

GROTON BOARD OF EDUCATION
AD HOC BUDGET PROCEDURE COMMITTEE
SPECIAL MEETING MINUTES
AUGUST 29, 2024 @ 6:45 P.M.
REMOTE MEETING

Members Present: Ian Thomas-Chairperson, Mike Whitney

Members Absent: Jennifer White

1. Call to Order – Chairman Thomas called the meeting to order at 6:54 p.m.
2. Review Meeting Minutes of August 8, 2024 – The meeting minutes were reviewed and accepted by the committee.
3. Review and Discussion of Proposed Budget Presentation Binder Outline of Contents – This item was not discussed at this meeting.
4. Review and Discussion of FYE 2025 FAQ Document – This item was not discussed at this meeting.
5. Review and Discussion of Proposed Budget Procedure Timeline – See the revised document Budget Procedure Timeline.v.4 DRAFT document. Also, AHBPC members discussed and agreed to include the Committee of the Whole minutes from its September 18, 2023 meeting for reference and comparison purposes, specifically in relation to the budget calendar (last page of the minutes).
6. Review and Discussion of Proposed Budget Policies to be Revised or Drafted - See the revised Proposed Budget Policies.v.4 DRAFT document.
7. Review and Discussion of Budget Software Upgrade Possibilities – See the revised Budget Software Upgrade Possibilities.v.3 DRAFT document.
8. Review Referral Tracking Sheet – This item was not discussed at this meeting.
9. Identify Date of Next Meeting – September 19, 2024 at 6:45 p.m. via Zoom
10. Adjournment – The meeting adjourned at 7:52 p.m.

Review and Discussion of Proposed Budget Procedure Timeline.v.4
Based on the Fiscal Year Life Cycle

JULY

Monthly Report with Expenditures, Encumbrances, and Projections
(Admin Only) - Prior FYE Close Out: Town Audit Items submitted

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AUGUST

Monthly Report with Expenditures, Encumbrances, and Projections
(Admin Only) - Prior FYE Close Out:

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SEPTEMBER

Supt sends budget forms to DHs & Ps
Monthly Report with Expenditures, Encumbrances, and Projections
(Admin Only) - Prior FYE Close Out:

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OCTOBER

Supt prioritizes DHs & Ps requests and starts drafting Supt's Budget
Advance previous year's budget as draft with notes for known changes for upcoming year with
narrative & financial explanations
Monthly Report with Expenditures, Encumbrances, and Projections
(Admin Only) - Prior FYE Close Out:

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NOVEMBER

Supt. delivers draft budget by BOE (not just Finance & Facilities Cmte) by Thanksgiving / End
of Nov for review

Monthly Report with Expenditures, Encumbrances, and Projections
(Admin Only) - Prior FYE Close Out:

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DECEMBER

BOE members receive and review Supt Budget
Monthly Report with Expenditures, Encumbrances, and Projections
(Admin Only) - Prior FYE Close Out:
Individual members develop lines of inquiry and submit to shared spreadsheet to be moderated
by BOE officers (with an appeal to general membership)

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JANUARY

Monthly Report with Expenditures, Encumbrances, and Projections

Joint BOE & TC & RTM meeting with Public Comment on Supt's Draft Budget

Open BOE COW Budget Review Session & Revision Process

- Receive Presentations from Personnel on Relevant context for budget deliberation from DHs & Ps (Object Codes & Site Budgets)
- Attempt to model similar to TC & RTM process, modified to allow for final review and reconsideration of overall numbers, as deemed necessary by the BOE
- Systematic scheduling of items to be reviewed

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FEBRUARY

Monthly Report with Expenditures, Encumbrances, and Projections

Public Hearing on BOE draft budget

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Close BOE COW Budget Review Session & Revision Process

Regular BOE meeting to Vote & Ratify BOE Budget to be presented to TM

MARCH

Monthly Report with Expenditures, Encumbrances, and Projections

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APRIL

Monthly Report with Expenditures, Encumbrances, and Projections

Present & Discuss BOE Budget w/ TC (Full BOE allowed to participate as willing & able)

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MAY

Monthly Report with Expenditures, Encumbrances, and Projections

(Admin Only) - Prepare FYE Close Out: Town Audit Items, ...

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JUNE

Monthly Report with Expenditures, Encumbrances, and Projections

(Admin Only) - Prepare & Execute FYE Close Out: Town Audit Items, ...

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GROTON BOARD OF EDUCATION
COMMITTEE OF THE WHOLE MEETING MINUTES
SEPTEMBER 18, 2023 @ 6:00 P.M.
CENTRAL OFFICE, ROOM 11

MEMBERS PRESENT: Kim Shepardson Watson-Chairperson, Andrea Ackerman-Vice Chairperson, Dean Antipas, William Horgan, Elizabeth Porter, Matthew Shulman, Rita Volkmann (remote), Jay Weitlauf

MEMBERS ABSENT: Beverly Washington

ALSO PRESENT: Susan Austin, Phil Piazza, David Fleig, Sam Kilpatrick

I. CALL TO ORDER – Chairperson Shepardson Watson called the meeting to order at 6:03 p.m.

II. REVIEW OF SEPTEMBER 11, 2023, MEETING MINUTES

MOTION: Porter, Antipas - To approve the September 11, 2023, meeting minutes.
FAVOR (7): Shepardson Watson, Ackerman, Antipas, Horgan, Porter, Volkmann, Weitlauf
OPPOSED (0)
ABSTAINED (1): Shulman
ABSENT (1): Washington
MOTION PASSED

III. REVIEW OF SUMMER CURRICULUM DEVELOPMENT (Attachment #1)

Dr. Piazza gave an overview of the Summer Curriculum Development and noted the following staff who worked on the curriculum:

- ASL 4: Rebecca Rabinsky-Ankrom (presenter/writer) and Kristi Duchscherer (writer)
- Topics in 20th Century: Todd Higgins (presenter/writer), Laura Johnson (presenter/writer), Karley Reising (writer), Nicole Howell (writer), Carmita Hodge (writer)

The Board asked to see what modifications were made to the listed curriculums.

VI. REVIEW OF CIP PROPOSALS (Attachment #2)

Mr. Kilpatrick gave an overview of the CIP proposals. Mr. Kilpatrick noted that there were no funds requested for HVAC upgrades at FHS and CB. However, he shared that for the FHS vintage section, the cost is \$4,812,000 and that a 5% inflation would bring it up to \$5,053,000; the CB cost would be \$2,308,000. Mr. Kilpatrick stated that he will be meeting with the town manager to discuss the bleachers and field house.

V. REVIEW OF BUDGET TIMELINE (Attachment #3)

Mrs. Shepardson Watson and Superintendent Austin gave an overview of the budget timeline.

VI. ADJOURNMENT

MOTION: Ackerman, Porter - To adjourn at 7:18 p.m.
PASSED UNANIMOUSLY

Groton Public Schools
Curriculum Planning work
Summer 2023

Level	Course	Action
FHS	ASL 4	New
FHS	Naval Sciences	New
FHS	Topics in 20th Century	New
FHS	American History 10	Modification
FHS	Black Literature-Elective	Modification
FHS	Botany Curriculum	Modification
FHS	EdRising	Modification
FHS	ELA Curriculum & Unit Planning	Modification
FHS	Film-Elective	Modification
FHS	Honors Algebra I	Modification
FHS	Human Biology Honors	Modification
FHS	Journalism-Elective	Modification
FHS	Maritime History I	Modification
FHS	Maritime History II	Modification
FHS	MYP Personal Project	Modification
FHS	Sociology	Modification
FHS	World Language	Modification
GMS	Algebra	Modification
GMS	American History 8	Modification
GMS	ELA Curriculum & Unit Planning	Modification
GMS	ELL Curriculum & Unit Planning	Modification
GMS	Individuals and Societies - 6	Modification
GMS	Math 7 / Math 7 Advanced	Modification
GMS	Topics in 20th Century	Modification
GMS	World Language	Modification
Elementary	ELA (K-5)	Modification
Elementary	Math Pacing Guide (K-5)	Modification
Elementary	Phonics Curriculum	Modification
Elementary	Reading Curriculum	Modification
Elementary	Science - K	Modification
Elementary	World Language	Modification

CAPITAL PROJECTS - FYE 2024 (000)								
FYE 2024 TO FYE 2029								
PROJECT SUMMARY (000)								
5) EDUCATION	SOURCE	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029	TOTAL COST
A) FITCH HIGH SCHOOL ATHLETIC FACILITIES	C	280	0	0	0	0	0	280
B) FITCH HIGH SCHOOL FIELD HOUSE	C	15490	0	0	0	0	0	15490
C) NORTHEAST ACADEMY AIR QUALITY	C	0	250	250	250	250	0	1000
D) FITCH HIGH & BARNUM SCHOOLS HVAC UPGRADES	C	0	0	0	0	0	0	0
E) FITCH HIGH SCHOOL CULINARY ARTS	C	600	0	0	0	0	0	600
F) FITCH HIGH SCHOOL BLEACHERS	C	1700	0	0	0	0	0	1700
TOTAL	C	18070	250	250	250	250	0	19070
Capital Reserve Fund	C	18465	250	250	250	250	0	19465
General Obligation Bonds	G	0	0	0	0	0	0	0
Other	O	0	0	0	0	0	0	0

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL (ADDENDUM)

PROJECT

ACTIVITY/DEPARTMENT

SCHOOL NEEDS SUMMARY

5) EDUCATION

ADDITIONAL INFORMATION

Projects for various system upgrades and replacement at the schools are listed on the individual facility project sheets. However, there are longer term needs to maintain the educational and functional adequacy that are summarized below.

ELEMENTARY SCHOOLS

The projects shown on the individual project sheets are intended to maintain the adequacy of the facilities in their present configuration. However, to meet educational adequacy needs in the future, Charles Barnum Elementary School will also require an expanded media center, a full-service kitchen, a larger cafetorium, a gymnasium, larger and redesigned administration spaces, additional resource and remedial program spaces, appropriate instrumental and band program spaces, an art room, a space for the school based health center, and a larger space for the school nurse.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT

ACTIVITY/DEPARTMENT

A) FITCH HIGH SCHOOL ATHLETIC FACILITIES

5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

In addition to the regular use of the football field by the football team, the field is also used by the Groton Public Schools' lacrosse and soccer teams as well as physical education classes. The playing field no longer drains properly and is in need of upgrading. It will be necessary to regrade and recrown the field and sod the entire surface.

The addition of an irrigation system while work is performed will greatly enhance the continued maintenance by providing timed watering while also improving on the efficiency/cost of water usage.

Requested for FYE 24 are funds (\$250,000) to sod and recrown the field and funds (\$30,000) for irrigation.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	280						280
D. Equipment								0
E. Other Costs								0
Total	C	280	0	0	0	0	0	280

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT

B) FITCH HIGH SCHOOL FIELD HOUSE

ACTIVITY/DEPARTMENT

5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

The field house at Fitch High School was built in the early 1970's and provided locker rooms and meeting space for male athletes and teams only. To meet today's requirements, locker rooms and training facilities must accommodate both male and female student athletes.

A study was commissioned by the Board of Education to determine what upgrades may be required. SLAM architectrual firm presented its findings and provided the estimate for replacement of the field house and consession stand which also provides for modernized public restrooms.

Requested for FYE 24 is \$15,490,000 for replacement of the field house.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	15490						15490
D. Equipment								0
E. Other Costs								0
Total	C	15490	0	0	0	0	0	15490

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
C) NORTHEAST ACADEMY AIR QUALITY	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

There have been concerns about excessive humidity in the Northeast Academy. The district contracted with the engineering firm Fuss & O'Neill to determine the cause and possible remedy for this issue. The study concluded with recommendations for both short and long term solutions.

The long-term recommendation in the engineering report is the replacement of the air handling units.

The initial work for the short-term equipment upgrades was completed during the spring of 2020.

The Board recommends postponing the replacement of the air handling units until FYE 25 and beyond. During the spring of 2020 the maintenance staff implemented an active dehumidification program that mitigated the humidity problem. The HVAC technician will continue to monitor the air quality of the building.

Programmed for FYE 25-28 are funds (\$250,000/year) for replacement of the air handling units.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction								0
D. Equipment	C		250	250	250	250		1000
E. Other Costs								0
Total	C	0	250	250	250	250	0	1000

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
(O) Other

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT D) FITCH HIGH & BARNUM SCHOOLS HVAC UPGRADES	ACTIVITY/DEPARTMENT 5) EDUCATION
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DESCRIPTION/PURPOSE/JUSTIFICATION

While many areas of Fitch High School were renovated in the 2008 building project, the vintage section did not get an updated HVAC system.

Charles Barnum Elementary School, built in the 1960's, has the original HVAC systems.

The Board of Education is funding the study and plans for the expected upgrades. Once this has been completed the construction and equipment estimate will be included in next year's CIP.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction			TBD					0
D. Equipment			TBD					0
E. Other Costs								0
Total	C	0	0	0	0	0	0	0

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
(O) Other

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
E) FITCH HIGH SCHOOL CULINARY ARTS	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

With the Groton Public Schools' focus on college and career readiness, we are expanding our Careers Pathway program to ensure our students are workforce ready. A very popular career pathway for our students is the Culinary Arts Program. The program fills to capacity and many students are turned away. There is a need for a more robust culinary arts program that can service more of our students and ready them for entry level jobs in the restaurant industry. This would require upgrading of the current cooking/cleaning stations to more commercial grade equipment.

Programmed for FYE 24 are funds estimated at (\$600,000) for the construction and equipment to complete the project.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	400						400
D. Equipment	C	200						200
E. Other Costs								0
Total	C	600	0	0	0	0	0	600

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT

ACTIVITY/DEPARTMENT

F) FITCH HIGH SCHOOL BLEACHERS

5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

As noted in the request for the recrowning of the football field, the bleachers are also used by many other groups and functions throughout the year. This request is for the removal and replacement of the existing bleachers for both home and visitors. New bleachers would be installed, meeting present day requirements for handicap accessibility.

Requested for FYE 24 is (\$1,700,000), (\$200,000 for removal of the existing bleachers and \$1,500,000 for purchase and installation of the new bleachers).

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	200						200
D. Equipment	C	1500						1500
E. Other Costs								0
Total	C	1700	0	0	0	0	0	1700

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

FY2024/2025 BUDGET CALENDAR

Monday, October 2, 2023	Administrators' meeting/Business Office begins preparing budgets for 2024/2025 school year
Friday, November 17, 2023	Principals submit budget data to Business Manager
Monday, November 27, 2023	Business Office enters 2024/2025 budget data and prepares draft documents
December 1 - 15, 2023	Superintendent and administrators review and discuss
Tuesday, December 5, 2023	Review with BOE Finance/Facilities Committee
Tuesday, January 2, 2024	Superintendent presents budget to the Board of Education
Monday, January 8, 2024	2024/2025 budget work session
Tuesday, January 16, 2024	Tentative Public Hearing/Board of Education Special Meeting on the budget & 2024/2025 budget work session
Monday, January 29, 2024	2024/2025 budget work session
Monday, February 5, 2024	2024/2025 budget work session
Wednesday, February 7, 2024	Tentative Joint BOE/Town Council/RTM budget meeting & 2024/2025 budget work session
Monday, February 12, 2024	2024/2025 budget work session
Wednesday, February 21, 2024	2024/2025 budget work session, if necessary
Monday, February 26, 2024	Board of Education adopts 2024/2025 budget
Monday, March 4, 2024	Business Office makes revisions and prepares adopted budget for submittal to Town Manager
By March 15, 2024	Printed budget book to Town Council & RTM (Town Manager transmits to Town Council by March 15)
March - April, 2024	Town Council budget review
By April 28, 2024	Town Council adopts 2024/2025 budget (per Town Charter)
April – May, 2024	RTM budget review
By May 25, 2024	RTM adopts 2024/2025 budget (per Town Charter)

Review and Discussion of Proposed Budget Policies to be Revised or Drafted.v.4

PURCHASE ORDER POLICY/PROCEDURE – check Ray Engle comments from May/June meetings to tighten up payments being attached to purchase orders and a time limit on accepting late invoices with possible appeal processes for vendors?

POLICY (title & number)	Draft or Revision	INTENT or IDENTIFIED NEED	REFERENCES (Statute, Best Practices, etc.)
Setting of Annual Budget Calendar (Chair alone or in consult with full BOE or F&F cmte among other considerations...) (P3110 / P3150 / P3113)			
Budget Timeline Overall (P3110 / P3150 / P3113)			
BOE Approved budget draft to be finalized at least a week (or some period of time) before Feb 28 charter deadline for submission to Town (P3110 / P3150 / P3113)			
Requirement for Reports of all Communications that Board Officers and Administration may have with Town Official regarding Budget Concern.			
If there is communication that is going to be used as guidance upon which the BOE is expected to act in some manner, such communication must be documented and confirmed by all parties involved in the communication			

Procedure – save previous summative percentage of budget changes for final deliberations (avoid “lack of other options” situation that occurred in finalizing FYE 2025 budget) Need Object code summaries in successive notes for each iteration of COW budget review session – access to progression of budget			
Procedure – develop method of communicating which grants if any impact certain areas of the budget as reimbursements (ie: transportation v. Magnet School Bus reimbursements, special education reimbursements, etc.)			

Review and Discussion of Budget Software Upgrade Possibilities.v.3

TIMELINE? When should software be actively discussed and decided upon in order to best effect a changeover, if a change is the decided course?

Budget software usage – construction versus ongoing management ? Same software to build budget versus tracking expenditures? Is payroll different?

Which software is currently under contract for the next 2-3 years? Budget Construction, Expenditure Tracking or Payroll?

NAME	PROs	CONs	QUESTIONS/RATING/RECOMMENDATION
EXCEL	Current – no cost of changeover	Not necessarily set up for BOE specific concerns Seems very cumbersome and	Is excel a commonly used for budgets of this scale? How Flexible and Dynamic is the software? Why the seeming hesitation to make running changes during Budget Session?
MUNIS	Matches town software	Not necessarily set up for BOE specific concerns	
ALLOVUE	Flexibility and projectability to scheme out potential changes in real time Designed specifically for school districts		Powerschool-Based & supported – is this good or bad?
OTHER COMMERCIAL FINANCIAL SOFTWARE?			
MARTUS	School Specific		
CABE/CAPSS RECOMMEND			

BUDGET SOFTWARE ?			
INTERIM & NEW FINANCE DIRECTOR RECOMMEND?			