

**GROTON BOARD OF EDUCATION  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 15, 2021 @ 6:00 P.M.  
CENTRAL OFFICE, ROOM 11**

NOTE: This meeting is being held in-person. For those attending via Zoom, please click on the meeting under District Calendar for the Zoom link.

Mission Statement: Our mission is teaching and learning.

Board Goals: In a richness of cultures and with a respect for all, (1) Provide Dynamic Rigorous Curriculum, (2) Ensure Effective and Engaging Instruction, and (3) Embrace Excellent Learning Environment.

AGENDA

1. Call to Order
2. BoE Regular Business
  - a. Approval of the C.O.W. meeting minutes of November 8, 2021 (Attachment #1)
3. Ed Rising Presentation by Teacher Representatives
4. Communications Update re: Facebook & Social Media
5. Minimum Wage Increase Proposal (Attachment #2)
6. Initial Prediction of Budget FY23 Related to Salary (Attachment #3)
7. Review End User Device Proposal (Attachment #4)
8. Transportation Update
9. Review Referral List (Attachment #5)
10. Suggested Future Topics
11. Adjournment

GROTON BOARD OF EDUCATION  
COMMITTEE OF THE WHOLE  
NOVEMBER 8, 2021 @ 6:00 P.M.  
CENTRAL OFFICE, ROOM 11

Attachment #1

MEMBERS PRESENT: Kim Shepardson Watson-Chairperson, Andrea Ackerman-Vice Chairperson, Dean Antipas, Liz Porter, Rosemary Robertson, Rita Volkmann, Jay Weitlauf, Lee White

MEMBERS ABSENT: Jane Giulini

ALSO PRESENT: Susan Austin, Philip Piazza, Sam Kilpatrick, Ken Knight

I. CALL TO ORDER – Chairperson Kim Watson called the meeting to order at 6:05 p.m.

II. BOE REGULAR BUSINESS

MOTION: White, Roberts: To approve the COW minutes of October 18, 2021 with corrections to item IV. Discussion re: Alliance Funding, second paragraph that should read, “Mrs. Volkmann noted that there should be a line item for students who is receiving tutoring from a teacher. Mrs. Volkmann suggested a future topic for discussion is what the district can do for these students who have fallen behind.”  
PASSED -UNANIMOUSLY

III. PROPOSAL FOR CULINARY ROOMS AT FHS (Attachment #1)

Mr. Kilpatrick gave an overview of the proposal for architectural plans to support the design of the culinary rooms at FHS. Mr. Kilpatrick also noted that the cost for the actual construction will be approximately \$600,000 and \$70,000 for the architectural plans. This will be included in the 2023-2024 CIP.

IV. TAFFING REVIEW AT MRM AND TRM (Attachment #2)

Ms. Austin gave an overview of the consolidation of the elementary schools from 2021 to 2022 and the staffing needs at the new MRM and TRM. There is a need for more administrative support at those schools.

V. UPDARE RE: TREE HOUSE FINANCES (Attachment #3)

Mr. Knight gave an overview of the finances for July 1, 2020 through June 30, 2021 for the Tree House Program. Mr. Knight noted that the program lost money during the pandemic. Mr. Knight noted that all 5 elementary schools, as well as GMS, have before/after school programs.

VI. REVIEW OF THE TOWN'S COMPREHENSIVE ANNUAL FINANCIAL REPORT  
(Attachment #4)

Mr. Knight noted that the School District only appear in a few pages of the Annual Financial Report.

VII. UPDATE RE: FACILITIES AND TRANSPORTATION

Mr. Kilpatrick noted the following re: Facilities:

- Received the CO for MRM and TRM;
- Building and Grounds staff are still delivering material within the project;
- Prepping MM School so Robotics can move in;
- Working with Myers cleaning out schools to be closed;
- Readyng furniture for auction.

Mr. Kilpatrick noted the following re: Transportation:

- STA is up to full staff. However, they do not have additional drivers;
- Four drivers are in training;
- Mr. Kilpatrick spoke to person at the bottom of hill who operates the light for Grasso Tech. However, he is not interested in continuing to operate the light.
- Mr. Kilpatrick and Ms. Austin met with STA management and noted that they will be reminding drivers they are required to do the full routes.

VIII. FY 23 CIPs (Attachment #5)

Mr. Kilpatrick gave an overview of the proposed CIPs.

IX. REVIEW OF REFERRAL LIST

The Board reviewed the Referral List.

Mrs. Watson made a Referral of the Tree House Finances to the Finance Committee.

It was noted that returning schools to the Town was already on the Referral List.

Mrs. Watson made a referral for discussion of what we are doing to close the achievement gap to the COW.

X. SUGGESTED FUTURE TOPICS

- Vaccinations at the elementary school level

XI. ADJOURNMENT

MOTION: Ackerman, Weitlauf:

To adjourn at 7:33 p.m.

MOTION PASSED UNANIMOUSLY

9/9/2021 updated 11/1/21

Min Wage Classification Analysis and Proposal 2021

**CONFIDENTIAL**

Future Budget  
impact Est at 2%  
22-23 (7/1/22)

Proposal

	21-22 (7/1/21)	21-22 (Jan 1, 2022)	Min Wage 7/1/22	Min Wage 6/1/23	22-23 (7/1/22)
Sub Teacher **	\$94.50 (13.50 * 7)	\$105 (15.00 * 7)	\$14.00	\$15.00	\$15.30
Building Sub Teacher	\$105.00 (15.00 * 7)	\$125.00 (17.85 * 7)	\$14.00	\$15.00	\$18.21
Tutor PT	\$26.50	\$26.50	\$14.00	\$15.00	\$27.03
ISS Supervision	\$26.50	\$26.50	\$14.00	\$15.00	\$27.03
Security Guards	\$22.95	\$22.95	\$14.00	\$15.00	\$23.41
Custodian PT	\$16.83	\$17.17	\$14.00	\$15.00	\$17.51
Sub School Secretary	\$15.15	\$16.00	\$14.00	\$15.00	\$16.32
Summer School Secretary	\$15.15	\$16.00	\$14.00	\$15.00	\$16.32
Adult Ed Secretary	\$15.15	\$16.00	\$14.00	\$15.00	\$16.32
Lunch Program entry rate	\$15.55	\$16.00	\$14.00	\$15.00	\$16.32
Summer School Aide	\$13.50	\$15.00	\$14.00	\$15.00	\$15.30
Part time Aide	\$13.50	\$15.00	\$14.00	\$15.00	\$15.30
Bus Aide/Attendant	\$14.31	\$15.00	\$14.00	\$15.00	\$15.30
Tree House Aide	\$14.31	\$15.00	\$14.00	\$15.00	\$15.30
Summer Tree House Aide	\$13.00	\$15.00	\$14.00	\$15.00	\$15.30
Tree House Leader	\$15.15	\$17.00	\$14.00	\$15.00	\$17.34
Tree House Site Coord	\$16.93	\$19.00	\$14.00	\$15.00	\$19.38
Sub Para	\$13.50	\$15.00	\$14.00	\$15.00	\$15.30
Community Coordinator	\$13.00	\$15.00	\$14.00	\$15.00	\$15.30
Sub Lunch Program	\$13.00	\$15.00	\$14.00	\$15.00	\$15.30
Sub Custodian PT entry	\$13.50	\$15.00	\$14.00	\$15.00	\$15.30
Sub Custodian PT other	\$15.00	\$15.00	\$14.00	\$15.00	\$15.30
IT summer interns	\$13.00	\$15.00	\$14.00	\$15.00	\$15.30

Union Hourly:

Paraprofessionals entry rate	\$14.31				to be negotiated
RBT (Registered Behavior Technician Proposal	\$25.00				
Secretary entry rate	\$20.81				\$21.22
Custodian entry rate	\$19.58				\$19.97
Maintenance entry rate	\$25.35				\$25.85
IT entry rate	\$26.53				\$27.06

\*\*need to match sub para rate

Groton Public Schools  
 FY2022/2023  
 Initial Prediction of Budget increase

			Anticipated increases	Anticipated increase less grant funded
		FY22 Total Budget	77,438,090.00	77,438,090.00
<b>Salaries</b>				
Administrators	based on contract % increase	2.1%	76,000.00	76,000.00
Add Elem Asst Princ - 1.0 FTE			127,031.40	127,031.40
Teachers - step & GWI	based on contract % increase	3.1%	1,063,500.00	1,063,500.00
Teacher Retirees	estimated 6 retirements		(90,000.00)	(90,000.00)
BCBA			85,000.00	ARP IDEA
Pre-K/K Social Worker			61,000.00	ARP IDEA
Special Education			61,000.00	IDEA Recovery
Teachers paid through MSAP in FY22			206,000.00	ARP ESSER??
Paraprofessionals II - step	based on current contract	2.0%	41,700.00	41,700.00
Paraprofessionals I - GWI	no contract - placeholder	2.0%	13,900.00	13,900.00
Tutors - GWI	no contract - placeholder	2.0%	8,500.00	8,500.00
Clerical (incl CO)	based on contract	2.0%	37,900.00	37,900.00
Add Elem Secretary - 1.0 FTE			38,000.00	38,000.00
Custodian/Maint/Tech	based on contract	2.0%	71,000.00	71,000.00
Non-Union - admin	placeholder	2.0%	22,900.00	22,900.00
Non-Union - other (bus aides, etc)	placeholder	2.0%	39,400.00	39,400.00
Minimum Wage Impact			253,000.00	253,000.00
			2,115,831.40	1,702,831.40
<b>Employee Benefits</b>				
Health Ins	estimated	5.0%	353,000.00	353,000.00
Social Sec/Medicare	based on increase	1.45%/7.65%	63,300.00	63,300.00
			416,300.00	416,300.00
<b>Transportation</b>				
STA	based on contract	3.0%	125,700.00	125,700.00
Curtin	estimated	2.0%	18,400.00	18,400.00
			144,100.00	144,100.00
<b>Out of District Tuition</b>				
LEARN	estimated	2.0%	26,800.00	26,800.00
New London	estimated	2.0%	10,800.00	10,800.00
			37,600.00	37,600.00
<b>Expenses</b>				
Inflation Rate		4.6%		-
Site Budgets	at FY22 level plus	2.0%	17,800.00	17,800.00
			2,731,631.40	2,318,631.40
		Total Increase	2,731,631.40	2,318,631.40
		FY23 Preliminary Budget	80,169,721.40	80,169,721.40
		% Increase	3.5%	3.0%

11/15/21 – Internal Use Only

**UPDATED PROPOSAL – Technology Device Upgrade (Instructional Staff)**

## DEVICE SELECTION CRITERIA:

- Security (2FA)
- Overall cost (purchase and maintenance)
- Ease of use
- Ease of management
- Environmental cost
- Overall quality
- Switching costs (if any)
- Required functionality

## QTY &amp; SAMPLE FUNDING:

Device	Qty	Unit Cost	Proposed Yearly Payments (0% financing - 4yrs)
Teacher Laptop (Apple MacBook Air) 8GB RAM, 256GB Storage	423	\$1,028	\$108,711
Admin/CO Laptop (Apple MacBook Air) 16GB RAM, 512GB Storage	34	\$1,309	\$11,127
Device	Qty	Unit Cost	Proposed Yearly Payments (0% financing - 3yrs)
Para Laptop (Chromebook)	157	\$349	\$18,264
Tutor Laptops (Chromebook)	39	\$349	\$4,537
<b>TOTAL (Yearly leasing payment)</b>			<b>\$142,639</b>

## Notes:

- MacBook Air M1 includes cost of AppleCare+ (extended warranty)
- MacBook Air M1 \$1 Lease Option after 4 years:
  - Flexibility to purchase and continue use for \$1, or
  - Trade in for value toward a new laptop or finance terms
- Expected life for a:
  - MacBook Air M1 – 4 years
  - Chromebook – 3 years

## Additional costs (BOE budget 21-22 and 22-23) per device:

- Case (\$15) - Both
- Dongle/Docking station (\$39) – MacBook Air M1
- MDM (Mobil Device Management) license (\$18) – MacBook Air M1
- Optional: Apple Services Deployment offsite (\$14) – MacBook Air M1

**OLD (11/01/21)- DRAFT PROPOSAL – Technology Device Upgrade (Instructional Staff)**

**PROBLEM STATEMENT:**

Currently, GPS supports and maintains laptops for instruction related staff (teacher, administrators, paras, tutors) to support their work and the teaching and learning goals of the district. There are approximately 16 device models being used ranging from 1-9 years old, with multiple operating systems in a variety of update states.

**PURPOSE:**

- Better secure all devices (malware, viruses, ransomware, etc)
- Leverage tech to support curriculum goals
- Standardize/modernize access to updates/applications
- Bring equity to all professional staff
- Implement 2FA (two factor authentication)

**STRATEGIES:**

- Refresh ALL devices (3-4 year cycle)
- Standardize hardware/operating systems
- Lease devices (versus purchase)
- Upgrade operating system/application management tools

**TIMING:**

- Finalize agreements and proceed with purchase Nov-Dec 2021 (procurement is an issue)
- Launch with staff end of January 2022
- Professional development (whole group and 1-on-1) thru June 2022
- Launch 2022-23 school year standardized on new devices
- NOTE: All staff will have access to old and new during transition (Jan-June 2022)

**QTY & SAMPLE FUNDING:**

<b>Devices</b>	<b>Qty</b>	<b>Sample Yearly Payments (4yrs)</b>
Teacher Laptops (Win/Mac)	450	\$145,000
Admin/CO Laptops (Win/Mac)	50	\$22,500
Para Laptops (ChromeOS)	200	\$20,000
Tutor Laptops (ChromeOS)	50	\$5,000
<b>TOTAL</b>		<b>\$192,500</b>

## BOARD OF EDUCATION - REFERRAL TRACKING SHEET

Revised: November 9, 2021

Referral #	Date Initiated	Subject	Referred to	Action	Status Report
R2015-37	12/10/18	<b>Curriculum/Instruction</b> Review the assessment of grammar (AA)	Curriculum	FCM	
R2021-4	6/14/21	Discussion of final exams and mid-term exams and how they affect MS and HS students (EP)	Curriculum	FCM	
		<b>Policy Development</b>			
R2017-6	3/6/17	Review policy P 3520.11 Electronic Information Security	Policy	FCM	Ongoing
R2017-7	3/6/17	Review policy P 3543.31 Electronic Communication Use and Retention	Policy	FCM	Ongoing
R2018-10	6/4/18	Review policy P 5111.3 Protection of Undocumented Students	Policy	FCM	Ongoing
R2018-25	1/7/19	Review policy P 6146.1 Examination Grading	Policy	FCM	Ongoing
R2020-20	10/6/20	Review policy P 9000 Rules of Procedure	Policy	FCM	
R2020-22	10/19/20	Review policy P 5112.2 Admission Requirements for Resident Students	Policy	FCM	
R2021-11	9/14/21	Review policy P 5141.3 Health Assessments and Immunizations	Policy	FCM	2 <sup>nd</sup> reading - 11/22/21
R2021-21	11/2/21	Review policy P 4118.239 COVID-19 Vaccinations	Policy	FCM	1 <sup>st</sup> reading - 11/22/21
		<b>COW</b>			
R2018-18	12/10/18	Discussion of student achievement by sub groups (KF)	COW	FCM	Ongoing
R2020-8	5/18/20	Discussion of a regional approach to Transition Academy and the need for an alternative high school and how to support each (KW)	COW	FCM	Ongoing
R2020-10	6/8/20	Review of Report Cards (RV)	COW	FCM	
R2020-21	10/15/20	Discussion of STEM Masters for Diversity (RV)	COW	FCM	
R2020-26	11/9/20	Discussion of STEM Residency for Diversity (RV)	COW	FCM	
R2020-23	10/19/20	Discussion and review of the work of the DEI Committee	COW	FCM	Ongoing
R2021-5	6/14/21	Discussion of the cost of AP and IB tests and who pays for them (RV)	COW	FCM	
R2021-8	7/12/21	Implementation of One Card, One Community (LW)	COW	FCM	
R2021-9	9/13/21	Discussion of Educational Rising Club (RV)	COW	FCM	
R2021-10	9/13/21	Timeline for returning schools to the town (RV)	COW	FCM	
R2021-14	10/13/21	Discussion re: the evaluation of the magnet themes (RV & DA)	COW	FCM	
R2021-15	10/25/21	Discussion re: Conceptualizing Culturally Responsive Teaching-Jamal Davis (KW)	COW	FCM	
R2021-16	10/25/21	Discussion re: increase in communication with the bus company (KW)	COW	FCM	
R2021-17	10/25/21	Discussion re: the audit report (KW)	COW	FCM	
R2021-18	10/25/21	Discussion re: guidance counselors (KW)	COW	FCM	
R2021-19	10/25/21	Discussion re: class sizes (KW)	COW	FCM	
R2021-23	11/9/21	Discussion re: closing the achievement gap	COW	FCM	



		<b>Finance /Facilities</b>		
R2021-2	2/1/21	Building substitutes for the 2021-22 school year (RV)	Fin/Fac	FCM
R2021-3	6/14/21	Review the cost of bus monitors (EP)	Fin/Fac	FCM
R2021-6	6/14/21	Purchase of vans to transport SpEd students (RV)	Fin/Fac	FCM
R2021-7	6/21/21	Substitute teacher/paraprofessional wages (KW)	Fin/Fac	FCM
R2021-22	11/9/21	Review Tree House Finances (KW)	Fin/Fac	FCM
		<b>Miscellaneous</b>		

**FCM = Future Committee Meeting**