

**GROTON BOARD OF EDUCATION
SPECIAL FINANCE/FACILITIES COMMITTEE MEETING MINUTES
SEPTEMBER 8, 2020 @ 5:00 P.M.
REMOTE MEETING**

Members Present: Jay Weitlauf, Liz Porter, Jane Giuliani

Also Present: Mike Graner, Sam Kilpatrick, Ken Knight, Susan Austin

Chairman Weitlauf called the meeting to order at 5:02 p.m.

1. Review August 10, 2020 Meeting Minutes – The minutes were approved as presented.
2. C.I.P. Development – Sam Kilpatrick explained that the FY22 C.I.P. proposal is being developed and will be presented at the October Finance/Facilities Committee meeting. The Board of Education can then vote on the C.I.P. proposal at its October meeting. The proposal will then be submitted to the town.
3. Budget Timeline – Ken Knight shared the attached proposed timeline for the FY22 budget development.
4. COVID-related Funding – Ken Knight shared the attached spreadsheet which details the proposed allocation for the Corona Relief Fund. Mike Graner explained that the bulk of the academic support funding will pay for substitute teachers as well as one full time middle school study skills teacher and a half time PE teacher. The additional middle school staff members are needed to support the current middle school schedule. Funds have also been allocated for a full time social worker. The remaining part of the Corona Relief Fund grant will be used to purchase cleaning supplies, PPE, and other health/safety equipment. Ken also shared the budget for the CARES Act grant; this is a federal education grant that will be used to support a variety of COVID-related needs including food service staff, additional custodians, and equipment to support distance learning
5. Update re: Building Preparations for COVID to Include HVAC – Sam Kilpatrick explained that the district’s maintenance staff worked with Fuss & O’Neill engineers this summer to recommission the HVAC systems in each building. The work entailed increasing the circulation rate of fresh air in all buildings. Sam noted that the circulation process now starts two hours before school and continues throughout the day until one hour after school.
6. Update re: How the Latest USDA Guidelines Affect the Food Service Budget – Groton Public Schools has applied to the USDA to participate in the free meals program. The program will have no impact on the food service department budget. Sam also noted that the food service staff will provide meals five days per week to all students.
7. Projections for Treehouse Finances – Mike Graner explained that the Tree House program will continue to provide before and after school care for children attending in-person classes as well as all day care for students enrolled in the Tree House program on Monday, Tuesday, Thursday, and Friday. In addition, the program is pursuing the possibility of offering a five day per week program at the Groton Community Center.
8. Update re: Solar Panels at the Middle School – Sam Kilpatrick explained that the Town Council is currently considering the installation of solar panels on the new middle school. The town and Board of Education would be required to enter a power sharing agreement if the panels are approved.

9. Update re: Relocation of Middle School Memorials – Sam Kilpatrick explained that he has already returned several of the memorials that were at Cutler Middle and West Side Middle Schools to family members. A few memorials have been stored in the Central Office, and Sam is working with the families to determine the best location for them.

The meeting adjourned at 5:50 p.m.

FY2021/2022 BUDGET CALENDAR

Monday, October 5, 2020	Administrators' meeting/Business Office begins preparing budgets for 2021/2022 school year
Friday, November 20, 2020	Principals submit budget data to Business Manager
Monday, November 30, 2020	Business Office enters 2021/2022 budget data and prepares draft documents
December 1 - 18, 2020	Superintendent and administrators review and discuss
Monday, December 7, 2020	Review with BOE Finance/Facilities Committee
Monday, January 4, 2021	Superintendent presents budget to the Board of Education
Monday, January 11, 2021	2021/2022 budget work session
Tuesday, January 19, 2021	Public Hearing/Board of Education Special Meeting on the budget & 2021/2022 budget work session
Monday, February 1, 2021	2021/2022 budget work session
Wednesday, February 3, 2021	Joint BOE/Town Council/RTM budget meeting & 2021/2022 budget work session
Monday, February 8, 2021	2021/2022 budget work session
Wednesday, February 17, 2021	2021/2022 budget work session
Monday, February 22, 2021	Board of Education adopts 2021/2022 budget
Friday, February 26, 2021	Business Office makes revisions and prepares adopted budget for submittal to Town Manager
By March 15, 2021	Printed budget book to Town Council & RTM (Town Manager transmits to Town Council by March 15)
March - April, 2021	Town Council budget review
By April 28, 2021	Town Council adopts 2021/2022 budget
April – May, 2021	RTM budget review
By May 25, 2021	RTM adopts 2021/2022 budget

Groton Public Schools
Usage of CARES/CRF funds

	Allocated	Proposed Amount	Comment
Coronavirus Relief Fund (CRF)			
<i>Personnel Related Supports</i>			
Academic	893,759	453,099	Specific Substitutes - see Sub schedule
		67,500	ATL teacher
		26,318	1/2 PE teacher
		75,000	Curriculum Instruction/Development
		25,000	Tech Coach
		246,842	Additional building substitutes
		893,759	
Student Supports	97,328	75,000	Social Worker - Retirement
		22,328	Community Coordinators
		97,328	
Cleaning/PPE/Health/Safety	11,204	11,204	Additional building custodian
Transportation	50,000	50,000	Additional bus aides
Subtotal Personnel Related	1,052,291	1,052,291	
<i>Non-personnel Related Supports</i>			
Cleaning/PPE/Health/Safety	175,000	59,195	Desk Shields
		65,205	Additional PPE
		50,600	Additional custodial supplies
		175,000	
Subtotal Non-personnel	175,000	175,000	
Total CRF	1,227,291	1,227,291	

CARES Act - ESSER fund			
	664,406	113,081	Food service
		107,596	Additional building custodians
		75,000	Social Worker (SBB, NEA, MM)
		50,000	At Home School Supplies
		20,000	Calculators for FHS students
		40,000	Livestream equipment
		100,000	Distance Learning software programs
		158,729	Additional building substitutes
		664,406	
Total Relief	1,891,697	1,891,697	

Substitute Schedule							
		Daily Rate	Payroll Tax	Total Daily Rate	# of Days		
Bachelor Step 1	10	\$ 271.00	\$ 20.73	\$ 291.73	90	\$	262,558
COVID related sub	10	\$ 100.00	\$ 7.65	\$ 107.65	177	\$	190,541
						\$	453,099