

GROTON BOARD OF EDUCATION
SPECIAL FINANCE/FACILITIES COMMITTEE MEETING
OCTOBER 18, 2022 @ 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 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 September 6, 2022 Meeting Minutes (Attachment #1)
3. Discussion re: the BOE Covering the Cost of Reduced Meals @ CB, NEA, & FHS (Attachment #2)
4. Review Mentor Director Stipend/Job Description (Attachment #3)
5. Tree House Tuition Update
6. Review Culinary Arts Architectural Plan
7. Field House Study Update
8. GMS Field Lights Update
9. Solar Panel Update
10. Adjournment

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

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

Also Present: Susan Austin, Sam Kilpatrick, Ken Knight

Chairman Weitlauf called the meeting to order at 6:03 p.m.

1. Review August 2, 2022 Meeting Minutes - The minutes were accepted as presented.
2. Cost of Small Buses - Mr. Knight reviewed the cost of an additional bus per the contract at \$366.71 per day or \$66,374 annually based on 181 days. It is the same cost for small buses (also called vans by STA), as well as the larger buses. Mr. Kilpatrick confirmed that there is a need for two additional small buses for special education. The cost for two buses is \$132,750. The cost to fund these additional buses is anticipated to come from a reduction of 1.0 FTE at one of the elementary schools, as well as additional savings due to late resignations/retirements. If those sources are not sufficient, some of the cost may be funded by ARP ESSER.
3. Review Budget Timeline - Mr. Knight reviewed the FY2023/2024 budget timeline. Seven budget work sessions are built into the timeline. It is anticipated the board will vote on the budget at its regular meeting on February 27th.
4. Fuel Cost - Diesel, Heating Oil and Natural Gas - Mr. Knight reviewed the impact of anticipated increased cost of heating oil and diesel. The district is part of a consortium sponsored by LEARN, called the RESC Alliance Oil & Fuel Consortium, which includes boards of education, as well as town municipal offices. The consortium has not yet locked in a price, due to the high prices that are result of low inventories, demand, and external factors such as inflation and the war in Ukraine. The committee also discussed natural gas, which is supplied through contracts that last from one to three years.
5. Food Nutrition Program - Pricing and Future Access - Ms. Austin discussed the request from the board to help cover some of the cost of school meals. Mr. Knight reviewed the attached schedule that calculated the expected cost to students that qualify for reduced price meals, at a maximum cost of \$15,612 for this year. This could be funded either from the allocation made to offset unpaid school meal balances or ARP ESSER. Also discussed was a request to increase the breakfast/lunch prices. The attached schedule shows a proposed average increase of 24%, which is the same increase in the USDA reimbursement rate since the last time prices were adjusted in FY2019/2020. This issue will be brought forward to a COW meeting with the food service director invited to give additional insights.
6. Update re: Solar Panels - Mr. Kilpatrick gave an overview of the status of the solar panel purchase price agreement (PPA). He and Mr. Norris met with the attorneys last week, and the agreement is close to completion. It is anticipated that the material could be here twelve weeks after the agreement is finalized. It was speculated that the installation may not begin until after the winter months.

7. Update re: the Field House Study - Mr. Kilpatrick discussed the field house study. The plans include changing rooms for all students, as well as facilities for the visiting teams and updated concession stand. The architect is requesting input into one of two options; renovate existing structure or building new. This issue was suggested to be brought to a COW meeting, so the entire board can weigh in on the next steps.
8. Update re: the Food Service Classrooms Study - Mr. Kilpatrick discussed the culinary arts classrooms at Fitch High School. The architect is waiting on confirmation from school personnel on the specs for the project, but is prepared to begin the design work approximately four weeks after this confirmation. It is anticipated that this project will be included in the CIP request for the next budget cycle.

The meeting adjourned at 7:56 p.m.

Groton Public Schools
Proposed Meal Prices - FY2023

Meal	School	Current prices*	Proposed prices	% Incr proposed over current
Breakfast	Elementary	\$ 1.50	\$ 2.00	33%
Breakfast	Secondary	\$ 1.75	\$ 2.25	29%
Lunch	Elementary	\$ 2.80	\$ 3.25	16%
Lunch	Secondary	\$ 3.00	\$ 3.75	25%

Average	24.6%
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USDA reimb	Proposed as % of USDA
\$ 2.67	75%
\$ 2.67	84%
\$ 4.33	75%
\$ 4.33	87%

Average	81.1%
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* Most recently adjusted in the 2019/2020 school year

Cost to Cover meals for Reduced Cost Students					
Meal	School	Reduced Price	Anticipated # of reduced price students	Cost assuming 100% participation 181 days	Cost assuming 100% participation 75% of days
Breakfast	Elementary	\$ 0.30	72	\$ 3,909.60	\$ 2,937.60
Breakfast	Secondary	\$ 0.30	92	\$ 4,995.60	\$ 3,753.60
Lunch	Elementary	\$ 0.40	72	\$ 5,212.80	\$ 3,916.80
Lunch	Secondary	\$ 0.40	92	\$ 6,660.80	\$ 5,004.80

\$ 20,778.80	\$ 15,612.80
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Groton Public Schools
 Cost to support Food Nutrition Program

		Cost to cover meals for Reduced Cost Students				
Meal	School	Reduced Price	Anticipated # of reduced price students	Cost assuming 100% participation for entire school year	Cost assuming 60% of school participation year	Cost assuming anticipated participation 60% of school year
Breakfast	Elementary	\$ 0.30	84	\$ 4,561.20	\$ 2,746.80	\$ 1,098.72
Breakfast	Secondary	\$ 0.30	90	\$ 4,887.00	\$ 2,943.00	\$ 1,177.20
Lunch	Elementary	\$ 0.40	84	\$ 6,081.60	\$ 3,662.40	\$ 2,746.80
Lunch	Secondary	\$ 0.40	90	\$ 6,516.00	\$ 3,924.00	\$ 2,943.00
				\$ 22,045.80	\$ 13,276.20	\$ 7,965.72

Mentor Program Leader/Director Stipend Position

Key responsibilities for a Mentoring Program Director:

1. Promotes the program and communicates program goals and objectives.
2. Creates policies for the program
3. Provides appropriate resources for the participants
4. Evaluates and measures program engagement
5. Recruit new and approves mentors in the program along with approving mentor/mentee matches
6. Manage Mentee performance
7. Ensures all the information is protected

1. Promotes the program and communicates program goals and objectives

It is the program director's responsibility to educate participants on mentoring and its benefits. Also, a program director is responsible for ensuring that the organization and the participants are committed to the program. Perform education and outreach on the program to enlist support.

2. Create policies for the program

A program director creates policies for the participants to follow in order to run the program smoothly. They decide the structure of the program, the frequency of mentor-mentee meetings, the tenure of the program, and the tools used for the program. A program director determines and informs participants about program policies and procedures.

3. Provides relevant resources for the participants

Program director provides internal and external resources for the program. The resources would be handbooks, guides, and training resources for mentors and mentees. Develop and oversee training for mentors and mentees.

4. Evaluates and measures program engagement

A mentoring program director has to keep an eye on the progress of the program and make sure that it is on the right track. They coordinate with mentors and mentees to ensure they are engaging in the mentoring sessions regularly. Provide ongoing support and evaluate the program's success, mentees' progress, and collect formal and informal feedback from participants. Respond to questions from mentors and mentees.

5. Approves mentors and mentor/mentee matches

Recruit new and approves mentors to participate in the program and ensure proper background checks have been performed and cleared. Collaborates with school communities to determine students for the program. Approves Mentor and Mentee matches.

6. Evaluate Mentee performance

Evaluate mentee performance and provide regular feedback. Supervise mentors and conduct check ins on mentoring sessions to ensure mentor interaction is evaluated. If at any point a program director feels that the participants are facing problems, it is their responsibility to provide support and resolution for the overall success of the program. Engage in and oversee conflict resolution if one should arise during the normal course of mentor/mentee interaction. Plan annual recognition event.

7. Ensures all the information is protected

A program director ensures that all the data collected from the participants are protected. If anyone other than them has access to it, the program director makes sure that the person is well-trained to handle confidentially.

Qualifications:

#092 CT administrator certification is required for this stipend role.
A current GPS employee is preferred.

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Laurie LePine, SPHR
Director of Human Resources
E-mail: llepine@groton.k12.ct.us

VACANCY
(Internal Only)

Date Posted: September 20, 2022

Job ID: 3243

Job Title: Mentor Program Leader Director (Stipend Position)

Start Date: 2022-2023 School Year

Qualifications: #092 CT Administrator Certification is required. A current GPS employee is required.

Primary Duties:

1. Promotes the program and communicates program goals and objectives
2. Creates policies for the program
3. Provides appropriate resources for the participants
4. Evaluates and measures program engagement
5. Recruit new and approves mentors in the program along with approving mentor/mentee matches
6. Manage Mentee performance

Please see attached for additional information

Stipend: \$10,000 per school year

Application Deadline: September 27, 2022

Application Process: Internal Candidates should apply online at:
www.grotonschools.org/joinus

Go to the Internal Applicants box and select the link to submit an internal application/transfer form. In addition, you may upload a current resume.

Groton Public Schools is an Affirmative Action/Equal Opportunity Employer

Groton Public Schools mission is to cultivate an environment of diversity, equity and inclusiveness. We strive to foster culturally responsive policies and practices to ensure all groups feel valued, actively engaged and empowered.