

GROTON BOARD OF EDUCATION  
SPECIAL FINANCE/FACILITIES COMMITTEE MEETING  
JUNE 7, 2022 @ 6:00 P.M.  
CENTRAL OFFICE, ROOM 11

Mission Statement: Our mission is teaching and learning.

Board Goals: In 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. Review May 3, 2022 Meeting Minutes (Attachment #1)
3. Update re: Solar Panels
4. Update re: Field Lights
5. "OneCard" Library Update
6. New Chromebook Agreement for GMS and FHS (Attachment #2)
7. Camera Equipment Needs
8. End of Year Financial Process (Attachment #3)
9. Paper Shortage
10. Discussion re: Electric School Buses
11. Review New Schools' Punch List/Principals' List (Attachment #4a-4c)
12. Adjournment

GROTON BOARD OF EDUCATION  
SPECIAL FINANCE/FACILITIES COMMITTEE MEETING MINUTES  
MAY 3, 2022 @ 6:00 P.M.  
CENTRAL OFFICE, ROOM 11

**Members Present:** Jay Weitlauf, Dean Antipas, Beverly Washington (remote)

**Also Present:** Phil Piazza, Ken Knight, Rick Norris, Sam Kilpatrick

Chairman Weitlauf called the meeting to order at 6:10 p.m.

1. Review April 5, 2022 Meeting Minutes - The minutes were accepted as presented.
2. Review Out of District Student Tuition Rates - Mr. Knight proposed setting out of district student tuition rates per the attached spreadsheet that calculated 85% of average cost per student for elementary, middle and high school. The report also showed some of the tuition rates charged by local schools. It was discussed that there are currently two out of district students at the high school, none at the middle and elementary schools.
3. Review End of Year Unexpended Funds - Mr. Knight stated that per the object code summary report reviewed at the last Board of Education meeting in April, the projected unexpended funds for the year was \$147,165, and that this is still just an estimate subject to final bills coming in. There are no concrete plans to utilize these funds at this time, but there has been a request from Maintenance for a replacement for a tow behind trailer that is in disrepair. It was discussed that other uses for these funds could be the health insurance or OPEB reserves.
4. Health Insurance Reserve Update - Mr. Knight reviewed that attached exhibit, which showed the health insurance reserve from FY2020 & 2021, as well as projections for FY2022 & 2023. It was commented that we expect the health insurance reserve over corridor may be at our target balance by the end of next year. There was discussion on the stop loss policy, which is a policy for self-insured health insurance plans that mitigates risk from large claims, by paying for claims that exceed a certain threshold, which is \$200,000 for our plan. While shopping the renewal, the district's insurance agent, MDG, has reported an increase to the premiums, as well as possible lasering of claims. Lasering is a practice by insurance companies whereby they carve out specific claims that would be subject to an increased threshold of three times our normal threshold. Two claims have been identified, one on the town side and one on the board side. This could be an additional \$400,000 charge to the health insurance reserve.
5. Discussion re: Field Use/Over Usage - Mr. Kilpatrick discussed field and facility use by outside organizations. In particular, there was a concern that these outside organizations expect the fields to be lined and prepped. The district does not have manpower to do this every time. The district has requested assistance from both the Town and City of Groton. A meeting between Mr. Kilpatrick, Mr. Romano and the Business Office to discuss how to address this is scheduled. There may be a request to an update to the Facility Use policy.
6. Discussion re: the Status of MRMS and TRMS - Mr. Kilpatrick discussed the status of the two new elementary schools, Thames River and Mystic River. The buildings are occupied and in use, but there are still some outstanding items. Some items are covered by warranty. The situation with the tiles has been resolved. There are some outstanding issues with trees and turf that need to be addressed. Ms. Washington requested a list of the punch list items.

7. Solar Panel Purchase Agreement Update - Mr. Norris discussed the Solar Panel Purchase Agreement (PPA). The agreement is currently with our attorney, who has asked another attorney in his firm that is more familiar with PPAs to review. Assuming everything is fine from a legal perspective, we are expecting to start installation in the beginning of August 2022, hopefully to be completed before the start of school. Even if not completed before school starts, there should be little to no disruption to school business.
8. Discussion re: Bus Contract Timeline - Mr. Knight discussed that our current agreement with Student Transportation of America (STA) is through the 2022/23 school year. Our daily cost for a bus is \$356.03 this year and \$366.71 next year, regardless of the size of the bus. Despite some issues at the beginning of this year, Mr. Kilpatrick felt STA has been a good partner with the district. At the request of Superintendent Austin, Mr. Kilpatrick has reached out to STA to discuss what an extension might look like, but indicated that we are prepared to go out to bid unless an extension would be beneficial to all parties.
9. Discussion re: Combined GMS & FHS Buses - Mr. Kilpatrick discussed that despite some issues at the beginning of the process combining the transportation for GMS & FHS students, the process is getting much better. There are still some issues with discipline, especially with middle school students after the high school student disembark in the morning, but these are being addressed.

The meeting adjourned at 7:12 p.m.

Groton Public Schools  
 Regular Education Tuition Rates  
 FY2023

	Groton cost per pupil	Groton Proposed Tuition @ 85% of cost per pupil
PK	7,286	6,193
K-5	14,572	12,386
6-8	14,765	12,550
9-12	18,415	15,653
IB DP		18,855

Comparisons						
Groton FY2022	Ledyard 2023	Stonington 2022	Waterford 2022	NFA 2023	St Bernards 2023	Williams School 2023
6,106	Not Provided	Not Provided	Not Provided	Not Applicable	Not Applicable	Not Applicable
12,211	11,816	16,030	17,895	Not Applicable	Not Applicable	Not Applicable
12,628	11,816	16,030	17,895	Not Applicable	8,900	30,150
14,387	14,490	18,325	17,895	13,643	14,000	31,150
16,597	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

FY22 IB DP Budget (funct #1117)	67,250
FY22 IB DP Students	21
Proposed IB DP Surcharge	3,202

Groton Public Schools  
Health Insurance Reserve

	Actual FY2020	Actual FY2021	Projected FY2022	Budgeted FY2023
BOE Insurance Reserve In excess of Corridor	5,702,936	5,893,817	5,861,447	4,659,000
Contributions:				
Board of Education	6,616,704	6,767,682	5,168,269	5,400,000
Employee	1,601,408	1,983,138	2,093,022	2,220,000
COBRA	7,196	1,117	206,346	0
Total Contributions	8,225,308	8,751,937	7,467,637	7,620,000
Claims, Fees, Stop Loss	7,865,587	8,924,563	8,670,084	8,720,000
Stop Loss Laser	0	0	0	400,000
Total Claims, Fees, Stop Loss & Lasers	7,865,587	8,924,563	8,670,084	9,120,000
BOE Insurance Reserve In excess of Corridor	6,062,657	5,721,191	4,659,000	3,159,000
Target Reserve (2-3 months)	1,962,646 to 2,943,969	2,075,206 to 3,112,809	1,981,702 to 2,972,553	2,080,787 to 3,121,181

# Groton Public Schools

Groton, Connecticut

1300 Flanders Road – (860) 572-2100

## Yearly Chromebook Use Policy, Loan, and Fee Agreement

This Chromebook Loan Agreement (the “Agreement”) is entered into by and between the Groton Public Schools (GPS), the student and his or her Parent(s)/Guardian(s) and sets forth the terms and conditions of the student’s yearly use of a Chromebook that is owned by and the property of GPS. This Agreement becomes effective the date of execution below and continues until the end of the current. This agreement can be signed as a separate document or as part of a school handbook.

### Purpose:

Groton Public Schools has implemented a one device/one student model of instruction for all students grades 6-12. As part of this model, students are issued a Chromebook, as well as a charger and a case. The purpose for issuing a Chromebook is to allow for the device to be used in and out of school to fully participate in GPS academic programming and to support student learning. The Chromebook is to be used solely for educational purposes and is not to be used recreationally or for personal purposes. Our focus is on great teaching. We provide integrated technology and digital resources when appropriate, to support the work of our outstanding educators.

### Terms & Conditions:

1. The Chromebook has been configured by GPS Technology Department with the approved software, services, and applications to meet the needs of the student and the security requirements of GPS’s network and to ensure compliance with the Children’s Internet Protection Act.
2. The student is responsible for keeping the Chromebook in good working order. The student must use the Chromebook in accordance with the GPS “Appropriate Use Policy” and other relevant School policies and procedures (available in school handbooks and on the GPS website) and is expected to bring the Chromebook to school every day fully charged.
3. While it is the student’s responsibility to keep the Chromebook in good working order, Groton Public Schools recognizes that accidents can occur. Thus, GPS requires each Chromebook to be covered with a yearly non-refundable \$20 insurance fee paid by the family. The insurance fee will cover no more than 2 major accidental incidents (or loss or theft of the device) that occurs. If a repair exceeds \$200, the family will be charged the difference. After two events, the family will be responsible for the full cost of repair or replacement.
4. Students who lose, break, or misplace a charger will be issued a second free of charge. Additional chargers, beyond the first two, will be replaced through a \$30 replacement fee charged to the family.
5. The student is responsible for immediately reporting to their teacher any software /hardware problems, or any other damage to the Chromebook. Students are not permitted to repair, alter, modify, or replace Chromebooks without express authorization from GPS. In the event of a lost or stolen device, a police report must be filed.
6. All Chromebooks must be returned no later than five (5) school days prior to the student’s transfer or withdrawal from the Groton Public Schools, unless specifically agreed upon in writing because of extenuating circumstances requiring the student to extend his/her use of the device.
7. There should be no expectation of a student's personal privacy from GPS oversight on the Chromebook. All Chromebook activity, including communications, Internet history, or other uses, are subject to monitoring by GPS. GPS’ representatives may inspect and, if they deem necessary confiscate, any student’s Chromebook at any time without prior notice.

# Groton Public Schools

Groton, Connecticut

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8. Any viewing, sharing or transmission of Chromebook material containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with GPS's Appropriate Use Policy is prohibited.
9. Students in grades 6-12 who choose to not accept a Chromebook from GPS must use a family supplied modern laptop computer for school related work in school. GPS is not responsible for personal devices and will not provide technical support, including wireless network access, of personal devices. Students will have network access on personal devices using the "GPS-Guest" wireless network. All students will be provided with and are required to use GPS Chromebooks for state and local standardized testing.
10. This Chromebook Authorized Use Policy always applies to GPS students, whether or not the students are on campus.

## Acknowledgement:

By signing this Agreement, you acknowledge and expressly agree to be responsible for the device and peripherals (charger and case if applicable) that are loaned to you and take full financial responsibility for any damage or loss that occurs to the Chromebook as outlined above. You further acknowledge and expressly agree to the above terms and conditions voluntarily, willingly, and knowingly, for good consideration, and having had the opportunity to consult with any representative you deem necessary. Finally, you acknowledge that you have read and reviewed the District's Appropriate Use Policy and by signing below agree to abide by the terms of such policy.

**Student name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Parent(s)/Guardian(s) name(s):** \_\_\_\_\_

**Parent(s)/Guardian(s) email:** \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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\$20 Insurance Fee Payment Options (pick one):

- Check – Made out to Groton Public Schools (Add student name and grade in memo area)
- Online Payment Gateway [TBD – add URL]
- I would like to be apply for financial assistance to cover the \$20 fee

Groton Public Schools  
 FY22 Projected Unexpended Funds  
 As of 06/03/2022

Projected Unexpended Funds, May 2022		141,262
Net changes through 06/03/2022		
Increased electricity charges*	(129,634)	
Snow Removal	25,008	
Updated Sp Ed Out of District placements	54,160	
	<u>(50,466)</u>	<u>(50,466)</u>
Projected Unexpended Funds, 06/03/2022		90,796
Possible end of year expenditures:		
Replace Trailer for Maintenance	7,500	
Culinary Arts Review/Study/Plans	70,000	
	<u>77,500</u>	
Total possible end of year expenditures	77,500	<u>77,500</u>
Unexpended Funds after Possible Expenditures		13,296

- \* Primarily due to:  
 Increased electricity cost for newer buildings  
 4/1/22 turnover of closed buildings, budget assumed 10/1/21



## Cutler Elementary School


← SCAN TO LOAD THIS LOCATION

## Cutler Elementary School

Wed, May 4, 2022

### Summary (6)

■ Open 6
 ■ Ready to inspect 0
 ■ Work Done 0
 ■ In dispute 0
 ■ Closed 0

ID	Location	Issue Description	Assigned to	Due	Status
2325	Cutler Elementary School > Site (Exterior)	<b>Architect Punchlist:</b> Remove all silt sacks at storm inlet structures	Richards Corporation		Open
2307	Cutler Elementary School > Site	<b>Architect Punchlist:</b> Paint outdoor play area	Richards Corporation		Open
2203	Cutler Elementary School > Building > Area B > Level 1 > C101a - SEC. VEST	<b>Architect Punchlist:</b> Poor quality cuts for threshold at exterior door main entry	Accurate Door & Window		Open
	 <p>Captured by: <b>Matthew Olshefski (O&amp;G Industries, Inc.)</b> Date: <b>Mon, Oct 4, 2021, 5:48:55 pm</b> Status when added: <b>Open</b></p>				
2159	Cutler Elementary School > Site	<b>Architect Punchlist:</b> RCI Punch List J.1: One maple to the east of the playground area continues to appear stressed and may need replacement.	Richards Corporation		Open
2158	Cutler Elementary School > Site	<b>Architect Punchlist:</b> RCI Punch List I.5: Overall seeded lawn areas need weed control and continued maintenance in order to meet the acceptance criteria. No lawn areas meet the specified requirements for acceptance to date.	Richards Corporation		Open
2155	Cutler Elementary School > Site	<b>Architect Punchlist:</b> RCI Punch List I.2: A small area of lawn requires re-seeding near the hardscape play area due to a pile of leaves and cleared materials being on the surface.	Richards Corporation		Open



## Groton West Side Elementary School




← SCAN TO LOAD THIS LOCATION

## Groton West Side Elementary School

Wed, May 4, 2022

### Summary (4)

■ Open 4
 ■ Ready to inspect 0
 ■ Work Done 0
 ■ In dispute 0
 ■ Closed 0

ID	Location	Issue Description	Assigned to	Due	Status
936	Groton West Side Elementary School (Rm 101 Admin Suite)	<b>Punch List:</b> Correct low swing door to auto return and stop at 90 degrees	Nova Wood Products Ltd.		Open
904	Groton West Side Elementary School > Exterior > Site (South driveway entrance)	<b>Punch List:</b> Complete electronic entry sign installation	Richards Corporation		Open
	 <p>Captured by: <b>Dan Hetzler</b> (O&amp;G Industries, Inc.) Date: <b>Thu, Apr 14, 2022, 11:23:44 am</b> Status when added: <b>Open</b></p>				
867	Groton West Side Elementary School > Exterior > Building Site	<b>Punch List:</b> Weed control / re-seed lawn areas of trouble	Richards Corporation		Open
	 <p>Captured by: <b>Greg Pomerleau</b> (O&amp;G Industries, Inc.) Date: <b>Thu, Oct 21, 2021, 12:03:34 pm</b> Status when added: <b>Open</b></p>				
864	Groton West Side Elementary School > Exterior > Building Site (Basketball Court)	<b>Punch List:</b> Latch on basketball court gates scratches post. Touch up scratched paint on post and install a guard on the latch.	Richards Corporation		Open
	 <p>Captured by: <b>Greg Pomerleau</b> (O&amp;G Industries, Inc.) Date: <b>Thu, Oct 21, 2021, 11:58:01 am</b> Status when added: <b>Open</b></p>				

	Item	Quantity	Cost	Extended	GMS	Thames	Mystic	Comments
Safety & Security (cameras, lights, etc.)	3M Privacy and Security Film for all office windows; loading dock door, front doors (privacy film for front door), bus entrance door by bridge, preschool entrance. Prioritize office areas				X		X	We have oil glass doors and windows at the ground level that can be easily shot into and then used as a way of getting into the building as they are ground floor. We have 12 in the office areas, three large on the bridge, the faculty dining and nurse's suite along the outside walkway. The police said a possible solution would be to put 3M Film on the windows. The cafeteria is an area of concern as well that tinting it with a film might help. The front doors would need the privacy film but all of the other office windows and glass doors would need protective and privacy. Mystic had an install in their kitchen area. They use <a href="http://eco-windowsfilms.com/">http://eco-windowsfilms.com/</a> <a href="https://www.millardwindowfilm.com/products/safety-security-window-film/">https://www.millardwindowfilm.com/products/safety-security-window-film/</a>
	Exit/entrance gate with latch preschool playground		TBD	750.00		X		A second gate entrance and entrance out of preschool, in case of a lockdown, students and staff would not be able to have a way out of the gate except to come back towards the school.
	Web-based Camera Access (All 3 Schools)	1	24,500	24,500.00	X		X	Milestone Professional Platform (5 year system and licensing) - allowing access to cameras from all parties (BOE, Police, Fire)
	Exterior Video Cameras (GMS)	12	14100	14,100.00	X			Turnkey install including wiring
	Exterior Video Cameras (TRM)	6	7050	7,050.00		X		Turnkey install including wiring
	Exterior Video Cameras (MRM)	6	7050	7,050.00			X	Turnkey install including wiring
	Lighting for each GMS sign	2 sets	TBD	100.00	X			
	exterior lighting for loading dock area	TBD	TBD	1,500.00	X			safety hazard at night when taking garbage-card board and recyclables out to dumpsters
	Additional Lighting for Sidewalks near the building	TBD	TBD	100.00	X			
	Signage for video camera use at each school	TBD	TBD	1,200.00	X		X	
Furnishings (desks, partitions, etc.)	Teacher Desks (Fleetwood Teacher's Desk Double Ped Plane Top on casters)	6 TR; 6 MR	1,801.44 each	21,617.28				3 Desk room 009; 1 Social Worker room 116; 2 Desks in Performance Space;
	Teach Desk Chairs (Oath Task) Kl Manufacturer	10 TR; 7 MR	380 each	6,460.00		X	X	Mystic River- 109-Perf. Area, 121, school psych., 205, 208, 308, 309- Resource and reading rooms
	Kidney table for gr 5 class	1	475	475.00		X		3 in rm 009; 1 in 116; 2 in performance space; 2 in rm 207; 2 in rm 206
	Intellect Wave Cantilever Chair L 18"	4	77 each	3,388.00		X		Mystic River- 109-Perf. Area, 121, school psych., 205, 208, 308, 309- Resource and reading rooms, 1 in Admin. Office room 203
	Metal Sturdy Shelving for PE storage	min 8	TBD est 339 each	2,712.00		X	X	PE Storage closet has no shelves or storing at all
	Metal sturdy shelving for rm 227			1,500.00	X			shelving for school supplies
	Metal sturdy shelving for rm 001			1,500.00		X		shelves needed for attic stock
	Metal sturdy shelving for rm 113A			1,500.00		X	X	shelves needed for attic stock
	shelving for all custodian closets			1,500.00		X	X	shelves for chemicals and misc
Athletic Equipment/Fields	Partitioning for Room 315 (Toledo Academy)		TBD	4,000.00	X			Two separate teaching spaces are necessary for the Toledo Academy
	window with sound proof sliding glass between BBT and control room	1		2,500.00	X			
	Step stool for K classes to reach sink	38	135 each	5,130.00	X		X	Already purchased
	Fiber connection between FHS & GMS			55,000.00	X			Redundancy and possible future cost savings on internet access
	Network connections (drops)	35	9625	9,625.00	X		X	
Restroom Facility/ Concession		TBD		300,000.00	X			

