

GROTON BOARD OF EDUCATION
AD HOC BUDGET PROCEDURE COMMITTEE
SPECIAL MEETING MINUTES
SEPTEMBER 30, 2025 @ 6:30 P.M.
REMOTE MEETING

Members Present: Ian Thomas-Chairperson, Jennifer White, Mike Whitney

Also Present: Rita Parciak, Susan Austin, Bev Washington

1. Call to Order – Chairman Thomas called the meeting to order at 6:32 p.m.
2. Discussion regarding preparation, construction, presentation, and deliberative process for the proposed 2026-2027 budget document – Ian Thomas stated that the purpose of the meeting was to discuss the presentation of the budget book. Rita Parciak shared that Groton’s budget book is very detailed. She explained that she begins the budget process in November by meeting with the schools to go over staffing needs. The committee reviewed the previous work of the Ad Hoc Budget Procedure Committee and shared their vision of the content of the budget book. Mrs. Parciak stated that there are state requirements regarding function numbers and she will share those guidelines with the Finance/Facilities Committee. She shared that the conversion to Munis won’t take place for approximately two years and she would like to implement a software in eFinance called Position Control, which tracks every position (FTE) in the district, funding source, location. In response to an inquiry regarding overhauling the budget book this year, Mrs. Parciak stated that it would not be advisable as she would like to begin using Position Control, which will pull numbers for the budget. The committee agreed with her and were enthusiastic about the functions of the Position Control Software.
3. Adjournment – The meeting adjourned at 7:14 p.m.