

Finance Subcommittee Meeting
Wednesday, April 19, 2023, 5:30 PM
Central Services

I. Public Comment

Goal-}}
Attachment:}}
RecommendedMotion}}

II. Approve Minutes of the March 15, 2023 Finance Subcommittee Meeting

Goal-}}
Attachment:}}
RecommendedMotion}}

III. March Statement of Accounts

Goal-}}
Attachment:}}
RecommendedMotion}}

IV. Capital Projects

Goal-}}
Attachment:}}
RecommendedMotion}}

V. Year-End Assessments

Goal-}}
Attachment:}}
RecommendedMotion}}

VI. Healthy Food Certification

Goal-}}
Attachment:}}
RecommendedMotion}}

VII. Food Service Agreement/Amendment

Goal-}}
Attachment:}}
RecommendedMotion}}

VIII. Building Committee Update

Goal-}}
Attachment:}}
RecommendedMotion}}

IX. Other

Goal-}}
Attachment:}}
RecommendedMotion}}

Finance Subcommittee Meeting – Draft Minutes
Wednesday, March 15, 2023, 5:30 p.m.
Central Services

Attendance:

| | | | |
|-----------------|---------|-----------------|---------|
| Rosemarie Weber | Absent | Jordan Grossman | Present |
| Monica Logan | Present | Anna Robbins | Present |
| Donna Nolan | Present | Sarah Thrall | Present |

Meeting commenced at 5:30 p.m. Meeting adjourned at 6:14 p.m.

- 1. Public Comment:** N/A
- 2. Approve Minutes from the February 15, 2023 Finance Subcommittee Meeting:** A motion was made by Monica Logan and seconded by Donna Nolan that the Finance Subcommittee approve the minutes from the February 15, 2023 Finance Subcommittee Meeting. Motion passed.
- 3. February Statement of Accounts:** Reviewed the Statement of Accounts. \$798K overbudget but the Excess Cost Grant reimbursement has increased; therefore, the net overbudget amount after the reimbursement is \$238K. This is due to increased electricity costs and special education costs.
- 4. Appropriation Request:** Discussed a draft memo advising the town about the negative financial forecast and that the BOE will be putting forth a request in May for additional financing from the town for the shortfall. This will be discussed at the May 8th Board of Finance Meeting as well as the May 22nd Board of Selectmen Meeting.
- 5. Building Committee Update:** Received the project number from the state and brought it to the architect. There is a meeting planned with the architect and the state for a pre-bid conformance review. Planning to go out to bid on March 24th with a walkthrough on March 31st. The reimbursement rate increased to 43% due to the project date of December.
- 6. Food Service Update:** Free breakfast and lunch started up again and the food service program is in the black thus far for the month of March.
- 7. Other:** N/A

A motion was made by Monica Logan and seconded by Donna Nolan to adjourn the meeting. This motion passed at 6:14 p.m.

Jordan E. Grossman, Ed.D.
Superintendent of Schools



Jennifer M. Parsons
Assistant Superintendent

Angela E. Ehrenwerth
Director of Pupil Personnel Services

Anna M. Robbins, SFO
Business Manager

To: Granby Board of Education
From: Anna Robbins, Business Manager
Date: April 19, 2023
Re: Statement of Accounts as of March 31, 2023

As of March 31, 2023, the full-year forecast shows an anticipated overbudget condition of \$824K which is worse than the previous month by \$34K. The favorable forecast for regular education of \$3.5K is \$19K worse than the previous month. Projected savings in salaries & benefits, transportation, supplies, textbooks, legal services, communications, conference & travel offset overbudget conditions in purchased instructional services, specifically substitutes, electricity, and software. This forecast reflects the results of the district deadline for FY23 purchase orders which was March 15.

Special Education is overbudget \$827K which is \$15K worse than last month. The shift is primarily due to changes in out-of-district tuition and transportation. The overbudget condition continues to reflect multiple additions and changes in placements since the budget was developed and in specific individual needs that have contributed to additional costs.

Revenue to the Town is projected to be favorable \$548K which is unfavorable \$94K compared to last month. The full-year forecast shows a \$490K favorable variance in the Special Education Excess Cost Grant and a \$58K favorable variance in revenues from special education tuition charged to other towns as well as regular education tuitions billed. Special Education Excess Cost Grant calculations includes an increase in the reimbursement rate from the State of CT from 73% to 88%. This is based on recent changes in legislation.

The Quality and Diversity Fund is stable and continues to trend positively for this year and for the five-year forecast. Forecasted revenue is better than projected due to additional per pupil tuition received based on recent changes to legislation. Our forecasted expenses are lower this month compared to last month by \$11K, which is directly related to the purchase order closing date of March 15. The result of these changes leaves the fund with a projected balance of \$150K which is \$143K better than budget.

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ended
March 31, 2023**

| Description | Budget | Expended | Encumbered | Expended & Encumbered | Budget Balance | % Enc/Exp | Full Year Forecast as of March 2023 | This Month Forecast Compared to Prior Month |
|---|-------------------|-------------------|------------------|--------------------------|----------------|---------------|---|--|
| Certified Salaries: | | | | | | | | |
| Administration | 1,777,262 | 1,331,079 | 465,248 | 1,796,328 | (19,066) | 101.07% | (2,838) | 0 |
| Regular Education | 11,229,373 | 6,908,453 | 4,035,384 | 10,943,837 | 285,536 | 97.46% | 210,234 | 29,106 |
| Special Education | 1,927,823 | 1,223,230 | 640,078 | 1,863,308 | 64,515 | 96.65% | 55,555 | (8,721) |
| Total | 14,934,458 | 9,462,763 | 5,140,710 | 14,603,473 | 330,985 | 97.78% | 262,950 | 20,384 |
| Substitute/Tutor/Support Salaries | | | | | | | | |
| Substitutes | 8,104 | 41,482 | 6,600 | 48,082 | (39,978) | 593.32% | (44,000) | (4,000) |
| Sped Support (Speech, O.T. & P.T.) | 472,328 | 283,759 | 122,591 | 406,350 | 65,977 | 86.03% | 68,514 | (186) |
| Tech Support | 270,682 | 197,400 | 74,049 | 271,449 | (767) | 100.28% | 6,654 | 0 |
| Tutors - Regular Education | 38,147 | 15,421 | 6,341 | 21,761 | 16,386 | 57.05% | 11,278 | 1,648 |
| Tutors - Special Education | 31,512 | 41,538 | 0 | 41,538 | (10,026) | 131.82% | (11,845) | 1,095 |
| Total | 820,773 | 579,600 | 209,581 | 789,181 | 31,592 | 96.15% | 30,601 | (1,443) |
| Teaching Assistant Salaries: | | | | | | | | |
| Regular Education TA | 383,315 | 243,826 | 117,752 | 361,578 | 21,736 | 94.33% | 31,147 | 2,617 |
| Special Education TA | 1,185,630 | 776,930 | 394,889 | 1,171,819 | 13,811 | 98.84% | 44,634 | (9,630) |
| Total | 1,568,945 | 1,020,757 | 512,641 | 1,533,397 | 35,548 | 97.73% | 75,780 | (7,012) |
| School Secretaries' Salaries | 652,233 | 479,929 | 196,485 | 676,414 | (24,180) | 103.71% | (0) | 0 |
| Central Office Salaries | 592,062 | 426,476 | 176,673 | 603,148 | (11,086) | 101.87% | 0 | 0 |
| Custodial & Maintenance Salaries | 1,365,601 | 1,003,628 | 364,272 | 1,367,900 | (2,299) | 100.17% | 18,011 | (9) |
| Bus Monitors | 0 | 3,705 | 2,298 | 6,003 | (6,003) | | (6,003) | 57 |
| Salary Contingency | 162,746 | 0 | 0 | 0 | 162,746 | | 0 | 0 |
| Total Salaries | 20,096,818 | 12,976,858 | 6,602,658 | 19,579,516 | 517,302 | 97.43% | 381,340 | 11,976 |
| Employee Benefits | 5,683,427 | 4,146,062 | 1,238,289 | 5,384,352 | 299,076 | 94.74% | 13,957 | (1,043) |
| Total Salaries & Employee Benefits | 25,780,246 | 17,122,920 | 7,840,948 | 24,963,868 | 816,378 | 96.83% | 395,296 | 10,933 |

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ended
March 31, 2023**

| Description | Budget | Expended | Encumbered | Expended & Encumbered | Budget Balance | % Enc/Exp | Full Year Forecast as of March 2023 | This Month Forecast Compared to Prior Month |
|--------------------------------------|------------------|------------------|----------------|--------------------------|------------------|----------------|---|--|
| Purchased Services: | | | | | | | | |
| Instructional Purchased Service | 572,579 | 599,230 | 265,664 | 864,893 | (292,314) | 151.05% | (389,130) | (39,130) |
| Administration Purchased Service | 478,778 | 356,542 | 111,765 | 468,307 | 10,471 | 97.81% | 10,471 | (3,828) |
| Maintenance Purchased Service | 102,483 | 51,322 | 19,679 | 71,000 | 31,482 | 69.28% | 0 | 0 |
| Total | 1,153,840 | 1,007,094 | 397,107 | 1,404,201 | (250,361) | 121.70% | (378,659) | (42,958) |
| Legal Services | 55,000 | 20,924 | 34,077 | 55,000 | 0 | 100.00% | 16,000 | 0 |
| Repairs & Maintenance: | | | | | | | | |
| Instructional Repairs & Maintenance | 75,099 | 44,207 | 2,031 | 46,238 | 28,861 | 61.57% | 0 | 0 |
| Administration Repairs & Maintenance | 8,500 | 0 | 0 | 0 | 8,500 | 0.00% | 0 | 0 |
| Maintenance Repairs & Maintenance | 439,698 | 297,395 | 113,284 | 410,680 | 29,018 | 93.40% | 0 | 0 |
| Total | 523,297 | 341,602 | 115,315 | 456,918 | 66,379 | 87.32% | 0 | 0 |
| Transportation: | | | | | | | | |
| Transportation Regular Education | 1,036,277 | 571,889 | 298,184 | 870,073 | 166,204 | 83.96% | 120,031 | 13,031 |
| Transportation Special Education | 560,231 | 698,159 | 543,479 | 1,241,638 | (681,407) | 221.63% | (727,801) | (29,801) |
| Transportation Vocational Tech | 112,925 | 51,051 | 56,540 | 107,591 | 5,333 | 95.28% | 5,333 | 0 |
| Total | 1,709,432 | 1,321,099 | 898,202 | 2,219,302 | (509,870) | 129.83% | (602,436) | (16,770) |
| Insurance Property & Liability | 109,200 | 111,264 | 0 | 111,264 | (2,064) | 101.89% | (2,064) | 0 |
| Communications | 96,590 | 52,460 | 25,370 | 77,830 | 18,760 | 80.58% | 17,760 | 9,760 |
| Tuition: | | | | | | | | |
| Tuition Special Education | 2,198,793 | 1,608,534 | 718,385 | 2,326,919 | (128,127) | 105.83% | (130,299) | 29,992 |
| Tuition Adult Education | 10,967 | 11,690 | 0 | 11,690 | (723) | 106.59% | (723) | (1,356) |
| Total | 2,209,760 | 1,620,224 | 718,385 | 2,338,609 | (128,850) | 105.83% | (131,022) | 28,636 |
| Conference & Travel Expense | 73,694 | 19,978 | 6,929 | 26,907 | 46,787 | 36.51% | 40,764 | 764 |

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ended
March 31, 2023**

| Description | Budget | Expended | Encumbered | Expended & Encumbered | Budget Balance | % Enc/Exp | Full Year Forecast as of March 2023 | This Month Forecast Compared to Prior Month |
|------------------------------------|-------------------|-------------------|-------------------|--------------------------|----------------|---------------|---|--|
| General Supplies: | | | | | | | | |
| General Supplies Regular Education | 333,165 | 236,687 | 55,136 | 291,823 | 41,342 | 87.59% | 39,000 | 4,000 |
| General Supplies Special Education | 32,950 | 18,666 | 3,598 | 22,264 | 10,686 | 67.57% | 9,500 | 4,500 |
| General Supplies Administration | 83,826 | 59,954 | 20,152 | 80,106 | 3,720 | 95.56% | 2,000 | 2,000 |
| General Supplies Maintenance | 146,372 | 123,231 | 30,851 | 154,081 | (7,709) | 105.27% | (15,000) | (15,000) |
| Total | 596,313 | 438,538 | 109,737 | 548,275 | 48,038 | 91.94% | 35,500 | (4,500) |
| Electricity | 420,812 | 392,932 | 168,430 | 561,363 | (140,551) | 133.40% | (254,908) | (16,987) |
| Fuel/Natural Gas | 213,782 | 162,688 | 44,594 | 207,281 | 6,500 | 96.96% | 0 | 0 |
| Textbooks/Workbooks | 136,427 | 83,047 | 16,843 | 99,891 | 36,536 | 73.22% | 35,000 | (3,500) |
| Library/Media Center | 63,019 | 50,733 | 11,550 | 62,283 | 736 | 98.83% | 736 | (4,264) |
| Software | 388,354 | 386,671 | 20,419 | 407,090 | (18,736) | 104.82% | (16,758) | (2,558) |
| Dues & Fees | 51,116 | 37,327 | 1,425 | 38,752 | 12,364 | 75.81% | 11,000 | 9,000 |
| Replacement Equipment: | | | | | | | | |
| Replacement Equip Admin | 2,500 | 5,502 | 0 | 5,502 | (3,002) | 220.08% | (3,002) | 0 |
| Replacement Equip Maintenance | 6,000 | 0 | 0 | 0 | 6,000 | 0.00% | 0 | (2,000) |
| Total | 8,500 | 5,502 | 0 | 5,502 | 2,998 | 64.73% | (3,002) | (2,000) |
| Student Activities | 816,977 | 495,194 | 232,448 | 727,642 | 89,335 | 89.07% | 13,000 | 0 |
| Total General Fund | 34,406,357 | 23,670,197 | 10,641,779 | 34,311,977 | 94,381 | 99.73% | (823,793) | (34,443) |
| SPED | 6,550,544 | | | | | | (827,311) | (15,301) |
| GEN ED | 27,855,813 | | | | | | 3,518 | (19,142) |

March 2023

| Quality & Diversity | Budget | Forecast | Better/(Worse) Than Budget |
|---------------------|-----------|----------|-------------------------------|
| Opening Balance | 140,683 | 223,522 | 82,839 |
| Expenses | 1,022,075 | 974,593 | 47,482 |
| Revenue | 889,000 | 901,724 | 12,724 |
| Ending Balance | 7,608 | 150,653 | 143,045 |

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ending
March 31, 2023
For Selected Special Education Accounts**

| II. Expenditures | FY22-23 Budget | Expended | Encumbered | Expended & Encumbered | Balance | Full Year Forecast March 2023 | This Month Forecast Compared to Prior Month |
|--|-----------------------|------------------|-------------------|--------------------------------------|------------------|--|--|
| Legal Expense | 27,500 | 675 | 26,825 | 27,500 | 0 | 8,000 | 0 |
| Special Education Certified Staff | 1,927,823 | 1,223,230 | 640,078 | 1,863,308 | 64,515 | 55,555 | (8,721) |
| Teacher Assistants | 1,185,630 | 776,930 | 394,889 | 1,171,819 | 13,811 | 44,634 | (9,630) |
| Special Education Tutors | 31,512 | 41,538 | 0 | 41,538 | (10,026) | (11,845) | 1,095 |
| Evaluation, Therapy & Contracted Services | 101,478 | 130,440 | 111,722 | 242,162 | (140,684) | (152,868) | (11,850) |
| General Supplies Special Education | 32,950 | 59,954 | 3,598 | 63,553 | 10,686 | 9,500 | 4,500 |
| Conference & Travel Expense | 12,300 | 668 | 1,243 | 1,911 | 10,389 | 9,300 | 9,300 |
| Sped Support (Speech, O.T., & P.T.) | 472,328 | 283,759 | 122,591 | 406,350 | 65,977 | 68,514 | (186) |
| Special Ed Transportation | 560,231 | 698,159 | 543,479 | 1,241,638 | (681,407) | (727,801) | (29,801) |
| Out of District Tuition | 2,198,793 | 1,608,534 | 718,385 | 2,326,919 | (128,127) | (130,299) | 29,992 |
| Total Selected Special Education Accounts | 6,550,544 | 4,823,888 | 2,562,809 | 7,386,697 | (794,864) | (827,311) | (15,301) |

**Granby Board of Education
 FY 2022-2023
 Statement of Accounts
 for the period ending
 March 31, 2023**


| I. Revenue | FY 2022-2023 Budget | Currently Anticipated | Received To Date | Full Year Forecast March 2023 | This Month Forecast Compared to Month Forecast |
|--------------------------------------|--------------------------------|----------------------------------|-----------------------------|--|---|
| Reg. Tuition from other Towns | 698,153 | 699,189 | 699,189 | 1,036 | 0 |
| SPED Tuition from other Towns | 624,073 | 681,377 | 10,386 | 57,304 | (33,115) |
| SDE Excess Cost Reimbursement | 527,846 | 1,017,728 | 0 | 489,882 | (60,689) |
| Rental Fees | 5,000 | 5,000 | 0 | 0 | 0 |
| Pay for Participation | 37,000 | 37,000 | 30,000 | 0 | 0 |
| Sub Total | <u>1,892,072</u> | <u>2,440,294</u> | <u>739,575</u> | <u>548,222</u> | <u>(93,804)</u> |



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Division Director 
School Health, Nutrition and Family Services

DATE: March 1, 2023

SUBJECT: Operational Memorandum No. 08-23
Requirements for Submitting the Healthy Food Certification (HFC) Statement for
School Year 2023-24

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that each local board of education or governing authority (BOE) for public schools participating in the National School Lunch Program (NSLP) each year must certify whether all food items sold to students (separately from reimbursable meals) will or will not meet the [Connecticut Nutrition Standards](#) (CNS). This includes all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies. This memo provides the required BOE motion language and instructions for the HFC application process for school year (SY) 2023-24. Please review carefully to ensure accurate and timely submission of the HFC Statement.

HFC Eligibility Requirements for BOEs opting to implement HFC

To be eligible for HFC during SY 2023-24 (July 1, 2023, through June 30, 2024), the BOE must conduct the HFC votes by **July 1, 2023**. All votes must use the **exact motion language** provided in attachment 1.

- All BOEs must vote on whether to participate in the healthy food option of HFC.
- If the BOE votes “yes” to the healthy food option, a vote on whether to allow food exemptions is required. The BOE may also choose to vote on whether to allow beverage exemptions.
- If the BOE votes “no” to the healthy food option, a vote on whether to allow food exemptions is not required. The BOE may choose to vote on whether to allow beverage exemptions.

Note: Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. If the BOE does not vote to allow beverage exemptions, noncompliant beverages cannot be sold to students on school premises at any time.

Refer to attachment 1 for the required motion language and a summary chart of the required votes.

HFC Application Process for SY 2023-24

All public school sponsors of the NSLP must complete the steps below to meet the HFC application deadline of **July 1, 2023** for school year 2023-24.

1. Carefully review the requirements in this memorandum and Attachment 1 to ensure accurate and timely submission of the HFC Statement.
2. Schedule the required HFC votes at a BOE meeting **well before** July 1, 2023, to allow sufficient time for the BOE to approve the **draft** minutes before they are submitted to the CSDE. The HFC Statement must include the **final** BOE-approved minutes. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conducts the vote on beverage exemptions at the same time as the HFC votes.
3. Conduct the BOE votes and prepare the BOE minutes. The final BOE-approved minutes must: 1) include the required language in attachment 1; and 2) indicate the results of each vote. Do not submit the final BOE-approved minutes until requested by the CSDE (refer to step 4).
4. **May 2023:** Complete the online HFC application module in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the final BOE-approved minutes indicating the results of the HFC votes. **Note:** The CSDE will notify sponsors when the HFC application module and instructions are available. Do not access the CNP System prior to receiving this notification.

For more information, visit the “[Apply](#)” section of the CSDE's HFC webpage. Training on the HFC application process is available in the CSDE's recorded training module, [Completing the Application Process for HFC](#).

Refer to attachment 2 for a list of HFC compliance resources. Training on the HFC requirements is available in the CSDE's training program, [Complying with Healthy Food Certification](#), and the district's HFC contact person is required to complete the training by DATE.

For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JDF:sff

Attachments: (2)

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

Attachment 1

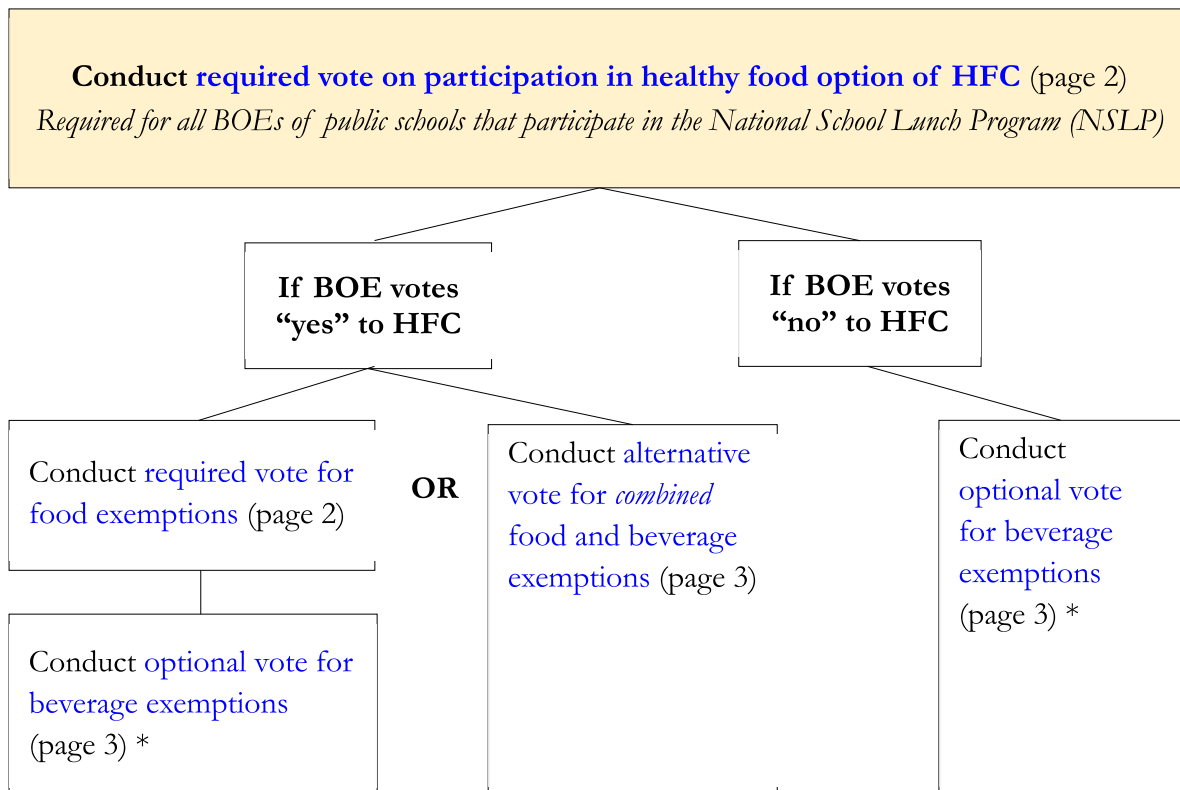
Required Motion Language for the Healthy Food Certification (HFC) Statement

School Year 2023-24

This attachment accompanies the Connecticut State Department of Education’s (CSDE) Operational Memorandum No. 07-23: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2023-24*. It provides the required motion language for the board of education or governing authority’s (BOE) votes and the final BOE-approved minutes that must be submitted to the CSDE with the annual HFC Statement. The HFC Statement and final BOE minutes are due to the CSDE on July 1, 2023.

Use the exact motion language on pages 2-3 to conduct the required HFC votes and the optional vote for beverage exemptions (if applicable). Figure 1 summarizes the required BOE votes.

Figure 1. Summary of BOE Votes



* Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. BOEs may choose whether to allow beverage exemptions. If the BOE does not vote to allow beverage exemptions, noncompliant beverages cannot be sold to students on school premises at any time.

Required Motion Language for HFC Statement

Required Language for BOE Votes and Minutes for HFC

Each BOE must complete their HFC votes using the required motion language below.

Vote 1: Required vote for participation in healthy food option of HFC

This vote is required for all BOEs that participate in the NSLP. Each BOE must vote “yes” or “no” to participate in the healthy food option of C.G.S. Section 10-215f and follow the Connecticut Nutrition Standards (CNS). The motion and BOE-approved meeting minutes must include the **exact motion language** below:

Pursuant to C.G.S. Section 10-215f, the *(insert name of board of education or governing authority)* certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2023, through June 30, 2024. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Vote 2: Required vote for food exemptions for BOEs choosing healthy food option of HFC

This vote is required for all BOEs that vote “yes” to participate in the healthy food option. The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food exemptions using the **exact motion language** below.

The *(insert name of board of education or governing authority)* will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales.

Note: If the BOE votes “no” to participation in the healthy food option, a vote on whether to allow food exemptions is **not** required.

Required Motion Language for HFC Statement

Required Language for BOE Votes and Minutes on Beverages

The state beverage requirements (C.G.S. Section 10-221q) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC. BOEs may choose whether to allow beverage exemptions. Districts without a beverage exemption in place can never sell noncompliant beverages to students on school premises.

Vote 3: Optional vote for beverage exemptions for all BOEs

If the BOE chooses to allow beverage exemptions, the BOE motion must include the **exact motion language** below.

The (*insert name of board of education or governing authority*) will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the beverage sales.

Required Language for Option to Combine Food and Beverage Exemptions

BOEs that vote “yes” to participate in the healthy food option may choose to combine the two separate food and beverage exemptions into one motion, by using the **exact motion language** below. This combined option replaces votes 2 and 3 above.

Required motion language for combined food and beverage exemptions: The (*insert name of board of education or governing authority*) will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.

Attachment 2

Healthy Food Certification (HFC) Resources

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 08-23: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2023-24*. It includes CSDE resources and websites that provide guidance on meeting the federal and state requirements for foods and beverages in HFC public schools. For a comprehensive list of resources, refer to the CSDE's document, *Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools*.

- [Allowable Beverages in Connecticut Public Schools](#)
- [Beverage Requirements](#) (CSDE webpage)
- [Beverage Requirements for Connecticut Public Schools](#)
- [Connecticut Nutrition Standards](#) (CSDE webpage)
- [CSDE Training Module: Completing the Application Process for Healthy Food Certification](#)
- [CSDE Training Program: Complying with Healthy Food Certification](#)
Recorded modules on meeting the HFC requirements and related state laws
- [Ensuring District Compliance with HFC](#)
- [Evaluating Foods for Compliance with the Connecticut Nutrition Standards](#)
(“How To” section of CSDE’s Connecticut Nutrition Standards webpage)
- [Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards](#)
- [Guide to Competitive Foods in HFC Public Schools](#)
- [Healthy Food Certification](#) (CSDE webpage)
- [How to Evaluate Foods Made from Scratch for Compliance with the CNS](#)
- [How to Evaluate Purchased Foods for Compliance with the CNS](#)
- [List of Acceptable Foods and Beverages](#) (CSDE webpage)
- [Overview of Connecticut Competitive Foods Regulations](#)
- [Questions and Answers on Connecticut Statutes for School Food and Beverages](#)
- [Requirements for Competitive Foods in HFC Public Schools](#)
- [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Culinary Programs in HFC Public Schools](#)
- [Requirements for Foods and Beverages in School Stores in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Vending Machines in HFC Public Schools](#)
- [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#)
- [Summary of Connecticut Nutrition Standards](#)