kim Shepardson Watson-Chairperson, Andrea Ackerman-Vice Chairperson, Jane Giuliani, Gretchen Newsome, Liz Porter, Rita Volkmann, Jay Weitlauf, Lee White

MEMBERS ABSENT: Rosemary Robertson

ALSO PRESENT: Mike Graner, Susan Austin, Sam Kilpatrick, Ken Knight, Addie Clark, Zavion Quito

I. CALL TO ORDER – Chairperson Kim Shepardson Watson called the meeting to order at 5:35 p.m.

II. RECOGNITION AND PARTICIPATION OF VISITORS AND DELEGATIONS

➤ Recognition of CEA Lifetime Achievement Award by Beth Horler

Doug Manfred, Vice Chair of the GEA, stated that he had nominated Beth Horler for the Clifford Silver Award that was awarded to Mrs. Horler. Mr. Manfred gave an overview of the award.

III. STUDENT REPRESENTATIVE REPORT – Addie Clark and Zavion Quito reported that the Senior Advisor will be paying for the caps and gowns for seniors; that Advisors and the Administration are still working on events; a Senior Competition was held over Zoom whereby the students could write their own speeches - the graduation speakers will be: Valedictorian: Finn Koehler; Salutatorian: Will Miner; Class President: Graysen Scherer; Class Speaker Contest Winner: Ava Paprocki. The student reps also reported that AP Testing will be online with students taking home Chromebooks; the SAT Testing date was in March and the school is working with the Collegeboard for a new date; the National Honor Society is working with the Administration regarding supplying tutoring for students in need; the Junior Prom has been postponed and they are discussing having the Prom at a later date; there has been a problem for students to paint their parking spots; Virtual Spirit Week is going on: April 28th is Thank an Essential Employee Day; April 29th is Mix and Match Day; April 30th is Build a Fort Day; and May 1st is Special Surprise! Zavion discussed the Mental Health Protocol; noted that every Friday Mr. Keleher sends out a message to students; and noted the National Honor Society inductees.

IV. SUPERINTENDENT AND ADMINISTRATION REPORTS

1. Superintendent Report

a. Update from Commissioner of Education

Dr. Graner noted that last week the Commissioner noted the CARES Act will provide CT with 111 million dollars. The Commissioner noted that school districts will receive 83% of the Title I funds. Dr. Graner stated that the Governor is going to wait to decide when to return students to school. Dr. Graner noted that districts need to develop a reentry plan. The Governor also noted that the decision to hold graduation will be made in partnership with the health district.

IV. SUPERINTENDENT AND ADMINISTRATION REPORTS – cont.

2. Reports and Information from the Staff

1. Assistant Superintendent

- FY21 Staffing Update (SBB Special Education and .5 FHS Literacy Specialist) – Susan Austin noted that due to the large caseloads for special education teachers at SBB; there has been additional subs to help with the caseload for the last two years. Ms. Austin would like a 1 year sub for the next school year. There has not been a Literacy Specialist at the high school and Ms. Austin is recommending a .5 Literacy Specialist for next year.
- Distance Learning - The motto is to “start slow and grow.” Ms. Austin acknowledged the teachers, paraprofessional, food services department, administrators, and Central Office staff who put forth such tremendous effort during this trying time.
- Update re: School Reentry Plan – Ms. Austin noted that we will be using APEX for Summer School at the high school and the middle school. They will be reviewing curriculum and making any necessary adjustments as well as looking at academic support. Mrs. Doolittle noted that communication has been the key with distance learning for special education students. Mrs. Doolittle stated that her staff has been working as a team. Mrs. Doolittle noted that she had received a memo regarding PPT meetings and that her staff are developing a document on holding virtual PPTs. Ms. McGuire addressed grading stating that communication and flexibility is the key. Ms. McGuire noted teachers have been asked not to penalize students. Ms. McGuire noted that a grade change form has been developed and relative to the traditional weighting of grades, that it is important for teachers to be able to adjust them. Mr. Keleher noted that the high school administration is looking at the fourth quarter weight since there will be no final grades.

2. Business Manager Report

- Object Code Summary – Ken Knight stated that this evening’s object code summary was prepared on March 20, 2020 and shows a negative balance of \$7,375. He gave an overview of the budget highlighting what constituted this negative balance.
- Health Insurance Report – For the month of March, we are at 123% of the budget.
- Financial Planning for FY21 re: Additional Academic Support – Dr. Graner noted the funds from the CARES Act and stated that these funds will be used for the younger students to buy iPads and for the Food Services employees’ wages.
- Update re: STA Contract – Mr. Knight stated that STA has provided the district with a list of their expenses and that the district came up with a number. STA stated that they are paying their drivers and providing the district with documentation of such.

3. Director of Buildings and Grounds

- Groton 2020 – Update re: Middle School Packing and Moving Preparation - Sam Kilpatrick stated that Groton Middle School packing and moving is continuing to progress. Middle School teachers are coming in 5-6 teachers a day.
- Update re: Food Service Meals Program – Sam Kilpatrick stated that the number of meals provided remain steady and that Mr. Koschmieder has added two hot meals for students.
- Update re: Tennis Courts Resurfacing Project – Sam Kilpatrick stated that the Tennis Courts have gone out to bid and the bid packets are due May 11, 2020.

III. SUPERINTENDENT AND ADMINISTRATION REPORTS – cont.

- Update re: Current Maintenance Projects – Sam Kilpatrick stated:
 1. CB – needs painting throughout the building
 2. FHS – Green House is progressing
 3. Roof Repairs throughout the district
 4. Machine repairs
 5. Items from CMS/WSM are being moved to where they can be used elsewhere in the district

IV. COMMITTEE REPORTS

- A. Policy – Lee White stated that the Policy Committee will meet on Monday, May 4, 2020, at 5:00 p.m.
- B. Curriculum – Andrea Ackermann stated that the Curriculum Committee will meet on Monday, May 4, 2020, at 4:00 p.m.
- C. Finance/Facilities – Jay Weitlauf reported that Finance/Facilities have not met.
- D. Negotiations – Kim Shepardson Watson reported that the meetings have been cancelled.
- E. LEARN – Rita Volkmann reported that the last LEARN has continue to meet. They discussed COVID 19 and lessons plans in collaboration with schools ; a subcommittee is working on a new formula for school funding; that there is no longer a Birth to 3 program; the Dual Language graduation; noted that there is a new principal at the Marine Science Magnet School and she will report further in May.
- F. BoE/TCC/RTM Liaison – Kim Shepardson Watson reported that next week’s meeting has been cancelled.
- G. BoE/AGSA/GEA Liaison – Kim Shepardson Watson reported that the next meeting has been cancelled.
- H. Trails Liaison – no report was given.
- I. Groton Scholarship – no report was given.

V. ACTION ITEMS

- A. Consent Agenda – all matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion. Points of clarification will be allowed.

MOTION: White, Porter; to approve the Regular Meeting minutes of February 24, 2020 and the Special meetings of March 26, 2020 and April 6, 2020.
MOTION PASSED UNANIMOUSLY

V. ACTION ITEMS – cont.

B. Old Business – there was none.

C. New Business

1. Discussion and possible action regarding the extension of the Transition K pilot program through the 2020-21 school year.

MOTION: Volkmann, Ackerman:
To approve the extension of the Transition K pilot program through the 2020-21 school year.
MOTION PASSED – UNANIMOUSLY

2. Discussion and possible action regarding the funding of the cafeteria staff wages from the FY20 Board of Education budget.

MOTION: Porter, White:
To approve the inclusion of the funding of the cafeteria staff wages from the FY20 Board of Education budget.
MOTION PASSED – UNANIMOUSLY

3. Discussion and possible action regarding the non-renewal of teaching contracts of non-tenured teachers.

MOTION: Weitlauf, Giulini:
To approve the recommendation of the Superintendent of Schools that, in accordance with the provisions of Connecticut General Statutes §10-151, the contracts of employment of the teachers listed below shall not be renewed upon the conclusion of the 2019-20 school year:

Kevin Crosen
David Hall
Zachary Jacobson
Raymond Luong

MOTION PASSED – UNANIMOUSLY

4. Discussion and possible action regarding recognition of National Teacher Day and National Teacher Appreciation Week.

MOTION: Giulini, Porter:
To recognize May 5, 2020 as National Teacher Day and May 3-9, 2020 as National Teacher Appreciation Week, and to direct the Superintendent of Schools to send a letter of appreciation to the teachers.
MOTION PASSED – UNANIMOUSLY

C. New Business – cont.

5. Discussion and possible action regarding recognition of National School Nurse Day and Week.

MOTION: Watson, Newsome:

To recognize May 6, 2020 as National School Nurse Day and May 6-12, 2020 as National School Nurse Week, and to direct the Superintendent of Schools to send a letter of appreciation to the nurses.

MOTION PASSED – UNANIMOUSLY

VI. INFORMATION AND PROPOSALS (Non-Action Items)

- A. Letters, communications, and comments by Board members on meeting items and any other items in their jurisdiction.
- Rita Volkmann stated that she had received questions regarding the trees at CMS and WSM and what will happen to them; that she enjoyed all the school videos; she made a referral to the COW for discussion of a name change regarding Student Support Services; she thanked Dr. Grander and Ms. Austin for sending out teacher assignments
 - Elizabeth Porter noted that she has received questions regarding lighting for the tuff field at the middle school.
 - Lee White thanked Mark Russell for his technical assistance relative to the remote meetings
 - Jay Weitlauf recognized the Administrative Professional.
 - Gretchen Newsome stated that she has received calls from bus drivers and that she has chatted with students in her neighborhood. She also noted parents who have gone down to CMS to play.

VII. ADVANCE PLANNING

- A. Future Meeting Dates and Calendar Items for Board Attention
- B. Suggested Agenda Items – Kim Shepardson Watson stated that she add Mrs. Volkmann's request to a COW agenda.

VIII. ADJOURNMENT – Ackerman, White:

To adjourn at 8:05 p.m.

MOTION PASSED UNANIMOUSLY

Personnel

Conflict of Interest

Board of Education (Board) will avoid any conflict of interest on the part of its employees regarding their personal interest and the interest of the Board in dealing with suppliers, contractors, and all organizations or individuals doing or seeking to do business with the school district.

Board employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as school staff members. This means that:

1. Employees will not participate for financial remuneration in outside activities for which their position on the staff is used to sell goods or services to students or their parents;
2. Any device, publication or any other item developed during the employee's paid time shall be district property;
3. Employees will not engage in any work where the source of information concerning customer, client, or employer originates from information obtained through the Board.
4. Employees will not directly or indirectly solicit any gift or accept or receive any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, thing, or promise, or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence the employee in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

The Board directs that no employee be assigned to a position whereby the employee would be under the direct supervision of a relative.

Employees may not accept outside employment that impairs their independence of judgment regarding their duties, or that encourages them to disclose confidential information learned through their employment.

Legal Reference: Connecticut General Statutes
 7-479 Conflicts of Interest
 1-79 et seq. Code of Ethics

Policy Adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Personnel

Conflict of Interest

Board of Education (Board) employees must avoid any conflict between their personal interests and the interests of the agency when dealing with suppliers, contractors and all organizations or individuals doing or seeking to do business with the Board. Employees are prohibited from directly or indirectly soliciting any gift, or accepting or receiving any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence them in the performance of their official duties or was intended as a reward for any official action on their part.

The Board recognizes that situations may arise where an employee's personal interests conflict with or appear to conflict with his or her obligations to the Board or the interests of the Board. The following is intended to inform employees about situations that generate the potential for conflicts of interest; to clarify expectations about disclosing interests and activities that might result in conflicts of interest; and to identify means to manage, reduce, or eliminate such conflicts of interest.

A **conflict of interest** is any circumstance in which the personal, professional, financial, or other interests of an employee may diverge from his or her obligations to the Board and the interests of the Board.

A **real or actual conflict of interest** arises when an employee is able to influence the performance of duties (e.g. employment decisions, awarding of bids, administrative decisions etc.) in a way that could benefit that employee or others with whom that employee has a connection, such as his or her family, friends or associates.

An example is where an employee's sister is a director of the family company in which the employee also has an interest; that company is bidding for a contract to provide services to the Board, and the employee is on the team evaluating the bid.

An **apparent or perceived conflict of interest** exists when it appears that an employee is in a position to influence the performance of duties in a way that could benefit the employee or others with whom the employee has a connection, such as his or her family, friends or associates. An example is when an employee plays on the same sports team as the director of a company that is bidding for a contract to provide services to the Board and the employee is on the team evaluating the bid. Playing on the same sports team may create the perception that the two have a personal relationship which may influence the decision.

A **potential conflict of interest** exists when there is a risk of a real or an apparent conflict of interest.

Types of Interest

An employee shall not engage or have a financial interest, directly or indirectly, in any activity that conflicts with his or her duties and responsibilities at the Board.

1. Contracts with the Board

An employee shall not:

- a. obtain a direct benefit from a contract that he/she is involved in making or administering on behalf of the Board;

Conflict of Interest– cont.

- b. influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the Board; or
- c. solicit or receive any gift, reward or promise for recommending, influencing or attempting to influence the award of a contract.

An employee is involved in administering a contract if he/she oversees the performance of the contract or has authority to interpret or make decisions regarding the contract. An employee is involved in making a contract if he/she participates in the development of specifications or terms of the contract or participates in the preparation or award of the contract. An employee derives a direct benefit from a contract if the employee or his/her spouse does any of the following: (1) has ownership or other interest in an entity that is a party to the contract; (2) derives any income or commission directly from the contract; or (3) acquires property under the contract.

2. Gifts

A **gift** is defined as anything of value that an employee (or in certain circumstances a member of the employee's family) directly and personally receives unless (s)he provides consideration of equal or greater value (e.g. pay for the item).

Not included in the definition of **gift** are items such as:

- Token items, i.e., items of value not more than \$10.00 (such as a pen, mug, or inexpensive baseball cap), provided that the annual aggregate of such items from a single source is \$50.00 or less.
- Food and beverage of value less than \$50.00 in a calendar year.
- Training provided by a vendor for a product, provided such training is offered to all customers of the vendor.
- Admission provided by the primary sponsoring entity to a charitable or civic event, including food and beverage provided at such event, but excluding lodging or travel expenses, at which an employee participates in his or her official capacity.
- A certificate, plaque or other ceremonial award costing less than one hundred dollars.
- A rebate, discount or promotional item available to the general public.

An employee shall not:

- solicit or accept money, or anything else of value, for services performed within the scope of his/her official duties other than his/her regular compensation, expenses or other remuneration;
- offer or accept money, or anything else of value, for or in consideration of obtaining employment, appointment, or promotion within the Board;
- offer or accept any money or anything else of value for or in consideration of the use of his/her position to obtain a contract with the Board for any person or business;
- use for his/her own economic benefit, confidential information which is not available to the public and which was obtained by reason of his/her employment;
- accept any money, loan, gift, favor or service that might reasonably tend to influence the discharge of his/her duties;

Conflict of Interest – cont.

- accept any business or professional opportunity from which the employee may gain a financial benefit, where the employee knows or should know that there is a reasonable likelihood that the opportunity is being offered with the intent to influence his/her conduct in the performance of official duties.
- compromise his/her position by accepting gifts from individuals or special interest groups within the community when such gifts are intended to influence the business of the district or a particular school in the district.

Students and parents who want to show appreciation for the efforts of employees should do so through oral or written expressions of gratitude, rather than through gifts. Employees may accept small tokens of goodwill from students, parents or community members for holidays, special occasions or exceptional occasions, such as concerts, farewells, special achievements or death of a loved one. Employees should ensure that no student or staff is embarrassed or otherwise disadvantaged because of his/her inability or unwillingness to participate in a gift giving.

3. Improper use of the Board resources.

The unauthorized use of the Board resources, including the services of the Board employees, for personal purposes is prohibited. For example, while an employee may be authorized to make reasonable use of the Board -issued computers and telephone devices for personal purposes (provided, however, that he or she reimburses the Board if there are additional charges to the Board from such use; e.g., a charge for an international phone call), an employee may not use the Board students or staff to conduct personal business.

Managing conflict of interest situations***Employee's Responsibility***

Employees must take reasonable steps to avoid real or apparent conflicts of interest.

It is the duty of every employee to disclose any conflict of interest or any circumstances that might reasonably give rise to the perception of conflict of interest.

Disclosure should be made at the time the conflict first arises, or when it is recognized that a conflict might be perceived, in writing to the employee's immediate supervisor. If the immediate supervisor has an interest in the matter to be disclosed, the disclosure shall be made to the person at the next higher level of authority.

Where an employee is not initially aware of the conflict of interest but becomes aware of it at a later time, the individual shall disclose the conflict of interest promptly upon learning of it.

Supervisor's Responsibility

Where an employee raises concerns about a possible conflict of interest (real or apparent) or discloses that he or she may have a conflict of interest, it is the responsibility of the employee's supervisor to:

Conflict of Interest– cont.

1. Decide whether there is, or could be, a conflict of interest;
2. Having determined that there is, or could be, a conflict of interest, discuss with the employee the steps which will be taken to avoid that conflict and formulate a proposed plan/approach that protects the Board and ensures compliance with the law and the integrity of the transaction(s) and the individuals involved. It is the responsibility of those affected to comply with the plan/approach that has been agreed upon. Options to be considered include:
 - the employee divesting him or herself of the interest, where this is possible and the employee is willing to do so;
 - the employee's duties being rearranged or a permanent or temporary transfer being made to an equivalent position not involved with the conflict;
 - the employee not taking part in discussions of certain matters;
 - the employee not taking part in decisions in relation to certain matters;
 - the employee referring to others certain matters for decision;
 - the employee standing aside from any involvement in a particular project;
 - putting in place additional processes to ensure the impartiality of the employee in the performance of his or her duties; and
 - any other action considered appropriate under the particular circumstances.
3. Inform the Superintendent/designee in writing of the steps to be taken to avoid the conflict.
4. Refer any unresolved matter to the Superintendent/designee for further action.

Enforcement

Failure to comply with the above procedures will subject the employee and/or supervisor to disciplinary action, up to and including termination.

Students

First Aid/Emergency Medical Care

Use of Automatic External Defibrillators (AEDs)

The Groton Board of Education strives to provide a safe environment for students, staff, parents, and the community. In achieving a safe working environment, automatic external defibrillators (AEDs) are accessible on **all** school grounds ~~Fitch High School, Catherine Kolnaski School and Northeast Academy~~ in designated locations for use in emergency medical situations. Such AEDs ~~are not intended to and~~ do not replace the assistance of qualified medical professionals.

The AEDs shall only be used by individuals specifically trained in the use of an AED. Training shall be in accordance with the standards set forth by the Groton Board of Education medical advisor consistent with relevant medical guidelines.

The AEDs on school grounds are Groton Board of Education property. Any employee, student, or other individual who inappropriately accesses and/or uses an AED will be subject to disciplinary action, up to and including expulsion from school and/or termination of employment. Civil and/or criminal liability may also be imposed on any student, employee, or individual who inappropriately accesses and/or uses an AED.

The Superintendent of Schools shall establish administrative guidelines that will outline the specific responsibilities, training, management, maintenance, and procedures for the use and storage of AEDs on school grounds.

Legal Reference: Connecticut General Statutes
 10-221 Boards of Education to prescribe rules.
 52-557b "Good Samaritan law." Immunity from liability for
 emergency medical assistance, first aid, or medication by injection.
 School personnel not required to administer or render.
 Public Law 106-505 Cardiac Arrest Survival Act
 Public Law 105-170 Aviator Medical Assistance Act
 Public Law 107-188 The Public Health Security and
 Bioterrorism Response Act

Business/Non-Instructional Operations

Federal Funds

Federal Grants and Awards Administration (Federal Fiscal Compliance)

The Board of Education (Board) of the Groton Public Schools intends to administer federal grant awards efficiently and to comply with all requirements imposed by law, the awarding agency, the Connecticut Department of Education, and/or other applicable pass-through entities, and all requirements applicable to the use of federal funds. To the extent that any provision of a Board policy is contrary to a federal law, regulation, term, or condition applicable to a federal award, the applicable federal requirement must be followed.

The Superintendent or his/her designee shall be responsible to develop, monitor, and enforce effective internal controls over federal awards and grants that provide reasonable assurance that the District is managing the funds in compliance with all requirements for federal grants and awards.

Legal References:

- Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200
- Department of Education Direct Grant and State-Administered Programs, Title 34, Code of Federal Regulations – 34 CFR Part 75, Part 76
- Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2CFR Sec. 200.474

Policy Adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Business/Non-Instructional Operations

Federal Funds

Federal Grants and Awards Administration (Federal Fiscal Compliance)

A. Internal Controls

Internal controls must meet all requirements of federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Budget and Management, and shall be based on best practices.

The internal controls must provide for the following:

- 1) identification of all federal funds received and expended and their program source;
- 2) accurate, current, and complete disclosure of financial data in accordance with federal requirements;
- 3) records sufficient to track the receipt and use of funds;
- 4) effective control and accountability over assets to assure they are used only for authorized purposes;
- 5) comparison of expenditures against budget; and
- 6) written procedures for cash management and determining the allowability of costs.

At a minimum, the internal controls shall address the following areas.

1. Allowability

Costs charged by the District to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance. Costs will be charged to a federal grant only when the cost is:

1. reasonable and necessary for the program;
2. in compliance with applicable laws, regulations, and grant or award terms;
3. allocable to the grant;
4. adequately documented; and
5. consistent with Board of Education (Board) policies and administrative regulations that apply to both federally-funded and non-federally funded activities.

Prior written approval for certain cost charges must be obtained as required by the awarding agency in order to avoid subsequent disallowances.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments.

Federal Funds – cont.**3. Procurement**

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal and state laws and regulations. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, must be excluded from competing for such purchases.

Contracts are to be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed purchase or service. No contract shall be awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

4. Conflict of Interest

The requirements for conflicts of interest are applicable to all purchases or services.

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest shall disclose that conflict in writing to the Superintendent. The Superintendent shall disclose in writing any potential conflict of interest to the federal awarding agency.

For purposes of this paragraph, a conflict of interest would arise when the employee, Board member, or agent of the District, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties has a financial interest in or receives a tangible personal benefit from a firm considered for a contract. An individual who is required to disclose a conflict of interest shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

The employee, Board member, or agent with a conflict of interest shall not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award but they may accept a single unsolicited item with a value of \$10 or less or multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$50 or less in a 12-month period. Violations of this provision are subject to disciplinary action.

5. Mandatory Disclosures

The Superintendent shall disclose in writing to the federal awarding agency in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The Superintendent shall fully address any such violations promptly and shall notify the Board accordingly. The Board may request the Superintendent to develop a plan of correction for Board approval in appropriate situations as determined by the Board.

Federal Funds – cont.**6. Equipment and Supplies Purchased with Federal Funds**

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

7. Accountability and Certifications

All fiscal transactions must be approved by the Superintendent or designee and by the person managing the federal program who can attest that the expenditure is allowable and approved under the federal program. The Superintendent or designee shall submit all required certifications and is authorized to sign them on behalf of the Board.

8. Monitoring and Reporting Performance

The Superintendent shall establish sufficient oversight of the operations of federally supported activities to assure compliance with federal requirements and to ensure that program objectives established by the awarding agency are being achieved. Performance reports, including reports of significant developments that arise between scheduled performance reporting dates, must be submitted as required by federal or state authorities.

B. Audits and Corrective Action

1. An annual independent audit will be conducted and the Superintendent or designee will prepare all financial statements, schedules of expenditures, and other documents required for the audit.
2. At the completion of the audit, the Superintendent or designee shall prepare a corrective action plan to address any audit findings. The plan must identify the responsible party and the anticipated completion date for each corrective action to be taken. The Superintendent shall present the plan to the Board for approval.
3. Compliance deficiencies discovered internally through administrative supervision must be addressed promptly with the goal of improving processes to encourage future compliance and reduce audit findings.

C. Training

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training and/or guidance to carry out their duties in accordance with all applicable requirements for the federal grant or award.

Federal Funds – cont.

D. Reporting Mismanagement of Federal Funds

Any employee who reasonably believes that federal funds have been misused or that the District is otherwise in violation of any requirement applicable to the receipt and use of federal funds should report the matter to the Superintendent or designee.

Policy Adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Groton Public Schools
Requisition review checklist

Requisition #: _____

Vendor: _____

Person making request: _____

Requisition total: _____

Date: _____

Per Groton Board of Education policy (P3323), all purchases more than \$5,000 but less than \$10,000 require at least three quotes (with certain exceptions).

Were three quotes obtained (circle one)? Yes No

If yes, above, please provide non-awarded vendor names:

If no, check one of following:

- ☐ State of CT negotiated price
- ☐ Purchase where only one supplier exists
- ☐ Architectural services
- ☐ Legal services
- ☐ Service requiring specific expertise
- ☐ Textbook purchases
- ☐ Superintendent waived
- ☐ Other: _____

Per Groton Board of Education policy (P3323), all purchases more than \$10,000 shall be bid (with certain exceptions).

Was this purchase bid (circle one)? Yes No

If yes, above, please provide non-awarded vendor names:

If no, check one of following:

- ☐ State of CT negotiated price
- ☐ Purchase where only one supplier exists
- ☐ Architectural services
- ☐ Legal services
- ☐ Service requiring specific expertise
- ☐ Textbook purchases
- ☐ Superintendent waived
- ☐ Other: _____

(Continued next page)

Groton Public Schools
Requisition review checklist

For purchases involving federal funds, C.F.R. Sections 200.317 to 200.325 must be followed, per Groton Board of Education policy (P3230.1).

Please check all of the following:

- ☐ Avoided unnecessary or duplicate items.
- ☐ Purchase awarded to responsible, capable vendors/contractors.
- ☐ Free from real or apparent conflicts of interest.
- ☐ Contractor/vendor not suspended or debarred.
- ☐ Procurement includes a termination for cause clause.
- ☐ Contractor is on prequalified list, if used.

Signed: _____

Date: _____

P 3323

Business and Non-Instructional Operations

Soliciting Prices/Bidding Requirements

A. Definitions

1. **Quotation:** A notice, either oral or in writing, whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish supplies, materials, equipment, or services to the purchaser.
2. **Bid:** ~~A notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the buyer, whereby a vendor informs the buyer of the conditions and price under which he/she will furnish supplies, materials, or equipment.~~ A notice, either in writing or buyer-requested electronic format, delivered to the buyer by a specified date and time whereby a vendor informs the buyer of the conditions and price under which he/she will furnish supplies, materials or equipment. The bid responses shall be opened in public at a specified date and time at the discretion of the Business Manager or designee. Technical assistance will be provided by the requestor, where applicable, to the Business Manager who has the final responsibility for determining the vendor/price.

B. Procedures

1. Purchases for more than \$5,000 but less than \$10,000

The Superintendent and/or their designee shall solicit quotations from at least three (3) companies if the nature of the commodity or service permits effective competitive pricing, and if possible, feasible, and to the advantage, of the district. The Superintendent of Schools or designee may award bids and/or quotes up to \$10,000 and he/she may reject any or all such bids.

~~An exception may be made if the State of CT negotiated a price.~~

2. Purchases for \$10,000 and above

Purchases for \$10,000 or more shall be bid. Bids shall be advertised if deemed appropriate by the Superintendent or his/her designee. If a bid is not advertised, a vendor list will be utilized. All bids must be submitted in sealed envelopes and marked appropriately on the outside of the envelope. Bids shall be opened at the time specified. Bid openings shall be public. The school district reserves the right to reject any or all bids and reserves the right to waive the bidding procedure. The Superintendent or designee shall award all other bids upon receiving recommendations and bid results from the Business Manager or Superintendent designee.

3. Vehicle Purchase/Replacement Policy

- a) **New-** New vehicles will be purchased within the framework of this policy.
- b) **Used** - Used vehicles shall be purchased from authorized dealers only. The purchase of a used vehicle from private individuals is prohibited. An independent appraisal may be required in addition to the Blue Book Value to determine the value of the vehicle. A vehicle which is more than seven years old may not be considered for purchase unless it is determined to be in the best interest
- c)

Soliciting Prices/Bidding Requirements – cont.

of the district. State of Connecticut bid awards are an acceptable means of purchasing a used vehicle. The process for awarding a contract on a state bid will be consistent with other bid awards.

4. Purchases involving Federal Funds

Purchases involving federal funds must follow policy P 3230.1 Federal Funds

5. Emergency Situation

The Board of Education (Board) recognizes that emergency situations may arise which affect the health, welfare and/or safety of students and/or staff. In an emergency situation, the procedures of sections for quotation and bidding may be suspended for the emergency only. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent and a report will be given to the Board within a two week period of time detailing the emergency, why the policy was suspended and the amount of funds expended and to whom.

The Superintendent of Schools may provide temporary special education transportation pending completion of the bidding process. Such temporary arrangements shall not exceed 30 days without Board approval.

The authority to sign contracts is delegated to the Superintendent of Schools or their designee.

~~Bids are not required on~~ The following purchases are excluded from the above quotes and bid requirements:

1. Purchases where only one supplier exists.
2. Goods and services available through the pre-approved State contracts. (State of Connecticut, Department of Administrative Services website www.das.state.ct.us/busopp.asp)
3. Architectural services.
4. Legal services.
5. Services requiring specific expertise. (consultants, specialists)
6. Textbook purchases.

Business and Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

Regulations Relative to the Bidding Activity

1. The purchasing personnel shall periodically estimate requirements of standard items or classes of items and make quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive an entire order at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications, or estimated quantities bid with deliveries to be made as requested.
2. Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.
3. The purchasing personnel shall seek bids from those sources able to offer the best prices, consistent with quality, delivery and service.
4. The bids shall be ~~opened in~~ made available to the public at the discretion of the Business Manager or designee. ~~prescribed time and place and tabulated for review. Whether or not bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time.~~
5. After the bids have been opened and tabulated, they will be available for those interested to copy or examine. ~~They shall not, however, be removed from the purchasing office.~~ Copies may be shared electronically in pdf format upon request.

Groton Public Schools
Requisition review checklist

Requisition #: _____

Vendor: _____

Person making request: _____

Requisition total: _____

Date: _____

Per Groton Board of Education policy (P3323), all purchases more than \$5,000 but less than \$10,000 require at least three quotes (with certain exceptions).

Were three quotes obtained (circle one)? Yes No

If yes, above, please provide non-awarded vendor names:

If no, check one of following:

- ☐ State of CT negotiated price
- ☐ Purchase where only one supplier exists
- ☐ Architectural services
- ☐ Legal services
- ☐ Service requiring specific expertise
- ☐ Textbook purchases
- ☐ Superintendent waived
- ☐ Other: _____

Per Groton Board of Education policy (P3323), all purchases more than \$10,000 shall be bid (with certain exceptions).

Was this purchase bid (circle one)? Yes No

If yes, above, please provide non-awarded vendor names:

If no, check one of following:

- ☐ State of CT negotiated price
- ☐ Purchase where only one supplier exists
- ☐ Architectural services
- ☐ Legal services
- ☐ Service requiring specific expertise
- ☐ Textbook purchases
- ☐ Superintendent waived
- ☐ Other: _____

(Continued next page)

Groton Public Schools

Requisition review checklist

For purchases involving federal funds, C.F.R. Sections 200.317 to 200.325 must be followed, per Groton Board of Education policy (P3230.1).

Please check all of the following:

- ☐ Avoided unnecessary or duplicate items.
- ☐ Purchase awarded to responsible, capable vendors/contractors.
- ☐ Free from real or apparent conflicts of interest.
- ☐ Contractor/vendor not suspended or debarred.
- ☐ Procurement includes a termination for cause clause.
- ☐ Contractor is on prequalified list, if used.

Signed: _____

Date: _____

P 4118.7

Personnel**Good Samaritan**

All employees are encouraged to respond to health emergencies involving students or other employees which may occur on school grounds or at a school function, until qualified medical personnel are available. Such response should be reasonable under the circumstances and within the limits of the person's training and capabilities.

Teachers or other school personnel who have completed a course in first aid offered by the American Red Cross, the American Heart Association, the National Ski Patrol, the Department of Public Health or any Director of Health, who render emergency first aid to a person in need thereof on school grounds or at a school function, shall not be liable for ordinary negligence.

Teachers or other school personnel who have completed both a course in first aid, as described above, and a course given by the medical advisor of the school or by a licensed physician **or by the school nurse** in the administration of ~~medication by injection~~, oral, topical, intranasal, inhalant, or cartridge injector medication, who render emergency care by administration of ~~medication by injection~~ oral, topical, intranasal, inhalant, or cartridge injector medication to a person in need thereof on school grounds or at a school function, will not be liable for ordinary negligence.

This Policy shall not be construed to require any teacher or other school personnel to render emergency first aid or to administer medication by injection.

(cf. 5141.21 Administering Medication)

Legal Reference: Connecticut General Statutes 52-557b
 Connecticut General Statutes 10-235
 Connecticut General Statutes 10-236

Policy adopted: July, 1979
 Revised: April 13, 1998

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Community Relations**Other School-Connected Organizations****Parent Organizations and Booster Clubs**

Parent organizations and booster clubs are invaluable resources to the District's schools. The Board of Education (Board) recognizes that parent organizations and extracurricular support groups, or "booster clubs" provide important support to District schools, and can be valuable means of stimulating community interest in the aims and activities of District schools. All such groups must receive the approval of the school Principal, Superintendent and the Board in order to be recognized as a parent or booster organization.

Support organizations may be defined in two ways:

1. an organization which is created to foster community support and provide resources for a particular sport or activity in the school or school system; or
2. an organization which is created to foster community support and raise funds for the school's general extracurricular program.

While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the Board welcomes their suggestions and assistance. It shall be the duty of the Superintendent and respective Building Principal to represent the best interest of the Board and school system in the functioning of these organizations.

Parent organizations and booster clubs are recognized by the Board of Education and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent.

The Superintendent or his/her designee may revoke the authorization to use the District's name, logo, or mascot if the Superintendent or designee determines that the booster or parent organization has failed to comply with the terms of this policy or any other District policies. The Superintendent or designee will notify the applicable organization in writing of the reasons for the revocation. The revocation decision may be appealed to the Board, whose decision shall be final.

Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has bylaws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, district staff, and community members or an agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.

Parent Organizations and Booster Clubs (continued)

5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances. The group must maintain bank, financial, and tax exempt status separate from the school or District. The organization will provide to the Board annually or upon request a complete set of financial records or detailed treasurer's report.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board of Education's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Parents and other interested community members who wish to organize a parent organization or booster club for the purpose of supporting a specific school program or activity are encouraged to do so as long as the activities of such organizations do not interfere unduly with the total educational program or disrupt District operations in any way. To this end, parent organizations/booster club/support organizations must follow these guidelines:

1. be voluntary;
2. submit an activity schedule in advance to the Superintendent of Schools or his/her designee for prior approval. Any time a booster club uses the name of the District or any language suggesting that the District has endorsed, sponsored or otherwise approved of the club's activities, there must be prior approval by the Superintendent or his/her designee;
3. seek advance approval for any use of school facilities and/or equipment and such use will comply with all policies and regulations established by the Board;
4. avoid interference with any previously approved student activity;
5. seek approval in advance of all fundraising activities by the Superintendent or building Principal;
6. understand and respect the authority of District employees in the administration of their duties;
7. assume all financial responsibility for the booster club, including but not limited to the provision of adequate insurance coverage, as appropriate; and
8. submit an annual financial report to the Superintendent or his/her designee (or Building Principal) giving a full accounting of its financial transactions for the year, including monies raised and expended. Adequate financial records shall be maintained at all times.

If a booster club wishes to make a contribution of money, service time or tangible property such as equipment or supplies, a representative of the organization should first meet with the Superintendent or his/her designee. The Superintendent or his/her designee must identify the District's terms and conditions of accepting such gifts in concert with the District's policy pertaining to gifts, grants and bequests.

All items donated become the property of the District and may be used or disposed of in accordance with District policy and any applicable state law. The District reserves the right to modify the use if the needs of the students or the District change.

Booster club proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the academic as well as the extracurricular school programs.

Parent Organizations and Booster Clubs (continued)

Careful consideration should be given to the total value of the contribution to all students, and not just to specific student groups.

The Board retains final responsibility and authority on all activities which have an impact on students, school programs and/or school owned property.

Further, the Board recognizes its responsibility to ensure that equivalent benefits and services are provided to members of both sexes. The Board will consider gender equity and budget implications before accepting booster club donations. Therefore, if booster clubs provide benefits, services or tangible property that assist only teams or programs of one gender, the Board shall ensure that teams or programs of the other gender receive equivalent benefits, services or tangible property. If a booster club provides benefits, services or tangible property which are greater than that which the District is capable of providing to the athletes or programs of the other gender, the administration shall take action, within policy parameters, to ensure equivalency for both sexes.

Legal Reference: Title IX of the Educational Amendments of 1972, 20 U.S.C.A § 1681.
34 C.F.R. §106.31(b) Education Programs or Activities: Specific Prohibitions
(Implementing Title IX)

Policy Adopted:
GROTON PUBLIC SCHOOLS

Groton, Connecticut

School	Position	Sport / Activity	Season	19-20 Stipend	20-21 Planning
GMS	Head Coach	Boys' Basketball	Winter	\$3,212.00	\$3,244.12
GMS	Head Coach	Girls' Basketball	Winter	\$3,212.00	\$3,244.12
GMS	Assistant Coach	Basketball Boys	New		\$2,189.78
GMS	Assistant Coach	Basketball Girls	New		\$2,189.78
GMS	Head Coach	Boys' Soccer	Fall	\$2,355.00	\$2,378.55
GMS	Head Coach	Girls' Soccer	Fall	\$2,355.00	\$2,378.55
GMS	Assistant Coach	Boys Soccer	New		\$1,605.52
GMS	Assistant Coach	Girls Soccer	New		\$1,605.52
GMS	Head Coach	Boys' Track	Spring	\$2,722.00	\$2,749.22
GMS	Head Coach	Girls' Track	Spring	\$2,722.00	\$2,749.22
GMS	Assistant Coach	Shared Boys/Girls	New		\$1,855.72
GMS	Head Coach/Boys	Boys' Cross Country	Fall	\$2,285.00	\$2,307.85
GMS	Head Coach/Girls	Girls' Cross Country	Fall	\$2,285.00	\$2,307.85
GMS	Assistant Coach	Shared Boys/Girls	New		\$1,557.80
GMS	Head Coach	Softball	Spring	\$2,722.00	\$2,749.22
GMS	Assistant Coach	Softball	New		\$1,855.72
GMS	Head Coach	Unified Sports	New		\$2,307.85
GMS	Coordinator	Sports' Coordinator	School Year	\$1,851.00	\$1,869.51
GMS	Advisor	Intramurals - Fall	Fall	\$2,333.00	\$2,356.34
GMS	Advisor	Intramurals - Fall	Fall	\$2,333.00	\$2,356.34
GMS	Advisor	Intramurals - Spring	Spring	\$2,333.00	\$2,356.34
GMS	Advisor	Intramurals - Spring	Spring	\$2,333.00	\$2,356.34
GMS	Advisor	Intramurals - Winter	Winter	\$2,333.00	\$2,356.34
GMS	Advisor	Intramurals - Winter	Winter	\$2,333.00	\$2,356.34
GMS	Advisor	Jazz Band	School Year	\$2,085.00	\$2,105.85
GMS	Advisor	Jazz Band	School Year	\$2,085.00	\$2,105.85
GMS	Advisor	Drama	School Year	\$2,048.00	\$2,068.48
GMS	Advisor	Drama	School Year	\$2,048.00	\$2,068.48
GMS	Advisor	Drama Music	School Year	\$1,041.00	\$1,051.41
GMS	Coordinator	Building Tech Support-Instructional	School Year	\$1,908.00	\$1,927.08
GMS	Advisor	Newspaper	School Year	\$1,856.00	\$1,874.56
GMS	Advisor	Student Council	School Year	\$2,085.00	\$2,105.86
GMS	Advisor	Student Council	School Year	\$2,085.00	\$2,105.86
GMS	Advisor	Yearbook	School Year	\$1,652.00	\$1,668.52
TOTALS				\$58,612.00	\$74,365.90

Notes:

New Assistant Coach stipends are set at 67.5% of the Head Coach consistent with the current Schedule C

New Unified Sports stipend is set the same as cross country head coach (same method as FHS)

Groton Public Schools

Date prep:		FY21 Proposed Adj Budget vs. FY21 BOE Approved Budget and FY20 Budget and FY19 Actual					
5/11/20 11:02 AM							
Account	Object #s	FY19 Actual 2018-2019	FY20 Budget 2019-2020	FY21 BOE Budget 2020-2021	FY21 Adj Budget 2020-2021	BOE v Adj Increase/ (Decrease)	%
Salaries & Wages							
1 Administrators	105-108	4,250,604	4,285,962	4,642,710	4,642,710	0	0.0%
2 Teachers	101-104,109,123-127	33,947,522	34,948,037	34,415,719	34,415,719	0	0.0%
3 Non-Certified Aides	110,111,119,129,130,131	3,259,077	3,453,175	3,578,209	3,578,209	0	0.0%
4 Substitute Teachers	120,121	891,666	952,083	979,580	979,580	0	0.0%
5 Clerical	112-114,132-134,144	1,844,243	1,836,139	1,876,870	1,876,870	0	0.0%
6 Custodial/Maintenance/Techs	117,118,129,137,138,147,148	3,352,756	3,501,382	3,563,841	3,563,841	0	0.0%
7 Campus Security/Supervision	128	147,127	94,640	146,610	146,610	0	0.0%
8 Total Salaries & Wages	100s	47,692,996	49,071,418	49,203,539	49,203,539	0	0.0%
Employee Benefits							
9 Health Insurance	201,202	9,287,983	8,127,848	7,965,817	7,965,817	0	0.0%
10 Workers Comp & Town Pension	211,213	969,529	934,557	927,138	927,138	0	0.0%
11 Social Security & Medicare	212,214	1,353,821	1,409,823	1,433,611	1,433,611	0	0.0%
12 Other Benefits	222-227	306,689	262,000	289,157	129,157	(160,000)	(61.1%)
13 Total Employee Benefits	200s	11,918,022	10,734,228	10,615,723	10,455,723	(160,000)	(1.5%)
Purchased Services							
14 Instructional Services	321-324	145,378	161,179	153,921	153,921	0	0.0%
15 Professional Services	331	223,402	197,726	261,078	261,078	0	0.0%
16 Other Professional Services	332	573,461	615,797	600,634	600,634	0	0.0%
17 OT & PT Services	333	604,759	603,231	665,591	665,591	0	0.0%
18 Legal Services	334	69,650	85,000	70,000	70,000	0	0.0%
19 Athletic Officials & Other Athletic Serv	341,342	67,094	79,305	77,676	77,676	0	0.0%
20 Computer Network Services	343	109,103	125,453	139,235	139,235	0	0.0%
21 Total Purchased Services	300s	1,792,848	1,867,691	1,968,135	1,968,135	0	0.0%
Property Services							
22 Water & Sewer	410,411	102,212	98,326	99,801	99,801	0	0.0%
23 Trash & Snow Removal	421,422	134,985	176,000	156,600	156,600	0	0.0%
24 Repair/Maintenance Services	430-435,490,491,499	573,540	467,150	486,970	486,970	0	0.0%
25 Rental	441	83,222	92,238	124,442	124,442	0	0.0%
26 Total Property Services	400s	893,960	833,714	867,813	867,813	0	0.0%
Transportation, Insurance, Communications, Tuition							
27 Transportation: Schools	510-513	4,637,286	4,767,335	4,855,917	4,855,917	0	0.0%
28 Transportation: Student Activities	587-596	129,151	176,060	176,589	176,589	0	0.0%
29 Transportation: Staff	580-584	83,172	107,020	134,441	134,441	0	0.0%
30 Insurance	522,525	282,757	293,913	302,400	302,400	0	0.0%
31 Communications	530-552	132,681	129,847	124,735	124,735	0	0.0%
32 Tuition: Special Education	561-563,568	4,218,435	4,550,000	4,481,290	4,481,290	0	0.0%
33 Tuition: Other	564-567	1,228,101	1,350,000	1,484,839	1,484,839	0	0.0%
34 Total Transp, Ins, Comm, Tuition	500s	10,711,583	11,374,175	11,560,211	11,560,211	0	0.0%
Supplies							
35 Instructional Supplies	601-609,613-619,622,623,628	495,493	565,721	600,326	470,326	(130,000)	(23.0%)
36 Computer Supplies	610-612	570,403	611,609	642,796	642,796	0	0.0%
37 Electricity & Heating	631-633	1,361,264	1,329,186	1,344,801	1,344,801	0	0.0%
38 Transportation Supplies	634,656	302,645	308,068	312,470	247,010	(65,460)	(21.2%)
39 Textbooks & Library Books	640-642,645,647	103,046	168,330	121,597	121,597	0	0.0%
40 Facility/Maintenance Supplies	650,652-655,657,659	392,041	364,974	370,220	320,220	(50,000)	(13.7%)
41 Other Supplies (staff dev., etc.)	621, 624-627, 690	49,067	63,955	70,762	70,762	0	0.0%
42 Total Supplies	600s	3,273,959	3,411,843	3,462,972	3,217,512	(245,460)	(7.2%)
Equipment							
43 Instructional Equipment	730,735	54,228	32,175	64,504	64,504	0	0.0%
44 Non-Instructional Equipment	731,736	50,962	30,250	117,312	26,312	(91,000)	(300.8%)
45 Total Equipment	700s	105,189	62,425	181,816	90,816	(91,000)	(145.8%)
46 Total Dues & Fees	800s	57,904	82,596	74,341	74,341	0	0.0%
47 Grand Total		76,446,462	77,438,090	77,934,550	77,438,090	(496,460)	(0.64%)

Groton Public Schools

Date prep: 5/11/20 11:02 AM		FY21 Proposed Adj Budget vs. FY21 BOE Approved Budget and FY20 Budget and FY19 Actual					
Account	Object #s	FY19 Actual 2018-2019	FY20 Budget 2019-2020	FY21 BOE Budget 2020-2021	FY21 Adj Budget 2020-2021	BOE v Adj Increase/ (Decrease)	%
Salaries & Wages							
Administrators							
48 Administration	105	1,024,760	1,014,569	1,053,227	1,053,227	-	0.0%
49 Principals	106	1,408,810	1,391,250	1,256,347	1,256,347	-	0.0%
50 Asst. Principals/Sp. Ed Supv	107	1,696,094	1,756,784	1,956,027	1,956,027	-	0.0%
51 Dean/ Curriculum Coordinators	108	120,940	123,359	377,109	377,109	-	0.0%
52		4,250,604	4,285,962	4,642,710	4,642,710	0	0.0%
Teachers							
53 Classroom Teachers	101	24,124,233	24,699,135	24,172,827	24,172,827	-	0.0%
54 Sp. Ed Certified	102	7,156,486	7,513,477	7,462,674	7,462,674	-	0.0%
55 Media Specialists	103	692,455	725,018	730,616	730,616	-	0.0%
56 Guidance	104	977,941	1,050,760	1,088,601	1,088,601	-	0.0%
57 Athletic Director	109	12,222	11,769	11,769	11,769	-	0.0%
58 Summer School	123	703	7,981	8,206	8,206	-	0.0%
59 Adult Ed	124	39,272	37,121	39,905	39,905	-	0.0%
60 Tutors	125	549,075	490,096	478,270	478,270	-	0.0%
61 Coach Stipends	126	319,024	333,907	344,247	344,247	-	0.0%
62 Other Student Activities	127	76,112	78,773	78,604	78,604	-	0.0%
63		33,947,522	34,948,037	34,415,719	34,415,719	0	0.0%
Non-Cert Aides							
64 Reg. Ed Teacher Aides	110 & 130	343,525	398,996	393,049	393,049	-	0.0%
65 Sp. Ed Aides - Para I	111	1,007,848	823,184	758,192	758,192	-	0.0%
66 Sp. Ed Aides - Para II	131	1,459,292	1,828,649	2,012,619	2,012,619	-	0.0%
67 School Bus Aides	136	443,211	394,146	402,029	402,029	-	0.0%
68 Other Aides	139	5,200	8,200	12,320	12,320	-	0.0%
69		3,259,077	3,453,175	3,578,209	3,578,209	0	0.0%
Substitutes							
70 Substitute Sp. Ed Certified	121	89,586	80,000	82,989	82,989	-	0.0%
71 Substitute Reg. Ed Certified	120	802,080	872,083	896,591	896,591	-	0.0%
72		891,666	952,083	979,580	979,580	0	0.0%
Clerical							
73 Clerical	112'113'114'132'133'134'143'144	1,844,243	1,836,139	1,876,870	1,876,870	0	0.0%
Custodial/Maintenance/Techs							
74 Custodial	117 & 137	1,813,398	1,897,867	1,938,622	1,938,622	-	0.0%
75 Maintenance	118 & 138	759,584	805,481	813,603	813,603	-	0.0%
76 Technicians	129 & 149	702,213	692,668	705,116	705,116	-	0.0%
77 Custodial Overtime	147	63,899	86,292	87,200	87,200	-	0.0%
78 Maintenance Overtime	148	13,662	19,074	19,300	19,300	-	0.0%
79		3,352,756	3,501,382	3,563,841	3,563,841	0	0.0%
Security							
80 Security/Supervision	128	147,127	94,640	146,610	146,610	-	0.0%
81 Total Salaries & Wages		47,692,996	49,071,418	49,203,539	49,203,539	0	0.0%
Employee Benefits							
Health Insurance							
82 Group Insurance - Prof	201	7,634,514	6,235,419	6,195,914	6,195,914	-	0.0%
83 Group Insurance - Other	202	1,653,470	1,892,429	1,769,903	1,769,903	-	0.0%
84		9,287,983	8,127,848	7,965,817	7,965,817	0	0.0%
Workers Comp & Town Pension							
85 Worker's Compensation	211	619,929	530,857	515,238	515,238	-	0.0%
86 Town Pension	213	349,600	403,700	411,900	411,900	-	0.0%
87		969,529	934,557	927,138	927,138	0	0.0%
Social Security & Medicare							
88 Social Security	212	685,657	698,287	720,156	720,156	-	0.0%
89 Medicare	214	668,164	711,536	713,455	713,455	-	0.0%
90		1,353,821	1,409,823	1,433,611	1,433,611	0	0.0%
Other Employee Benefits							
91 Retirement Awards	222	163,356	105,000	161,657	1,657	(160,000)	(152.4%)
92 Unemployment	223	33,619	50,000	50,000	50,000	-	0.0%
93 Tuition Reimb Certified	224	108,214	106,000	76,000	76,000	-	0.0%
94 Mentor Stipend	227	1,500	1,000	1,500	1,500	-	0.0%
95		306,689	262,000	289,157	129,157	(160,000)	(61.1%)
96 Total Employee Benefits		11,918,022	10,734,228	10,615,723	10,455,723	(160,000)	(1.5%)

Groton Public Schools

Date prep: 5/11/20 11:02 AM		FY21 Proposed Adj Budget vs. FY21 BOE Approved Budget and FY20 Budget and FY19 Actual					
Account	Object #s	FY19 Actual 2018-2019	FY20 Budget 2019-2020	FY21 BOE Budget 2020-2021	FY21 Adj Budget 2020-2021	BOE v Adj Increase/ (Decrease)	%
Purchased Services							
Instructional Services							
97 Instructional Services	321 & 323	87,294	116,179	112,421	112,421	-	0.0%
98 Instructional Improvement Serv	322 & 324	58,083	45,000	41,500	41,500	-	0.0%
99		145,378	161,179	153,921	153,921	0	0.0%
Professional Services							
100 Professional Services	331	223,402	197,726	261,078	261,078	-	0.0%
101 Other Professional Services	332	573,461	615,797	600,634	600,634	-	0.0%
102 OT & PT Services	333	604,759	603,231	665,591	665,591	-	0.0%
103 Legal Services	334	69,650	85,000	70,000	70,000	-	0.0%
104		1,471,273	1,501,754	1,597,303	1,597,303	0	0.0%
Athletic Officials & Other Athletic Services							
105 Athletic Officials	341	56,488	65,500	64,776	64,776	-	0.0%
106 Other Athletic Services	342	10,606	13,805	12,900	12,900	-	0.0%
107		67,094	79,305	77,676	77,676	0	0.0%
Computer Network Services							
108 Computer Network Services	343	109,103	125,453	139,235	139,235	-	0.0%
109 Total Purchased Services		1,792,848	1,867,691	1,968,135	1,968,135	0	0.0%
Property Services							
Water/Sewer							
110 Water	410	61,364	64,559	65,527	65,527	-	0.0%
111 Sewer	411	40,848	33,767	34,274	34,274	-	0.0%
112		102,212	98,326	99,801	99,801	0	0.0%
Trash & Snow Removal							
113 Trash Removal	421	99,125	84,500	86,600	86,600	-	0.0%
114 Snow Removal	422	35,860	91,500	70,000	70,000	-	0.0%
115		134,985	176,000	156,600	156,600	0	0.0%
Repair/Maintenance							
116 Equipment Repairs	430	131,799	113,419	115,719	115,719	-	0.0%
117 Grounds Repairs	431	207,564	155,682	170,017	170,017	-	0.0%
118 General Building Repairs	432	56,575	50,408	50,912	50,912	-	0.0%
119 Painting	433	0	8,932	10,000	10,000	-	0.0%
120 Heat & Plumbing Repairs	434	75,002	45,382	46,063	46,063	-	0.0%
121 Electrical Repairs	435	6,958	11,829	11,947	11,947	-	0.0%
122 Extermination Services	490	10,422	12,147	12,268	12,268	-	0.0%
123 Building Fire Protection	491	62,854	45,444	45,898	45,898	-	0.0%
124 Other Property Services	499	22,366	23,907	24,146	24,146	-	0.0%
125		573,540	467,150	486,970	486,970	0	0.0%
Rental							
126 Rental	441	83,222	92,238	124,442	124,442	-	0.0%
127 Total Property Services		893,960	833,714	867,813	867,813	0	0.0%
Transportation, Insurance, Communications, Tuition							
Transportation: Schools							
128 Reg. Ed Pupil Transportation	510 & 516	2,700,954	2,821,510	2,877,836	2,877,836	-	0.0%
129 Sp. Ed Pupil Transp - STA	511	1,050,346	1,042,729	1,063,596	1,063,596	-	0.0%
130 Sp. Ed Pupil Transp - Curtin	512	872,690	891,096	902,235	902,235	-	0.0%
131 Pupil Transp Reimbursement	513	13,296	12,000	12,250	12,250	-	0.0%
132		4,637,286	4,767,335	4,855,917	4,855,917	0	0.0%
Transportation: Other							
133 Transportation - Athletics	587	86,706	101,600	106,430	106,430	-	0.0%
134 Transportation - Field Trips	588	22,510	33,950	51,553	51,553	-	0.0%
135 Enlry Fees - Athletics	591 & 592	9,215	14,435	13,216	13,216	-	0.0%
136 Admission Fees	595	10,720	26,075	5,390	5,390	-	0.0%
138		129,151	176,060	176,589	176,589	0	0.0%
Transportation: Staff							
139 Travel - Education	580 & 581	11,804	10,650	8,800	8,800	-	0.0%
140 Travel - Admin	582 & 583	25,020	30,300	30,300	30,300	-	0.0%
141 Travel - Conferences	584	46,348	66,070	95,341	95,341	-	0.0%
142		83,172	107,020	134,441	134,441	0	0.0%

Groton Public Schools

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Account	Object #s	FY19 Actual 2018-2019	FY20 Budget 2019-2020	FY21 BOE Budget 2020-2021	FY21 Adj Budget 2020-2021	BOE v Adj Increase/ (Decrease)	%
Liability & Accident Insurance							
143 Liability Insurance	522	267,347	278,041	286,374	286,374	-	0.0%
144 Accident Insurance	525	15,410	15,872	16,026	16,026	-	0.0%
145		282,757	293,913	302,400	302,400	0	0.0%
Communications							
146 Telephone/Telephone Repairs	530	77,679	67,197	68,810	68,810	-	0.0%
147 Postage	531	30,187	40,150	39,425	39,425	-	0.0%
148 Advertisement	540	7,877	5,000	5,000	5,000	-	0.0%
149 Minority Recruitment	541	0	5,000	0	0	-	0.0%
150 Printing Admin	550	13,214	8,000	7,500	7,500	-	0.0%
151 School Publications	551 & 552	3,724	4,500	4,000	4,000	-	0.0%
152		132,681	129,847	124,735	124,735	0	0.0%
Tuition: Special Education							
153 Sp, Ed Vocational	561	439,318	450,000	461,250	461,250	-	0.0%
154 Sp, Ed BoE Placements	562	2,232,822	2,250,000	2,447,750	2,447,750	-	0.0%
155 Sp, Ed State Placements	563	583,126	600,000	600,000	600,000	-	0.0%
156 Sp, Ed Magnet Choice	568	963,169	1,250,000	972,290	972,290	-	0.0%
157		4,218,435	4,550,000	4,481,290	4,481,290	0	0.0%
Tuition: Other							
158 Adult Ed	564	207,000	210,000	210,000	210,000	-	0.0%
159 Reg, Ed Magnet Tuition	566	932,402	1,000,000	1,148,955	1,148,955	-	0.0%
160 Reg, Ed Vo-Ag Tuition	567	88,699	140,000	125,884	125,884	-	0.0%
161		1,228,101	1,350,000	1,484,839	1,484,839	0	0.0%
162 Total Transportation, Insurance, Communication, Tuition		10,711,583	11,374,175	11,560,211	11,560,211	0	0.0%
Supplies							
Instructional Supplies							
163 General Classroom Supplies	601	178,916	216,386	231,357	101,357	(130,000)	(60.1%)
164 Science Supplies	602	20,627	22,275	21,150	21,150	-	0.0%
165 Arts & Crafts Supplies	603	19,134	19,610	20,350	20,350	-	0.0%
166 Phys. Ed Supplies	604	10,247	12,925	12,400	12,400	-	0.0%
167 Music Supplies	605	15,398	19,750	18,850	18,850	-	0.0%
168 Kindergarten Supplies	606	1,490	3,250	5,800	5,800	-	0.0%
169 Pupil Tests	607	62,191	71,500	70,225	70,225	-	0.0%
170 Tech. Ed Supplies	609	14,038	9,500	7,500	7,500	-	0.0%
171 Home Ec Supplies	613	13,004	12,750	12,700	12,700	-	0.0%
172 Sp, Ed Supplies	615	54,217	56,300	54,800	54,800	-	0.0%
173 Athletic Supplies	616	41,640	61,100	81,469	81,469	-	0.0%
174 Math Supplies	617	13,730	14,500	11,250	11,250	-	0.0%
175 Health Supplies	618	78	1,650	1,700	1,700	-	0.0%
176 Other Supplies	619	2,174	4,000	2,500	2,500	-	0.0%
177 Health Serv Pathogen	622	6,500	6,000	6,250	6,250	-	0.0%
178 School Library Supplies	623	5,359	5,000	4,950	4,950	-	0.0%
179 Food, Drink, Snacks	628	36,750	29,225	37,075	37,075	-	0.0%
180		495,493	565,721	600,326	470,326	(130,000)	(23.0%)
Computer Supplies							
181 Computer Supplies	610 & 611	89,635	111,125	110,900	110,900	-	0.0%
182 Software	612	480,768	500,484	531,896	531,896	-	0.0%
183		570,403	611,609	642,796	642,796	0	0.0%
Electricity & Heating							
184 Electricity	631	923,400	896,572	905,538	905,538	-	0.0%
185 Propane/Natural Gas	632	218,013	200,249	229,751	229,751	-	0.0%
186 Heating Oil	633	219,851	232,365	209,512	209,512	-	0.0%
187		1,361,264	1,329,186	1,344,801	1,344,801	0	0.0%
Transportation Supplies							
188 Diesel for School Buses	634	275,649	266,960	270,890	205,430	(65,460)	(24.5%)
189 Gas for Maintenance	656	26,996	41,108	41,580	41,580	-	0.0%
190		302,645	308,068	312,470	247,010	(65,460)	(21.2%)

Groton Public Schools

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		FY19 Actual	FY20 Budget	FY21 BOE Budget	FY21 Adj Budget	BOE v Adj Increase/ (Decrease)	%
Account	Object #s	2018-2019	2019-2020	2020-2021	2020-2021		
Textbooks & Library Books							
191 Textbooks	640	84,119	111,025	86,796	86,796	-	0.0%
192 Workbooks	641	7,716	33,575	12,910	12,910	-	0.0%
193 Textbook Rebind	642	174	250	450	450	-	0.0%
194 Library Books	645	8,736	18,267	18,391	18,391	-	0.0%
195 Periodicals	647	2,301	5,213	3,050	3,050	-	0.0%
196		103,046	168,330	121,597	121,597	0	0.0%
Facility/Maintenance Supplies							
197 Equipment Repair	650	25,729	28,504	28,660	28,660	-	0.0%
198 Grounds Supplies	651	19,254	18,490	18,675	18,675	-	0.0%
199 General Building Repair	652	44,227	65,771	66,430	66,430	-	0.0%
200 Painting Supplies	653	440	1,704	2,500	2,500	-	0.0%
201 Heat & Plumbing Supplies	654	54,801	33,387	33,720	33,720	-	0.0%
202 Electrical Supplies	655	32,092	29,590	29,950	29,950	-	0.0%
203 Safety Supplies	657 & 659	6,782	11,910	11,985	11,985	-	0.0%
204 Custodial Supplies	658	208,715	175,618	178,300	128,300	(50,000)	(28.5%)
205		392,041	364,974	370,220	320,220	(50,000)	(13.7%)
Other Supplies							
206 Sup Serv Guid Imp Ins	621	14,303	18,500	19,500	19,500	-	0.0%
207 Audio Visual Supplies	624 & 625	2,123	6,752	7,402	7,402	-	0.0%
208 General Admin Supplies	626	10,217	13,610	13,360	13,360	-	0.0%
209 School Admin Supplies	627	14,231	11,818	11,250	11,250	-	0.0%
210 Professional Materials	690	8,193	13,275	19,250	19,250	-	0.0%
211		49,067	63,955	70,762	70,762	0	0.0%
212 Total Supplies		3,273,959	3,411,843	3,462,972	3,217,512	(245,460)	(7.2%)
Equipment							
Instructional Equipment							
213 Replace Instr Equipment	730	25,048	16,375	29,770	29,770	-	0.0%
214 Add Instr Equipment	735	29,179	15,800	34,734	34,734	-	0.0%
215		54,228	32,175	64,504	64,504	0	0.0%
Non-Instructional Equipment							
216 Replace Non-Instr Equipment	731	50,070	30,000	56,000	25,000	(31,000)	(103.3%)
217 Add Non-Instr Equipment	736	892	250	61,312	1,312	(60,000)	**
218		50,962	30,250	117,312	26,312	(91,000)	(300.8%)
219 Total Equipment		105,189	62,425	181,816	90,816	(91,000)	(145.8%)
Dues & Fees							
Dues/Fees							
220 BoE Dues	810	0	25,541	25,541	25,541	-	0.0%
221 General Admin Dues	811	20,768	17,750	15,950	15,950	-	0.0%
222 School Admin Dues	812	33,745	34,100	27,965	27,965	-	0.0%
223 Other Dues	819	3,391	5,205	4,885	4,885	-	0.0%
224 Total Dues/Fees		57,904	82,596	74,341	74,341	0	0.0%
225 Grand Total		76,446,462	77,438,090	77,934,550	77,438,090	(496,460)	(0.6%)

** Denotes < -500% or > 500%

Groton Public Schools
 IT Equipment plan
 Updated 5/20/2020

	# of Units	Cost	Total
Needs			
Chromebooks	1,200	\$249	\$ 298,800
Carts	62	\$1,100	\$ 68,200
Chrome tablets	600	\$302	\$ 181,200
Interactive Panels		\$161,500	\$ 161,500
Software		\$300,000	\$ 300,000
Registration software		\$29,000	\$ 29,000
IT Infrastructure (FY21 budget)		\$60,000	\$ 60,000
Total Cost of additional needs			\$ 1,098,700

Funding			
Cost Avoidance due COVID19			
Transportation (STA & Curtin)		\$	385,000
Site Budgets		\$	138,744
Subtotal Cost Avoidance		\$	523,744
Other Funding			
Alliance District funding		\$	356,756
DOD Supplemental Impact Aid*		\$	218,200
Subtotal Other Funding		\$	574,956
Total Funding (cost avoidance & other funding)			\$ 1,098,700

* Anticipate receiving mid-June

Expenses

Position	Rate	Cost
Aide	\$ 13.61	\$ 14.56
Leader	\$ 14.25	\$ 15.25
PC	\$ 16.00	\$ 17.12

	Number	Hours	Total Hours	Cost
Opening Aide	2	2.5	5	\$ 72.81
Closing Aide	2	3	6	\$ 87.38
Program Aide	20	12	240	\$ 3,495.05
Program Leader	4	12	48	\$ 731.88
PC	4	8	32	\$ 547.84
Daily Payroll	28	32	320	\$ 4,934.96
Weekly Payroll*			1600	\$ 26,674.79
Summer Payroll				\$ 213,398.31

Activity Budget	\$ 5,000.00
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Total Weeks	8
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Income

Member	100	\$ 175.00	\$ 17,500.00
Non-Member	10	\$ 225.00	\$ 2,250.00
Non-Resident	10	\$ 250.00	\$ 2,500.00
Total Registrations	120	\$ 50.00	\$ 6,000.00
Estimated Payment			100%
Weekly Gross			\$ 22,250.00

Weekly

Weekly Gross Income	\$ 22,250.00
Weekly Gross Expenses	\$ 27,299.79
Weekly Net	\$ (5,049.79)

Summer Totals

Gross Income	\$ 184,000.00
Gross Expenses	\$ 218,398.31
Net Income	\$ (34,398.31)