

GROTON BOARD OF EDUCATION
SPECIAL FINANCE/FACILITIES COMMITTEE MEETING
MARCH 1, 2021 @ 6:00 P.M.
REMOTE MEETING

NOTE: This meeting is being held remotely due to the Coronavirus concern. Members of the public may view or listen to the meeting by following the below steps:

- 1) Using Google Chrome browser, go to www.grotonschools.org
- 2) Zoom information can be found by clicking on the meeting under District Calendar

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 November 30, 2020 Meeting Minutes (Attachment #1)
3. Review Policy/Regulation #1330 Use of Facilities (Attachment #2)
4. Review of Fee Proposal for Fitch High School Field House Design Study (Attachment #3)
5. Review DoD Supplemental Impact Aid
6. Discussion of Priority CIPs
7. Review OPEB Projections
8. Review Latest Insurance Reserve Data
9. Discussion re: 2020-21 Budget and Projections
10. Discussion re: GMS Construction Funding
11. Adjournment

**GROTON BOARD OF EDUCATION
SPECIAL FINANCE/FACILITIES COMMITTEE MEETING MINUTES
NOVEMBER 30, 2020 @ 6:00 P.M.
REMOTE MEETING**

Members Present: Jay Weitlauf, Jane Giuliani, Liz Porter

Also Present: Mike Graner, Ken Knight, Susan Austin, Sam Kilpatrick

Chairman Weitlauf called the meeting to order at 6:12 p.m.

1. Review November 2, 2020 Meeting Minutes -- The minutes were approved as presented.
2. Preview of the FY22 Budget -- Dr. Graner, Ken Knight, and Susan Austin explained the details of the first draft of the FY22 budget (see attached). The object code summary indicates the anticipated increase in the budget would be \$2.4 million, a 3.1% increase over the current budget. Ken Knight explained that the anticipated health reserve account will be approximately \$5 million by June of 2021. Dr. Graner recommended that the budget increase could be reduced by \$1.5 million, which would leave a sufficient reserve of \$3.5 million. If that adjustment is made, the anticipated budget increase would be \$909,000, which is a 1.2% increase over the current budget.
3. Discussion re: District Credit Card -- Ken Knight explained that the district credit card is used to pay vendors who do not accept purchase orders. The current card has Dr. Graner's name on it; Ken explained that an alternative would be to switch the card to a district payment card, which would not be attached to an individual. Ken explained that the Board will have to approve a resolution to apply for a district payment card. The committee recommended forwarding the following resolution to the full Board for approval: The Board authorizes the Business Manager to execute a p-Card program agreement on its behalf.
4. Discussion & Possible Action re: Fitch High School's Asbestos Abatement Educational Specifications -- Sam Kilpatrick explained to the committee that the town approved a \$518,000 CIP project last year. The State Department of Administrative Services requires Board approval of asbestos abatement projects. The committee recommended forwarding the attached educational specifications for the Fitch High School asbestos abatement project to the full Board for approval.
5. Discussion of Assistant Superintendent Vacation Payment -- This item was tabled.
6. Review of Fee Proposal for Fitch High School Field House Design Study -- This item was tabled.

The meeting adjourned at 7:42 p.m.

Groton Public Schools
Date prep:

11/30/20 1:01 PM							
		FY20 Actual 2019-2020	FY21 Budget 2020-2021	FY21 Estimated 2020-2021	FY22 Budget 2021-2022	Increase/ (Decrease)	%
Account	Object #s						
Salaries							
1 Administrators	105,106,107,108	4,440,494	4,642,710	4,642,710	4,608,372	(34,338)	(0.7%)
2 Teachers	101-104,109,123-127	34,625,859	34,415,719	34,315,408	35,491,137	1,075,418	3.1%
3 Non-Certified Aides	0,111,119,129,130,131	3,699,815	3,578,209	3,605,414	3,618,042	39,833	1.1%
4 Substitute Teachers	120,121	1,009,551	979,580	987,508	997,248	17,668	1.8%
5 Clerical	112-114,132-134,144	1,936,116	1,876,870	1,876,870	1,865,221	(11,649)	(0.6%)
6 Custodial/Maintenance/Technical	118,129,137,138,141	3,337,457	3,563,841	3,563,841	3,549,101	(14,740)	(0.4%)
7 Campus Security/Supervisor	128	160,603	146,610	146,610	149,542	2,932	2.0%
8 Total Salaries	100s	49,209,895	49,203,539	49,138,360	50,278,663	1,075,124	2.2%
Benefits							
9 Health Insurance	201-202	8,127,938	7,965,817	7,965,817	8,609,360	643,543	8.1%
10 Workers Comp & Town Per	211,213	934,552	927,138	927,138	952,639	25,501	2.8%
11 Social Security & Medicare	212,214	1,429,982	1,433,611	1,434,802	1,457,247	23,636	1.6%
12 Other Benefits	222-227	310,364	129,157	129,157	152,500	23,343	18.1%
13 Total Benefits	200s	10,802,836	10,455,723	10,456,914	11,171,746	716,023	6.8%
Purchased Services							
14 Instructional Services	321-324	145,930	153,921	154,166	164,098	10,177	6.6%
15 Professional Services	331	173,396	261,078	261,078	265,815	4,737	1.8%
16 Other Professional Services	332	782,632	600,634	600,373	613,900	13,266	2.2%
17 OT & PT Services	333	651,904	665,591	665,591	665,591	0	0.0%
18 Legal Services	334	81,519	70,000	70,000	70,700	700	1.0%
19 Athletic Officials & Other Athletic	341-342	47,430	77,676	77,676	75,350	(2,326)	(3.0%)
20 Computer Network Services	343	88,520	139,235	139,235	137,843	(1,392)	(1.0%)
21 Total Purchased Services	300s	1,971,331	1,968,135	1,968,119	1,993,297	25,162	1.3%
Property Services							
22 Water & Sewer	410 & 411	85,130	99,801	99,801	99,801	0	0.0%
23 Trash & Snow Removal	421 & 422	109,825	156,600	156,600	136,600	(20,000)	(12.8%)
24 Repair/Maintenance Services	430-435,490,491,499	473,611	486,970	487,358	486,483	(487)	(0.1%)
25 Rental	441	91,357	124,442	124,442	130,413	5,971	4.8%
26 Total Property Services	400s	759,923	867,813	868,201	853,297	(14,516)	(1.7%)
Transportation, Insurance, Communications, Tuition							
27 Transportation: Schools	510-513	4,363,337	4,855,917	4,855,917	5,216,674	360,757	7.4%
28 Transportation: Student Act	587-596	94,181	176,589	176,729	194,458	17,869	10.1%
29 Transportation: Staff	580-584	74,213	134,441	125,566	128,320	(6,121)	(4.6%)
30 Insurance	522,525	289,770	302,400	309,738	314,784	12,384	4.1%
31 Communications	530-552	127,472	124,735	134,607	133,380	8,645	6.9%
32 Tuition: Special Education	561-563,568	4,127,587	4,481,290	4,481,290	4,481,290	0	0.0%
33 Tuition: Other	564-567	1,505,566	1,484,839	1,481,839	1,361,272	(123,567)	(8.3%)
34 Total Transp, Ins, Comm, Tuition	500s	10,582,126	11,560,211	11,565,685	11,830,178	269,967	2.3%
Supplies							
35 Instructional Supplies	610-613,619,622,623,624	504,444	468,326	481,863	492,485	24,159	5.2%
36 Computer Supplies	610-612	626,345	642,796	644,703	745,630	102,834	16.0%
37 Electricity & Heating	631-633	1,351,852	1,344,801	1,344,801	1,494,070	149,269	11.1%
38 Transportation Supplies	634 & 656	297,227	247,010	247,010	252,236	5,226	2.1%
39 Textbooks & Library Books	640-642,645,647	75,611	121,597	126,248	112,675	(8,922)	(7.3%)
40 Facility/Maintenance Supplies	650,652-655, 657 & 658	526,655	320,220	326,574	322,328	2,108	0.7%
41 Other Supplies (staff dev., etc.)	621, 624-627, 680	71,447	72,762	73,411	81,112	8,350	11.5%
42 Total Supplies	600s	3,463,582	3,217,512	3,246,610	3,500,536	283,024	8.8%
Equipment							
43 Instructional Equipment	730 & 735	416,562	64,504	63,349	59,912	(4,592)	(7.1%)
44 Non-Instructional Equip	731 & 736	77,049	26,312	26,312	70,250	43,938	167.0%
45 Total Equipment	700s	493,610	90,816	89,661	130,162	39,346	43.3%
46 Total Dues & Fees	800s	68,568	74,341	85,056	89,781	15,440	20.8%
47 Grand Total		77,341,861	77,438,090	77,418,607	79,847,660	2,409,570	3.11%

Groton Public Schools
Date prep:

11/30/20 1:04 PM								
		FY20 Actual	FY21 Budget	FY21 Estimated	FY22 Budget	Increase/ (Decrease)	%	Comments
Account	Object #s	2019-2020	2020-2021	2020-2021	2021-2022			
Salaries								
Administrators								
48 Administration	105	1,047,373	1,053,227	1,053,227	1,143,399	90,172	8.6%	Add 1.0 FTE Data Mgr
49 Principals	106	1,461,567	1,256,347	1,256,347	1,127,065	(129,282)	(10.3%)	Reduce 1.0 FTE Elem Princ, contract incr
50 Asst Principals/SPED Coord	107	1,806,961	1,956,027	1,956,027	1,980,774	24,747	1.3%	Contract decr AP, contract incr
51 Dean/Curr Coord	108	124,593	377,109	377,109	357,134	(19,975)	(5.3%)	Overbudgeted prior year
52		4,440,494	4,642,710	4,642,710	4,608,372	(34,338)	(0.7%)	
Teachers								
53 Classroom Teachers	101	24,835,320	24,172,827	24,088,733	24,912,160	739,333	3.1%	Net 1.5 FTE decrease, contract incr plus steps
54 Sp Ed Certified	102	7,386,142	7,462,674	7,446,457	7,737,263	274,589	3.7%	Net 2.0 FTE increase (TESOL/APEX Transition), contract incr + steps
55 Media Specialist	103	698,335	730,616	730,616	746,722	16,106	2.2%	Reduce 1.0 FTE Elem, contract incr plus steps
56 Guidance	104	981,781	1,088,601	1,088,601	1,128,246	39,645	3.6%	Contract incr plus steps
57 Athletic Director	109	12,142	11,769	11,769	11,769	-	0.0%	Possible adjustment
58 Summer School	123	3,155	8,206	8,206	8,206	-	0.0%	
59 Adult Ed	124	43,737	39,905	39,905	40,903	998	2.5%	
60 Tutors	125	552,290	478,270	478,270	478,773	503	0.1%	2.0 FTE reduction - > TESOL/APEX, contrl incr
61 Coach Stipends	126	231,725	344,247	344,247	347,709	3,462	1.0%	Contract incr 1%
62 Other Student Activities	127	81,232	78,604	78,604	79,386	782	1.0%	Contract incr 1%
63		34,625,859	34,415,719	34,315,408	35,481,137	1,075,418	3.1%	
Non-Cert Aides								
64 Reg Ed Teacher Aides - Kinderga	110 & 130	378,006	393,049	393,049	412,952	19,903	5.1%	Add'l Transition K aid, plus 2% increase
65 Sp Ed Aides - Para I	111	984,675	758,192	908,513	695,364	(62,828)	(8.3%)	2 Para I retirements
66 Sp Ed Aides - Para II	131	1,783,099	2,012,619	1,862,298	2,087,402	74,783	3.7%	
67 School Bus Aides	136	484,934	402,029	402,029	410,004	7,975	2.0%	
68 Other Aides	139	69,101	12,320	39,525	12,320	-	0.0%	
69		3,699,815	3,578,209	3,605,414	3,618,042	39,833	1.1%	
Substitutes								
70 Substitute Sp Ed Certified	121	44,112	82,989	82,989	84,485	1,496	1.8%	Minimum wage impact
71 Substitute Reg Ed Certified	120	965,440	896,591	904,519	912,763	16,172	1.8%	Minimum wage impact
72		1,009,551	979,580	987,508	997,248	17,668	1.8%	
Clerical								
73 Clerical	131/114/132/133/134/14	1,936,116	1,876,070	1,876,070	1,865,221	(11,649)	(0.6%)	Reduce 1.0 FTE Elem, contract incr
Custodial/Maintenance/Techs								
74 Custodial	117 & 137	1,824,876	1,938,622	1,938,622	1,887,198	(51,424)	(2.7%)	Reduce 1.0 FTE Elem, contract incr + steps
75 Maintenance	118 & 138	756,818	813,603	813,603	835,584	21,981	2.7%	Contract incr + steps
76 Technicians	129 & 149	707,214	705,116	705,116	718,719	13,603	1.9%	Contract incr + steps
77 Custodial Overtime	147	38,552	87,200	87,200	88,100	900	1.0%	
78 Maintenance Overtime	148	9,997	19,300	19,300	19,500	200	1.0%	
79		3,337,457	3,563,841	3,563,841	3,549,101	(14,740)	(0.4%)	
Security								
80 Security/Supervision	128	160,603	146,610	146,610	149,542	2,932	2.0%	
81 Total Salaries		49,209,895	49,203,539	49,138,360	50,278,663	1,075,124	2.2%	
Benefits								
Health Insurance								
82 Group Insurance - Prof	201	6,792,833	6,096,027	6,096,027	6,605,791	509,764	8.4%	
83 Group Insurance - Other	202	1,335,105	1,869,790	1,869,790	2,003,569	133,779	7.2%	
84		8,127,938	7,965,817	7,965,817	8,609,360	643,543	8.1%	Anticipated increase in claim cost
Workers Comp & Town Pension								
85 Worker's Compensation	211	530,852	515,238	515,238	532,501	17,263	3.4%	
86 Town Pension	213	403,700	411,900	411,900	420,138	8,238	2.0%	
87		934,552	927,138	927,138	952,639	25,501	2.8%	
Social Security & Medicare								
88 Social Security	212	736,849	720,155	722,292	728,207	8,052	1.1%	
89 Medicare	214	693,133	713,456	712,510	729,040	15,584	2.2%	
90		1,429,982	1,433,611	1,434,802	1,457,247	23,636	1.6%	
Other Employee Benefits								
91 Retirement Awards	222	204,754	1,657	1,657	0	(1,657)	(100.0%)	No retirements at this time - FY21 funding?
92 Unemployment	223	17,879	50,000	50,000	50,000	-	0.0%	
93 Tuition Reimb Certified	224	86,032	76,000	76,000	101,000	25,000	32.9%	Tuition partially paid for by Alliance in prior year, new LEARN TRP
94 Mentor Stipend	227	1,699	1,500	1,500	1,500	-	0.0%	
95		310,364	129,157	129,157	152,500	23,343	18.1%	
96 Total Benefits		10,802,836	10,455,723	10,456,914	11,171,746	716,023	6.8%	

Groton Public Schools
Date prep:

11/30/20 1:04 PM								
Account	Object #s	FY20 Actual 2019-2020	FY21 Budget 2020-2021	FY21 Estimated 2020-2021	FY22 Budget 2021-2022	Increase/ (Decrease)	%	Comments
Purchased Services								
Instructional Services								
97 Instructional Services	321 & 323	72,743	112,421	112,421	117,598	5,177	4.6%	
98 Instruct Improvement Serv	322 & 324	73,186	41,500	41,745	46,500	5,000	12.0%	
99		145,930	153,921	154,166	164,098	10,177	6.6%	
Professional Services								
100 Professional Services	331	173,396	261,076	261,076	265,815	4,737	1.8%	
101 Other Professional Services	332	782,632	600,634	600,373	613,900	13,266	2.2%	FT Athletic Trainer FHS/GMS
102 OT & PT Services	333	651,904	665,591	665,591	665,591	-	0.0%	
103 Legal Services	334	81,519	70,000	70,000	70,700	700	1.0%	
104		1,689,452	1,597,303	1,597,042	1,616,006	18,703	1.2%	
Athletic Officials & Other Athletic Services								
105 Athletic Officials	341	37,116	64,776	64,776	61,850	(2,926)	(4.5%)	
106 Other Athletic Services	342	10,313	12,900	12,900	13,500	600	4.7%	
107		47,430	77,676	77,676	75,350	(2,326)	(3.0%)	
Computer Network Services								
108 Computer Network Services	343	88,520	139,235	139,235	137,843	(1,392)	(1.0%)	
109 Total Purchased Services		1,971,331	1,968,135	1,968,119	1,993,297	25,162	1.3%	
Property Services								
Water/Sewer								
110 Water	410	52,401	65,527	65,527	65,527	-	0.0%	
111 Sewer	411	32,728	34,274	34,274	34,274	-	0.0%	
112		85,130	99,801	99,801	99,801	0	0.0%	
Trash & Snow Removal								
113 Trash Removal	421	97,200	86,600	86,600	86,600	-	0.0%	
114 Snow Removal	422	12,534	70,000	70,000	50,000	(20,000)	(28.6%)	
115		109,825	156,600	156,600	136,600	(20,000)	(12.8%)	
Repair/Maintenance								
116 Equipment Repairs	430	103,134	115,719	116,107	124,091	8,372	7.2%	
117 Grounds Repairs	431	182,415	170,017	170,017	184,989	14,972	8.8%	
118 General Building Repairs	432	28,045	50,912	50,912	30,066	(20,846)	(40.9%)	
119 Painting	433	8,196	10,000	10,000	5,045	(4,955)	(49.6%)	
120 Heat & Plumbing Repairs	434	55,922	46,063	46,063	50,947	4,884	10.6%	
121 Electrical Repairs	435	7,011	11,947	11,947	9,479	(2,468)	(20.7%)	
122 Extermination Services	490	11,362	12,268	12,268	11,363	(905)	(7.4%)	
123 Building Fire Protection	491	53,583	45,898	45,898	46,357	459	1.0%	
124 Other Property Services	499	23,943	24,146	24,146	24,146	-	0.0%	
125		473,611	486,970	487,358	486,483	(487)	(0.1%)	
Rental								
126 Rental	441	91,357	124,442	124,442	130,413	5,971	4.8%	Print Management across district, reduce in comp supplies
127 Total Property Services		759,923	887,813	868,201	853,297	(14,616)	(1.7%)	
Transportation, Insurance, Communications, Tuition								
Transportation: Schools								
128 Reg Ed Pupil Transportator	510 & 516	2,826,729	2,816,501	2,877,836	3,153,189	336,688	12.0%	MSAP no longer funds add'l buses plus contract incr
129 Sp Ed Pupil Transp - STA	511	701,122	1,124,931	1,063,596	1,130,504	5,573	0.5%	
130 Sp Ed Pupil Transp - Curtin	512	830,105	902,235	902,235	920,731	18,496	2.1%	
131 Pupil Transp Reimbursement	513	5,382	12,250	12,250	12,250	-	0.0%	
132		4,363,337	4,855,917	4,855,917	5,216,674	360,757	7.4%	
Transportation: Other								
133 Transportation - Athletics	587	59,229	106,430	106,430	117,350	10,920	10.3%	
134 Transportation - Field Trips	588	24,057	51,553	51,553	58,938	7,385	14.3%	
135 Entry Fees - Athletics	591 & 592	10,895	13,216	13,356	12,100	(1,116)	(8.4%)	
136 Admission Fees	595	0	5,390	5,390	6,070	680	12.6%	
137 Misc Fees	590 & 596	0	0	0	0	-	**	
138		94,181	176,589	176,729	194,458	17,869	10.1%	
Transportation: Staff								
139 Travel - Education	580 & 581	6,032	8,800	8,800	8,800	-	0.0%	
140 Travel - Admin	582 & 583	24,200	30,300	30,300	27,300	(3,000)	(9.9%)	
141 Travel - Conferences	504	43,972	95,341	86,466	92,220	(3,121)	(3.3%)	
142		74,213	134,441	125,566	128,320	(6,121)	(4.6%)	

Groton Public Schools
Date prep:

11/30/20 1:04 PM

		FY20 Actual	FY21 Budget	FY21 Estimated	FY22 Budget	Increase/ (Decrease)	%	Comments
Account	Object #s	2019-2020	2020-2021	2020-2021	2021-2022			
Liability & Accident Insurance								
143 Liability Insurance	522	275,360	286,374	293,712	298,117	11,743	4.1%	
144 Accident Insurance	525	14,410	16,026	16,026	16,667	641	4.0%	
145		289,770	302,400	309,738	314,784	12,384	4.1%	
Communications								
146 Telephone, Telephone Repa	530	86,588	68,810	78,682	70,530	1,720	2.5%	
147 Postage	531	30,938	39,425	39,425	41,350	1,925	4.9%	
148 Advertisement	540	3,271	5,000	5,000	5,000		0.0%	
149 Minority Recruitment	541	300	0	0	5,000	5,000	**	Under Alliance in prior year
150 Printing Admin	550	3,367	7,500	7,500	8,000	500	6.7%	
151 School Publications	551 & 552	3,008	4,000	4,000	3,500	(500)	(12.5%)	
152		127,472	124,735	134,607	133,380	8,645	6.9%	
Tuition: Special Education								
153 Sp Ed Vocational	561	159,521	461,250	461,250	461,250	-	0.0%	
154 Sp Ed BoE Placements	562	2,289,414	2,447,750	2,447,750	2,447,750	-	0.0%	
155 Sp Ed State Placements	563	764,470	600,000	600,000	600,000	-	0.0%	
156 Sp Ed Magnet Choice	568	914,183	972,290	972,290	972,290	-	0.0%	
157		4,127,587	4,481,290	4,481,290	4,481,290	0	0.0%	
Tuition: Other								
158 Adult Ed	564	207,060	210,000	207,000	210,000	-	0.0%	
159 Reg Ed Magnet Tuition	566	1,175,692	1,148,955	1,148,955	1,048,927	(100,028)	(8.7%)	Continued reduction in OOD magnet
160 Reg Ed Vo Ag Tuition	567	122,814	125,884	125,884	102,345	(23,539)	(18.7%)	
161		1,505,566	1,484,839	1,481,839	1,361,272	(123,567)	(8.3%)	
162 Total Transportation, Insurance, Communication, T		10,582,126	11,560,211	11,565,685	11,830,178	269,967	2.3%	
Supplies								
Instructional Supplies								
163 General Classroom Supplie	601	207,628	101,351	98,843	131,402	30,051	29.7%	
164 Science Supplies	602	15,313	21,150	21,150	26,320	5,170	24.4%	
165 Arts & Crafts Supplies	603	14,638	20,350	21,630	23,577	3,227	15.9%	
166 Phys. Ed Supplies	604	8,233	12,400	13,447	13,540	1,140	9.2%	
167 Music Supplies	605	17,939	18,850	20,584	22,700	3,850	20.4%	
168 Kindergarten Supplies	606	2,534	5,800	5,896	5,600	(200)	(3.4%)	
169 Pupil Tests	607	50,889	70,225	70,559	87,660	17,435	24.8%	
170 Tech Ed Supplies	609	6,220	7,500	7,500	7,500	-	0.0%	
171 Home Ec Supplies	613	9,362	12,700	12,700	13,000	300	2.4%	
172 Sp Ed Supplies	615	37,134	54,800	56,300	54,800	-	0.0%	
173 Athletic Supplies	616	66,333	81,475	81,475	52,554	(28,921)	(35.5%)	GMS initial athletic supplies purchases in FY21
174 Math Supplies	617	5,087	11,250	19,155	11,082	(168)	(1.5%)	
175 Health Supplies	618	460	1,700	1,700	2,400	700	41.2%	
176 Other Supplies	619	7,985	2,500	2,500	5,000	2,500	100.0%	
177 Health Serv Pathogen	622	7,046	6,250	7,999	6,250	-	0.0%	
178 School Library Supplies	623	4,014	4,950	4,950	5,250	300	6.1%	
179 Food, Drink, Snacks	628	43,630	35,075	35,474	23,850	(11,225)	(32.0%)	Unfunded lunch liability
180 Distance Learning Supplies	691	0	0	0	0	-	**	
181		504,444	468,326	481,863	492,485	24,159	5.2%	
Computer Supplies								
182 Computer Supplies	810 & 611	117,766	110,900	111,130	80,200	(30,700)	(27.7%)	HP printer lease ended, centralized print mgmt
183 Software	612	508,579	531,896	533,573	665,430	133,534	25.1%	Covered in the prior year through CARES/CRF, distance learning
184		626,345	642,796	644,703	745,630	102,834	16.0%	
Electricity & Heating								
185 Electricity	631	885,786	905,538	905,538	995,229	89,691	9.9%	Due to 2 new add'l buildings
186 Propane/Natural Gas	632	219,566	229,751	229,751	304,855	75,104	32.7%	Due to 2 new add'l buildings
187 Heating Oil	633	246,500	209,512	209,512	193,986	(15,526)	(7.4%)	
188		1,351,852	1,344,801	1,344,801	1,494,070	149,269	11.1%	
Transportation Supplies								
189 Diesel for School Buses	634	275,175	205,430	205,430	210,240	4,810	2.3%	To be reviewed closer, may have surplus in FY21
190 Gas for Maintenance	656	22,052	41,580	41,580	41,996	416	1.0%	
191		297,227	247,010	247,010	252,236	5,226	2.1%	

Groton Public Schools
Date prep:

11/30/20 1:04 PM

		FY20 Actual	FY21 Budget	FY21 Estimated	FY22 Budget	Increase/ (Decrease)	%	Comments
Account	Object #s	2019-2020	2020-2021	2020-2021	2021-2022			
Textbooks & Library Books								
192 Textbooks	640	62,055	86,796	90,352	67,915	(18,881)	(21.8%)	
193 Workbooks	641	7,750	12,910	15,841	19,410	6,500	50.3%	
194 Textbook Rebind	642	0	450	450	950	500	111.1%	
195 Library Books	645	4,685	18,391	18,555	21,700	3,309	18.0%	
196 Periodicals	647	1,121	3,050	3,050	2,700	(350)	(11.5%)	
197		75,611	121,597	128,248	112,675	(8,922)	(7.3%)	
Facility/Maintenance Supplies								
198 Equipment Repair	650	39,504	28,660	28,660	28,003	(657)	(2.3%)	
199 Grounds Supplies	651	18,770	18,675	18,675	18,862	187	1.0%	
200 General Building Repair	652	49,818	66,430	64,930	65,101	(1,329)	(2.0%)	
201 Painting Supplies	653	12,912	2,500	2,867	2,500	-	0.0%	
202 Heat & Plumbing Supplies	654	49,643	33,720	33,720	34,057	337	1.0%	
203 Electrical Supplies	655	39,284	29,950	29,950	30,250	300	1.0%	
204 Safety Supplies	657 & 659	151,660	11,985	19,472	13,555	1,570	13.1%	
205 Custodial Supplies	658	165,064	128,300	128,300	130,000	1,700	1.3%	
206		526,655	320,220	326,574	322,328	2,108	0.7%	
Other Supplies								
207 Sup Serv Guild Imp Ins	621	5,881	21,500	21,500	22,400	900	4.2%	
208 Audio Visual Supplies	624 & 625	2,373	7,402	7,402	7,502	100	1.4%	
209 General Admin Supplies	626	9,391	13,360	13,273	13,110	(250)	(1.9%)	
210 School Admin Supplies	627	37,790	11,250	11,986	13,800	2,550	22.7%	
211 Professional Materials	690	16,013	19,250	19,250	24,300	5,050	26.2%	
213		71,447	72,762	73,411	81,112	8,350	11.5%	
214 Total Supplies		3,453,582	3,217,512	3,246,610	3,500,636	283,024	8.8%	
Equipment								
Instructional Equipment								
215 Replace Instr Equipment	730	118,272	29,770	28,995	10,730	(19,040)	(64.0%)	
216 Add Instr Equipment	735	298,289	34,734	34,354	49,182	14,448	41.6%	
217		416,562	64,504	63,349	59,912	(4,592)	(7.1%)	
Non-Instructional Equipment								
218 Replace Non-Instr Equipme	731	28,265	25,000	25,000	70,000	45,000	180.0%	Snow removal equip FHS/GMS
219 Add Non-Instr Equipment	736	48,783	1,312	1,312	250	(1,062)	(80.9%)	
220		77,049	26,312	26,312	70,250	43,938	167.0%	
221 Total Equipment		493,610	90,816	89,661	130,162	39,346	43.3%	
Dues & Fees								
Dues/Fees								
222 BoE Dues	810	20,591	25,541	25,541	25,541	-	0.0%	
223 General Admin Dues	811	20,298	15,950	16,875	15,650	(300)	(1.9%)	
224 School Admin Dues	812	24,554	27,965	37,755	44,615	16,650	59.5%	
225 Other Dues	819	3,115	4,885	4,885	3,975	(910)	(18.6%)	
226 Total Dues/Fees		68,558	74,341	85,056	89,781	15,440	20.8%	
227 Grand Total		77,341,861	77,438,090	77,418,607	79,847,660	2,409,570	3.1%	

EDUCATIONAL SPECIFICATIONS
ASBESTOS FLOOR TILE REMOVAL
ROBERT E. FITCH HIGH SCHOOL
GROTON, CONNECTICUT
NOVEMBER 2020

Educational Specifications Asbestos Tile Removal and Replacement Robert E. Fitch High School

Project Rationale

Groton plans to continue to operate Fitch High School (FHS) in its current capacity indefinitely. It is a goal of Groton Public Schools to maintain Fitch High School as well as all other district schools in good condition to protect the Town's investment and to provide a safe and healthy learning environment for our learning community. To comply with this goal, the worn out and defect asbestos floor tile must be removed and replaced.

Long-Range Plan

The long-range plan for FHS includes removal and replacement of defective asbestos containing floor tile. Groton remains in compliance with State requirements to monitor the condition of asbestos floor tile through regular inspection and repair when needed. The tile is now delaminating from the concrete floor and to crack in places at an increasing rate. It is no longer cost effective to maintain the tile in compliant conditions with small removal and replacement projects. Unless addressed, the condition of the tile will be in violation of the Asbestos Hazard Emergency Response Act. As such Groton is required to remediate the asbestos containing floor tile at FHS.

The Project

This project will include the following components:

- Test all floor tile and mastic throughout FHS for asbestos content.
- Remove identified asbestos containing tile and mastic under controlled conditions in strict compliance with State and Federal regulations.
- Monitor the site both inside and outside both before, during and after remediation.
- Dispose of asbestos containing material properly.
- Install new non-asbestos containing floor tile.

Interior

- All equipment, furniture, supplies and other materials will be removed from all spaces to be remediated and stored in a suitable location.
- After remediation, the contractor is required to clean all spaces.
- After abatement is complete and Groton can reoccupy the space, furniture, equipment and supplies will be returned.

Community Relations

Use of School Facilities

School buildings and school facilities belong to the Town of Groton and are provided to the Board of Education for the purpose of offering an educational program to the children of the district. The Board believes that the use of such facilities should be encouraged for legitimate, for-profit, non-profit, charitable, and community services organizations which are nonexclusive and open to the general public and when such use does not interfere with the educational programs of the schools. Such purposes may include organizations which are not directly related to the schools. Such organizations may use the facilities when such use complies with the law, does not result in additional costs to the school district, and does not present an inconvenience to the students.

All applications for use of school facilities must be made in writing to the Superintendent of Schools or designee who may grant the request when the building principal involved has ascertained the availability of the facility on the date or dates requested. The Superintendent of Schools may revoke permission or refuse applications for use of a facility for cause. Priority will be given to school related organizations.

In cases where buildings or equipment are to be utilized on Saturdays, Sundays, or holidays, or any other time when custodial personnel are not normally scheduled, user fees will be charged to the using organization. The Board of Education will set rates annually as recommended by the Superintendent of Schools (see appendix A). Once approved, the fees will not be waived except for the Town of Groton and those organizations having a substantial and continuing school relationship as determined by the Superintendent of Schools or designee.

Eligible Organizations and Priority of Use

1. Educational programs
2. Student activities
3. Administrative, faculty, or staff activities (includes parent-teacher groups)
4. Town department or agency activities (Parks and Recreation activities top priority)
5. Activities sponsored by and for organizations promoting the physical or cultural wellbeing of the citizens of Groton
6. Private organizations, private businesses, or enterprises located in or taxpayers to the Town of Groton
7. Out-of-town organizations

Rental fees and/or security deposits will be required for use of any equipment and consumable supplies authorized for use by the Superintendent of Schools.

As a condition for approval of an application for use of facilities, applicants shall file with the Superintendent of Schools a certificate of insurance indicating a liability coverage of at least \$1,000,000, (one million) dollars with the Town of Groton and the Board of Education listed as additional insured. The Board of Education recognizes the following organizations as having a substantial and continuing school relationship:

Community Relations

Use of School Facilities (continued)

- a) All recognized parent and parent-teacher organizations
- b) District approved Booster Club
- c) Fitch Senior High School Graduation Party, Inc.
- d) Groton Education Foundation
- e) Fitch Senior High School Alumni Foundation

The Board of Education will waive the required insurance for these groups.

Restrictions on Use of School Facilities

1. Illegal activities will not be tolerated and any violations may justify permanent restriction of the organization(s) involved.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property. There shall be no smoking or use of any tobacco products in school buildings or on school grounds.
3. Vendors shall be prohibited in school buildings or on school grounds, unless specifically approved by the Superintendent.
4. Inappropriate advertising and/or decorations shall not be allowed. Any advertising prior to the final approval is prohibited.
5. Activities which engender (i.e. racial or religious, refer to P 5145.4) prejudices or which are inimical to democracy are prohibited. No school facilities may be used by any individual, group, or society which advocates a social or political change by violence or revolution.
6. School facilities may not be used for the promotion of any commercial interest or private or corporate gain other than by a duly organized and recognized charity, unless specifically approved by the Superintendent.
7. **The Board, and/or its designee, reserves the right to determine the need for:** (a) the applying organization to have additional liability insurance; (b) police protection and traffic control; (c) a food service representative to be present when cafeteria equipment is in use; and (d) the presence of custodian(s) during the activity.
8. Permission shall not be granted for the purpose of providing sectarian instructions or dissemination of religious doctrine during the normal school day. To further provide for separation of church and state, use of school facilities for sectarian purposes may not begin until fifteen (15) minutes after the dismissal of students has occurred in the school.
9. Unleashed animals are not permitted on school grounds, and no animals are allowed in school facilities, with the exception of police dogs and service animals, unless specifically approved by the Building Administrator. All owners are required to clean up after their animals while on school property.
10. Each organization approved to use the school facilities is expected to fully comply with all applicable Board policies, rules, and regulations regarding the use of school facilities. The organization shall be held responsible and accountable for the behavior and actions of the individuals attending the activity. Violation of Board policies, rules, or regulations may result in immediate termination of the activity and may justify permanent restriction of the organization involved.

Community Relations

Use of School Facilities (continued)

The Superintendent of Schools or designee shall set out rules and regulations for the use of school buildings as deemed necessary and shall ensure that a copy is forwarded to all organizations requesting the use of a school facility. Under special circumstances, and with notification to the Board, the Superintendent has the authority to waive any of the provisions above except for insurance requirements.

Legal Reference: CGS Sec. 10-239 (paragraphs A and B)

Policy adopted: February 8, 1993 (Effective 7/1/93)
Revised: May 8, 1995
Revised: June 9, 1997
Revised: September 27, 1999
Revised: December 14, 2009
Revised: July 25, 2011
Revised: June 22, 2015
Revised: January 22, 2018

GROTON PUBLIC SCHOOLS
Groton, Connecticut

**Groton Public Schools
Building and Grounds Rental Rate Schedule**

When buildings are to be utilized on Saturday, Sunday or holidays, or any other time custodial personnel are not scheduled*, the following fees will be charged:

	Non-Profit	For Profit
Custodial and Utility Fees:	\$45/hr	\$45/hr
If more than one custodian is required, the fee for each additional custodian will be:	\$35/hr	\$35/hr
Technician Staff	\$45/hr	\$45/hr
Security Staff	\$20/hr	\$20/hr
Kitchen Staff	\$20/hr	\$20/hr

Heating utility surcharges for the period November 1 - April 30		
High School	First hour	\$80/hr
	each hour thereafter	\$20/hr
Middle School	First hour	\$45/hr
	each hour thereafter	\$10/hr
Elementary School	First hour	\$40/hr
	each hour thereafter	\$5/hr

High School Auditorium		
Air conditioning:		
First hour	\$63/hr	\$63/hr
each hour thereafter	\$9/hr	\$9/hr
High School Field Lights	\$12/hr	\$12/hr

For Profit Fee Schedule

<u>Location</u>	<u>Per day rate</u>
High School Auditorium	\$800
High School Cafeteria	\$400
High School Lobby (Main Street)	\$400
High School Gym (Large)	\$600
High School Gym (Small)	\$300
High School Football Field/Track	\$800
High School Baseball Field	\$1,000
High School Tennis Courts	\$200
High School Parking Lot	\$400
High School Classroom	\$100
Middle School Cafeteria	\$200
Middle School Gym	\$200
Elementary School Cafeteria	\$100
Elementary School Gym	\$100
Kitchen	\$300
Other Athletic Fields	\$200
Other Parking Lots	\$200

*If custodians are present in the specific location that a non-profit organization requests to use, and no additional cost will be incurred, the fee can be waived by the Superintendent or their designee.

Fee schedule approved by Groton Public School on: October 5, 2015

Community Relations

Use of School Facilities

Written requests for the use of school facilities by individuals or groups, other than those that are a part of the school program, shall be first made to the school principal. After the request has been approved by the building principal it will be forwarded to Central Office for approval by the Business Manager following the confirmation of appropriate insurance. All approved programs shall have educational or community value. No program will be scheduled if it interferes with the normal use of the school facility for school purposes. A copy of the regulations governing use of facilities, and the fee schedule is attached. The attached rental request form must be filled out and must be approved by the building principal who will then forward it to the Central Office for final approval

Regulations for the Use of School Facilities

1. By order of the Fire Marshal, a school administrator or the Athletic Director or a designated school staff member or a custodian must be present at all times when a school facility is in use. All posted occupancy limits must be observed; and in the event that a fire alarm is triggered for any reason, the building must be cleared immediately. The building will then be under control of the fire official in charge and may not be re-entered until said official gives authorization.
2. Organizations using the school facilities will be responsible for any damage to school property during its use. A certificate of insurance naming the Town of Groton and the Groton Board of Education, as additional insureds must be submitted at least one week prior to the scheduled event in the amount of \$1,000,000 for property damage/bodily injury. All groups must have liability insurance of \$1,000,000 listing Groton Board of Education and the Town of Groton as additional insureds.
3. Organizations may be required to obtain the services of police officers or firemen if such is considered necessary for the protection of school property and/or traffic safety. It will be the responsibility of the organization to make arrangements directly with the applicable town agency if their presence is deemed necessary by the Superintendent's Office.
4. Alcohol and/or illegal drugs are not permitted at functions held on school property.
5. Use of any tobacco product is NOT PERMITTED in school buildings or on school grounds.
6. Use of the school facility by the requesting organization will be confined only to those areas specifically requested and approved by the Superintendent of Schools.

Community Relations

Use of School Facilities

7. At the beginning of any public gathering at which 25 or more persons will be present for the entire time, an announcement shall be read regarding emergency exits, clear aisles, and smoking regulations.
8. Each applicant organization is responsible for the conduct and supervision of all participants and/or guests. Representatives from the applicant organization must remain on the premises throughout the function and must maintain control at all times. Names and addresses of all designated persons in charge must be submitted with the application, and they will be held responsible for the supervision of the participants and any property damage. The school custodian is not a supervisor of children or adults.
9. With the exception of fire and police, custodian, security, kitchen, and technical personnel will be billed by the Superintendent's Office. Fees will be charged as listed on the attached Schedule of Fees, and financial obligations are to be met within two weeks following receipt of the bill. For profit groups are must have all rental fees paid two weeks in ADVANCE of the scheduled event.
10. The use of kitchens will be permitted only when the facility is supervised by a Groton Public Schools food service staff member and a review of the application by The Food Services Director. Notice of approval will be forwarded to the applicant with the standard approval form. If staffing of the kitchen is required, the Food Services Director will schedule.
11. The use of a school facility does not include school equipment, except that which is already a part of the facility. Permission may be granted to use equipment (i.e., projectors, microphones, etc.) if specifically requested on the Use of Facility form. If an administrator determines that an operator is required, the requesting organization will be billed accordingly.
12. Only UL approved, grounded, heavy-duty extension cords may be used. No nails or screws may be driven into any part of the facility without approval.
13. Nothing shall be displayed or exhibited by any group without prior permission from the building principal.
14. No scenery, ramps, extensions or the like will be constructed in such a manner as to hinder emergency exits.
15. No pet shows, donkey ball games, or other activities involving animals will be permitted within school facility.

Community Relations

Use of School Facilities

16. If schools are closed due to inclement weather, the facility use is automatically canceled. All prepaid fees will be returned in that case with the exception of cost incurred in the preparation for the event.
17. It is expected that the facility used will be completely cleared before the start of the next scheduled school day (no longer than 24 hours).
18. The use of a school facility will be evaluated at the conclusion of the event. Any disregard of the regulations may result in the refusal of any future use by the sponsoring organization.
19. Any exception to the above regulations must be granted by the Board of Education prior to the use of the facility.
20. All organizations using the facilities must do so in accordance with all Groton Public Schools policies and regulations.
21. Funding, Management and Allocation of Facility Rentals
 - a. The Board of Education has the responsibility to allocate school facilities revenue to support District programs and services. The Board of Education directs the Superintendent of Schools to direct facility rental revenue to the district-wide Student Activities Fund in an equitable manner.
 - b. For Profit groups are required to leave a \$500 deposit at the time of the school facility use request, to be returned if no damage is incurred.

Regulation adopted: October 5, 2015
Reviewed: January 22, 2018

GROTON PUBLIC SCHOOLS
Groton, Connecticut



November 9, 2020

Dr. Michael Graner
Superintendent
Groton Public Schools
1300 Flanders Rd
Mystic, CT 06355

RE: Fitch High School Field Locker Rooms Study

Subject: Fee Proposal for Feasibility Design Services

Dear Dr. Graner,

We are pleased to submit this fee proposal for professional design services related to a feasibility study of the existing Field House (male sports locker and team rooms) and Concessions Building (with storage and restrooms) at Fitch High School. The purpose of the study will be to determine options for the use of those buildings to provide female locker rooms in addition to their current functions via renovation or replacement. We offer the following for your consideration:

I. Scope of Services

Services will consist of the following:

- Architectural space review of both buildings.
- Structural and mechanical review of concessions building.
- 2 – 3 conceptual planning studies to provide Title 9 equitable spaces for female sports teams located in the existing facilities or a new one.
- Cost estimate of each design study.

Our Scope of Services incorporates the following assumptions:

- We plan for 1 progress/workshop meeting during conceptual design.
- We plan for 1 meeting to present conceptual design to the school administration.

Our Scope of Services incorporates the following exclusions:

- Regulatory approvals and reviews with Groton planning department.
- Building department reviews for construction.
- Presentations to the Groton Board of Education.

II. Project Team

We will provide architectural, landscape architectural, and structural engineering services. If required, SLAM will hire civil, mechanical and electrical engineering services as an add-service service to this agreement, with a separate add-services proposal letter.

III. Fees and Expenses

We propose to provide the above Scope of Services for the stipulated sums (fixed fees), budgets and reimbursable expense budgets indicated below:

<u>Basic Services</u>		
Existing buildings assessment	Fixed Fee	\$7,000.00
Conceptual Design proposals	Fixed Fee	10,000.00
Conceptual Design cost estimates	(\$2,000 each)	
	Budget	6,000.00
Total Basic Services		<u>\$23,000.00</u>
Reimbursable Expenses	Budget	\$1,000.00
Maximum Fees and Expenses		<u>\$24,000.00</u>

All reimbursable expenses are in addition to fees and include actual expenditures made by our firm and our consultants in the interest of the project for the following incidental expenses:

- Transportation and authorized out-of-town travel and subsistence.
- Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
- Printing, reproductions, plots, standard form documents.
- Postage, handling and delivery.
- Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner.
- All taxes levied on professional services and on reimbursable expenses.
- Other similar Project-related expenditures.

All reimbursable expenses will be invoiced at actual cost plus 10%. We have established a budget of \$2,000. As this reimbursable expense budget is an estimate of what we anticipate will be required for these expenses, the actual expenses may be more or less than this amount. We will monitor this budget and notify you in advance if we determine that our expenses will exceed this estimate.

Invoices for services rendered are presented monthly; accounts over thirty (30) days are subject to a charge of prime rate plus 200 basis points per annum on the unpaid balance.

IV. General Conditions

The attached General Conditions shall apply to the professional design services under this proposal.

V. Project Schedule

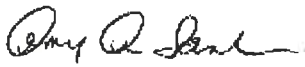
We propose the following project schedule:

Existing Conditions Assessment	November 2020	2 Weeks
Conceptual Design	December 2020	4 Weeks

If this proposal meets with your approval, please signify your authorization to proceed by signing and returning one copy of this proposal to our office. This proposal will then serve as the Owner/Architect Agreement for these professional design services.

Thank you for the opportunity to work with you on this assignment. Please let me know if you have any questions or require any additional information.

Regards,



Amy Samuelson

Associate Principal

Enclosures: Hourly Rate Schedule
General Conditions

cc: Sam Kilpatrick; Kemp Morhardt; SLAM Finance

Agreed to:

Signature

Date