

Regular Board of Education Meeting
Wednesday, September 20, 2023, 7:00 PM
Town Hall Meeting Room

I. Administrative Reports

Goal

Attachment

Recommended Motion

A. Chairman's Corner (5 min.)

Goal

Attachment

Rationale: Ms. Rosemarie Weber, Board Chair, will share opening remarks.

Recommended Motion

B. Superintendent's Announcements (5 min.)

Goal

Attachment

Rationale: Ms. Cheri Burke, Superintendent, will provide district updates.

Recommended Motion

C. Student Representative Reports (5 min.)

Goal

Attachment

Rationale: Mr. Chase Alexander and Ms. Katie O'Neill, Student Representatives, will report on activities taking place at the high school.

Recommended Motion

D. Business Manager's Report (5 min.)

Goal

Attachment

Rationale: Ms. Anna Robbins, Business Manager, will present the June 2023 and July/August 2023 statement of accounts.

Recommended Motion

II. Public Comment (20 min.)

Goal

Attachment

Rationale: Granby community engagement and attendance at BOE public meetings is welcomed. The Public Comment segment of the meeting agenda is set aside so the BOE may receive public comments. Procedurally, public remarks will be limited to about 5 minutes and citizens will be asked to identify themselves. Because the BOE is limited by the Freedom of Information Act to discussing only matters on the agenda, the BOE is not permitted to engage in a discussion of the comments presented.

Recommended Motion

III. Consent Agenda (5 min.)

Goal

Attachment

Recommended Motion

A. Minutes

Goal

Attachment

Rationale: The Board will approve/amend the minutes of the September 6, 2023 Board of Education meeting.

{{RecommendedMotion}}

IV. Old Business

{{Goal-}}

{{Attachment:}}

Rationale: There is no Old Business to report.

{{RecommendedMotion}}

V. New Business

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

A. Annual Summative Testing Report (20 min.)

{{Goal-}}

{{Attachment:}}

Rationale: Ms. Jennifer Parsons, Assistant Superintendent, will present the summative test results from the 2022-2023 academic year to the Board.

{{RecommendedMotion}}

B. FY23 Year-End Budget Transfers (5 min.)

{{Goal-}}

{{Attachment:}}

Rationale: The Board will discuss the approval of FY23 year-end budget transfers as recommended by the Business Manager and Finance/Personnel/Facilities Subcommittee.

{{RecommendedMotion}}

C. Approval of Signatures Change Form for Food Service Program (5 min.)

{{Goal-}}

{{Attachment:}}

Rationale: The Board will discuss the approval of the Authorized Signatures Change Form for the Food Service Program on behalf of the Connecticut State Department of Education, School Health, Nutrition and Family Services.

{{RecommendedMotion}}

VI. Miscellaneous (20 min.)

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

A. Board Standing Committee Reports

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

1. Curriculum/Policy/Technology/Communication

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

2. Finance/Personnel/Facilities

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

B. Other Board-Related Reports

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

1. CREC/CABE

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

2. Granby Education Foundation

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

C. Calendar of Events

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

D. Board Member Announcements

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

E. Action Items

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

VII. Adjournment

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

Cheri P. Burke
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: September 20, 2023
Re: FY23 Results as of June 30, 2023 and Review of
Statement of Accounts FY24 as of August 2023

FY23 financial results for the BOE show an overbudget condition of \$273K. Special education expenditures were unfavorable \$549K and regular education expenditures were favorable \$276K. Salaries and benefits made up 75% of the total budget for FY23 and were forecasted with almost 100% accuracy. Savings in salaries, transportation, supplies and related accounts offset the overbudget condition in electricity, substitutes, out-of-district transportation and tuition. An additional appropriation for the shortfall was requested by the BOE and approved by the BOF in June 2023.

Results for Revenue to the Town for FY23 were higher than budgeted by \$430K, with SDE Excess Cost reimbursement as the main contributor at \$337K, followed by Special Education from other Towns at \$90K.

FY24: An early look at the financial forecast for FY24 shows an unfavorable forecast of \$279K. Regular education is projected to be overbudget \$41K. The special education forecast is overbudget \$238K.

Factors influencing the forecast include changes in personnel for both regular education and special education. Forecasted out-of-district tuition and transportation compared to budget is unfavorable due to the lapse in time between budget development and the beginning of the school year. Student population, student need and student placement contribute to the fluctuation in this area throughout the school year.

Revenue to the Town is projected to be unfavorable \$155K. The forecast for the Special Education Excess Cost Grant is the only contributing factor at this time and is sure to fluctuate as the year progresses.

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ended
June 30, 2023
After Proposed Transfers**

Description	Adopted Budget	Proposed Budget Transfers	Proposed Revised Budget	FY23 Expended
Certified Salaries:				
Administration	1,777,262	2,838	1,780,100	1,780,100
Regular Education	11,229,373	(245,742)	10,983,631	10,983,631
Special Education	1,927,823	(67,892)	1,859,930	1,859,930
Total	14,934,458	(310,797)	14,623,661	14,623,661
Substitute/Tutor/Support Salaries				
Substitutes	8,104	61,995	70,099	70,099
Sped Support (Speech, O.T. & P.T.)	472,328	(70,770)	401,558	401,558
Tech Support	270,682	(6,654)	264,028	264,028
Tutors - Regular Education	38,147	(15,729)	22,418	22,418
Tutors - Special Education	31,512	10,612	42,124	42,124
Total	820,773	(20,544)	800,229	800,229
Teaching Assistant Salaries:				
Regular Education TA	383,315	(45,811)	337,504	337,504
Special Education TA	1,185,630	(67,636)	1,117,994	1,117,994
Total	1,568,945	(113,446)	1,455,498	1,455,498
School Secretaries' Salaries	652,233	(0)	652,233	652,233
Central Office Salaries	592,062	0	592,063	592,063
Custodial & Maintenance Salaries	1,365,601	(22,646)	1,342,955	1,342,955
Bus Monitors	0	5,107	5,107	5,107
Salary Contingency	162,746	0	162,746	162,746
Total Salaries	20,096,818	(462,326)	19,634,492	19,634,492
Employee Benefits	5,683,427	(4,582)	5,678,845	5,678,845
Total Salaries & Employee Benefits	25,780,246	(466,909)	25,313,337	25,313,337

Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ended
June 30, 2023
After Proposed Transfers

Description	Adopted Budget	Proposed Budget Transfers	Proposed Revised Budget	FY23 Expended
Purchased Services:				
Instructional Purchased Service	572,579	293,879	866,458	866,458
Administration Purchased Service	478,778	(30,595)	448,183	448,183
Maintenance Purchased Service	102,483	(26,560)	75,922	75,922
Total	1,153,840	236,724	1,390,564	1,390,564
Legal Services	55,000	(13,968)	41,033	41,033
Repairs & Maintenance:				
Instructional Repairs & Maintenance	75,099	(27,019)	48,080	48,080
Administration Repairs & Maintenance	8,500	(8,500)	0	0
Maintenance Repairs & Maintenance	439,698	5,419	445,117	445,117
Total	523,297	(30,100)	493,197	493,197
Transportation:				
Transportation Regular Education	1,036,277	(131,296)	904,980	904,980
Transportation Special Education	560,231	624,099	1,184,330	1,184,330
Transportation Vocational Tech	112,925	(4,095)	108,829	108,829
Total	1,709,432	488,708	2,198,140	2,198,140
Insurance Property & Liability	109,200	2,064	111,264	111,264
Communications	96,590	(17,863)	78,727	78,727
Tuition:				
Tuition Special Education	2,198,793	43,366	2,242,159	2,242,159
Tuition Adult Education	10,967	(676)	10,291	10,291
Total	2,209,760	42,690	2,252,450	2,252,450
Conference & Travel Expense	73,694	(44,161)	29,533	29,533

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ended
June 30, 2023
After Proposed Transfers**

Description	Adopted Budget	Proposed Budget Transfers	Proposed Revised Budget	FY23 Expended
General Supplies:				
General Supplies Regular Education	333,165	(56,819)	276,346	276,346
General Supplies Special Education	32,950	(10,720)	22,230	22,230
General Supplies Administration	83,826	(1,641)	82,185	82,185
General Supplies Maintenance	146,372	7,213	153,585	153,585
Total	596,313	(61,967)	534,346	534,346
Electricity	420,812	230,062	650,873	650,873
Fuel/Natural Gas	213,782	(28,241)	185,541	185,541
Textbooks/Workbooks	136,427	(42,809)	93,618	93,618
Library/Media Center	63,019	(1,561)	61,458	61,458
Software	388,354	15,636	403,990	403,990
Dues & Fees	51,116	(12,541)	38,575	38,575
Replacement Equipment:				
Replacement Equip Admin	2,500	3,002	5,502	5,502
Replacement Equip Maintenance	6,000	(6,000)	0	0
Total	8,500	(2,998)	5,502	5,502
Student Activities	816,977	(19,369)	797,608	797,608
Total General Fund	34,406,357	273,397	34,679,755	34,679,755
SPED	6,550,544	(549,274)	7,099,818	
GEN ED	27,855,813	275,877	27,579,937	

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ending
June 30, 2023
For Selected Special Education Accounts**

II. Expenditures	FY22-23 Budget	Expended	Balance
Legal Expense	27,500	9,716	17,784
Special Education Certified Staff	1,927,823	1,859,930	67,892
Teacher Assistants	1,185,630	1,117,994	67,636
Special Education Tutors	31,512	42,124	(10,612)
Evaluation, Therapy & Contracted Services	101,478	216,931	(115,453)
General Supplies Special Education	32,950	22,230	10,720
Conference & Travel Expense	12,300	2,845	9,455
Sped Support (Speech, O.T., & P.T.)	472,328	401,558	70,770
Special Ed Transportation	560,231	1,184,330	(624,099)
Out of District Tuition	2,198,793	2,242,159	(43,366)
Total Selected Special Education Accounts	6,550,544	7,099,818	(549,274)

**Granby Board of Education
 FY 2022-2023
 Statement of Accounts
 for the period ending
 June 30, 2023**

I. Revenue	FY 2022-2023 Budget	Received To Date
Reg. Tuition from other Towns	698,153	699,189
SPED Tuition from other Towns	624,073	714,492
SDE Excess Cost Reimbursement	527,846	864,731
Rental Fees	5,000	0
Pay for Participation	37,000	38,844
 Sub Total	1,892,072	2,317,256

**Granby Board of Education
FY 2023-2024
Statement of Accounts
for the period ended
July-Aug 31, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of July-Aug 2023
Certified Salaries:							
Administration	1,828,252	294,875	1,433,728	1,728,604	99,649	94.55%	(8,659)
Regular Education	11,546,140	452,232	10,730,910	11,183,141	362,999	96.86%	(17,197)
Special Education	2,023,752	90,982	1,800,255	1,891,237	132,515	93.45%	19,575
Total	15,398,144	838,089	13,964,893	14,802,982	595,163	96.13%	(6,280)
Substitute/Tutor/Support Salaries							
Substitutes	8,104	0	0	0	8,104	0.00%	0
Sped Support (Speech, O.T. & P.T.)	471,674	19,056	454,015	473,071	(1,397)	100.30%	(1,054)
Tech Support	270,464	50,709	294,954	345,663	(75,199)	127.80%	(67,184)
Tutors - Regular Education	39,291	0	24,121	24,121	15,170	61.39%	0
Tutors - Special Education	39,650	27,500	7,407	34,907	4,744	88.04%	(5,324)
Total	829,183	97,265	780,497	877,762	(48,579)	105.86%	(73,562)
Teaching Assistant Salaries:							
Regular Education TA	415,079	0	422,832	422,832	(7,753)	101.87%	(16,482)
Special Education TA	1,336,188	12,653	1,284,174	1,296,827	39,361	97.05%	42,229
Total	1,751,267	12,653	1,707,006	1,719,659	31,608	98.20%	25,747
School Secretaries' Salaries	698,450	57,768	628,604	686,372	12,078	98.27%	7,270
Central Office Salaries	625,582	81,942	544,514	626,456	(874)	100.14%	4,021
Custodial & Maintenance Salaries	1,441,472	204,111	1,111,270	1,315,381	126,091	91.25%	(9,105)
Bus Monitors	5,441	0	0	0	5,441		0
Salary Contingency	86,852	0	0	0	86,852		0
Total Salaries	20,836,391	1,291,827	18,736,784	20,028,611	807,780	96.12%	(51,910)
Employee Benefits	5,896,807	442,144	1,103,399	1,545,542	4,351,264	26.21%	0
Total Salaries & Employee Benefits	26,733,198	1,733,971	19,840,183	21,574,154	5,159,044	80.70%	(51,910)

**Granby Board of Education
FY 2023-2024
Statement of Accounts
for the period ended
July-Aug 31, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of July-Aug 2023
Purchased Services:							
Instructional Purchased Service	647,971	37,451	147,995	185,445	462,526	28.62%	30,000
Administration Purchased Service	500,043	11,190	410,136	421,326	78,717	84.26%	37,184
Maintenance Purchased Service	100,133	12,070	23,040	35,110	65,022	35.06%	0
Total	1,248,147	60,711	581,170	641,881	606,266	51.43%	67,184
Legal Services	55,000	3,104	35,896	39,000	16,000	70.91%	0
Repairs & Maintenance:							
Instructional Repairs & Maintenance	76,199	6,345	3,102	9,446	66,753	12.40%	0
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	0
Maintenance Repairs & Maintenance	451,698	57,411	140,140	197,550	254,147	43.74%	0
Total	536,397	63,755	143,242	206,997	329,400	38.59%	0
Transportation:							
Transportation Regular Education	1,041,852	8,687	880,311	888,998	152,854	85.33%	0
Transportation Special Education	1,132,279	2,274	1,370,187	1,372,461	(240,182)	121.21%	(139,842)
Transportation Vocational Tech	118,350	0	92,679	92,679	25,671	78.31%	0
Total	2,292,481	10,961	2,343,177	2,354,139	(61,658)	102.69%	(139,842)
Insurance Property & Liability	109,200	36,222	75,212	111,434	(2,234)	102.05%	0
Communications	96,240	10,280	60,493	70,772	25,468	73.54%	0
Tuition:							
Tuition Special Education	2,131,185	207,283	1,859,148	2,066,431	64,754	96.96%	(153,859)
Tuition Adult Education	10,967	0	0	0	10,967	0.00%	0
Total	2,142,152	207,283	1,859,148	2,066,431	75,721	96.47%	(153,859)
Conference & Travel Expense	75,344	2,212	7,170	9,382	65,962	12.45%	0

**Granby Board of Education
FY 2023-2024
Statement of Accounts
for the period ended
July-Aug 31, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of July-Aug 2023
General Supplies:							
General Supplies Regular Education	336,106	57,589	93,293	150,882	185,223	44.89%	0
General Supplies Special Education	37,950	3,719	10,090	13,809	24,141	36.39%	0
General Supplies Administration	87,546	16,341	31,951	48,293	39,253	55.16%	0
General Supplies Maintenance	146,372	12,469	93,359	105,828	40,544	72.30%	0
Total	607,974	90,118	228,694	318,812	289,162	52.44%	0
Electricity	491,867	48,574	713,210	761,785	(269,918)	154.88%	0
Fuel/Natural Gas	228,631	108,205	90,439	198,644	29,987	86.88%	0
Textbooks/Workbooks	117,948	35,298	19,565	54,863	63,085	46.51%	0
Library/Media Center	67,971	7,441	8,523	15,964	52,007	23.49%	0
Software	426,051	206,722	114,025	320,747	105,304	75.28%	0
Dues & Fees	50,621	29,762	1,113	30,875	19,746	60.99%	0
Replacement Equipment:							
Replacement Equip Admin	2,500	0	2,966	2,966	(466)	118.65%	(466)
Replacement Equip Maintenance	6,000	0	0	0	6,000	0.00%	0
Total	8,500	0	2,966	2,966	5,534	34.90%	(466)
Student Activities	867,570	18,975	231,980	250,955	616,615	28.93%	0
Total General Fund	36,155,291	2,673,595	26,356,206	29,029,802	7,125,489	80.29%	(278,893)
	SPED	7,328,854					(238,275)
	GEN ED	28,826,437					(40,618)

July-Aug 2023

Quality & Diversity	Budget	Forecast	Better/(Worse) Than Budget
Opening Balance	32,130	227,851	195,721
Expenses	1,085,711	1,090,930	(5,219)
Revenue	1,075,350	1,005,010	(70,340)
Ending Balance	21,769	141,931	120,162

**Granby Board of Education
FY 2023-2024
Statement of Accounts
for the period ending
July-August 31, 2023
For Selected Special Education Accounts**

II. Expenditures	FY23-24 Budget	Expended	Encumbered	Expended & Encumbered	Balance	Full Year Forecast July-Aug 2023
Legal Expense	27,500	0	0	0	27,500	0
Special Education Certified Staff	2,023,752	90,982	1,800,255	1,891,237	132,515	19,575
Teacher Assistants	1,336,188	12,653	1,284,174	1,296,827	39,361	42,229
Special Education Tutors	39,650	27,500	7,407	34,907	4,744	(5,324)
Evaluation, Therapy & Contracted Services	116,375	6,198	68,615	74,812	41,563	0
General Supplies Special Education	37,950	3,719	10,090	13,809	24,141	0
Conference & Travel Expense	12,300	0	4,630	4,630	7,670	0
Sped Support (Speech, O.T., & P.T.)	471,674	19,056	454,015	473,071	(1,397)	(1,054)
Special Ed Transportation	1,132,279	2,274	1,370,187	1,372,461	(240,182)	(139,842)
Out of District Tuition	2,131,185	207,283	1,859,148	2,066,431	64,754	(153,859)
Total Selected Special Education Accounts	7,328,854	369,663	6,858,522	7,228,186	100,668	(238,275)

**Granby Board of Education
 FY 2023-2024
 Statement of Accounts
 for the period ending
 July-August 31, 2023**

I. Revenue	FY 2023-2024 Budget	Currently Anticipated	Received To Date	Full Year Forecast July-Aug 2023
Reg. Tuition from other Towns	736,893	736,983	0	90
SPED Tuition from other Towns	646,412	646,412	0	0
SDE Excess Cost Reimbursement	1,165,402	1,009,872		(155,530)
Rental Fees	5,000	5,000	0	0
Pay for Participation	42,000	42,000	0	0
Sub Total	<u>2,595,707</u>	<u>2,440,267</u>	<u>0</u>	<u>(155,440)</u>

Regular Board of Education Meeting – Approved Minutes
Wednesday, September 6, 2023, 7:00 p.m.
Town Hall Meeting Room

Present Board Members: Kristina Gilton, Katharine Leenders, Monica Logan, Donna Nolan, David Peling, Whitney Sanzo, Rosemarie Weber, and Katherine O’Neill and Chase Alexander (Student Representatives).

Absent Board Members: N/A

Rosemarie Weber called the meeting to order at 7:00 p.m.

I. Administrative Reports

I.A. Chairman's Corner

Rosemarie Weber, Board Chair, welcomed everyone to the meeting as well as those joining on Zoom. Ms. Weber stated she is wearing her t-shirt which has on it the theme for the school year “let kindness ripple” and stated these words matter and hit at the core of what Granby does as a district, a Board and in classrooms. Ms. Weber stated this is her first Board Meeting as the Chair. She thanked Sarah Thrall for all of her work as Board Chair. She informed everyone that Katharine Leenders will occupy the seat for Ms. Thrall and announced the new Vice Chair is Donna Nolan; the Secretary is Monica Logan; and lastly a new Student Representative is joining the board, Katie O’Neill, who is a Junior at the high school and plays volleyball, basketball and the flute. Ms. Weber stated the other student representative, Chase Alexander, is at a soccer practice this evening, so she made a motion which was seconded by Whitney Sanzo to amend the agenda moving the student representative reports down a little further. This motion passed unanimously at 7:03 p.m.

I.B. Superintendent's Report

- Ms. Burke stated it has been a great start to the school year and welcomed everyone to the meeting. She also extended a special welcome to Ms. Jennifer Miller, Ms. Katie Busbey and Ms. Bethany Grupp who were present this evening to report on summer programming.
- Congratulations to Ms. Heather Tanis who was selected as the new Principal of GMMS at the start of the school year. Ms. Tanis emerged as the top candidate for this position and the staff is extremely happy that she is the new leader. Ms. Burke also shared that the district is very fortunate that Mr. Bogen will continue on as an Interim Assistant Principal while a search is conducted.
- 23 new teachers began on August 21st with new teacher orientation. All staff started back on August 24th for convocation. Meet and greets were held for Pre-K through Grade 6 as well as Freshman Orientation. August 29th was the highlight welcoming students back to the 2023-2024 school year.
- Thank you to all of the staff members (custodians, maintenance, office staff) who worked over the summer preparing for the school year.
- School projects ran on schedule and the high school roof was completed in time.
- Weather-related early release days were scheduled for September 6th and 7th due to the heat.
- Upcoming events: Curriculum Night at the high school September 7th at 6:30 p.m.; Curriculum Night for the middle school on Sept. 14th from 6-8; and a SEPTO Meeting on September 11th in the Wells Road Media Center at 7:30 p.m.
- The process of developing a district communications plan has begun. The district is sending an email regarding a survey and focus groups. Community members who do not have children in the district can also participate. The first community focus group is on September 13th.

I.C. Student Representative Reports

This item was moved to later in the agenda.

I. Public Comment

Bill Regan, 62 Hungary Road, Granby, extended his congratulations to the new Board Chair, Rosemarie Weber, on her appointment. He stated he wrote a Letter to the Editor in the last edition of *The Drummer* and is hopeful that the new Superintendent’s goals posted on the agenda will come to fruition. It was not helpful at the meeting in June that all parents in person and on Zoom were not able to speak at that meeting; however, he is hopeful the new Superintendent will take these comments under advisement.

Beth Carroll, Quail Lane, North Granby, stated she was pleased to hear about community surveys as it speaks to herself living in town for 20 years with no children. She shared an observation as a person who has lived and worked in a variety of countries throughout her career and finds the ELA skills of students in town could be better and would rather it be a priority for all grade levels.

II. Consent Agenda

II.A. Minutes

A motion was made by Donna Nolan and seconded by David Peling that the Granby Board of Education adopt the consent agenda. This motion passed with one abstention (Whitney Sanzo) at 7:17 p.m.

III. Old Business

There was no Old Business to report.

IV. New Business

IV.A. Summer Programming Report

Ms. Jennifer Miller, Director of Extended Year Summer School, Ms. Katie Busbey, Director of the Summer Enrichment Academy, and Ms. Bethany Grupp, Family Engagement Specialist, provided a report to the Board on this year's summer programming. Ms. Miller presented on the Extended School Year Program for students with Individualized Education Plans (IEPs) as recommended through PPTs. All programs were offered in-person as follows: Pre-K Camp Kelly; Targeted Academic Tutoring; Social Skills Camp; and a Secondary Social, Academic & Vocational Program. 76 students received individual tutoring sessions which based on students' goals and objectives in the IEP. She stated the vocational program had 16 students participate in Grades 7-12+. Katie Busbey presented on the programming for general education students and stated the credit recovery program had 17 students participate to remediate credit toward graduation requirements. The enrichment part of the summer programming is optional with a total of 110 registrations with many students taking multiple classes. Classes were offered for Grades 1-3 and 4-6. Students participated in hands-on science experiments, clay projects, watercolor painting and strings performances. Students were invited to attend an intervention program based on intervention services and 35 students participated. Ms. Busbey stated moving forward for summer programming, the changes made this year were extremely successful and a future goal would be to advance program opportunities for students to meet their unique learning needs. Bethany Grupp presented on the Salmon Brook Park Camp offered to all Open Choice participants in Grades 1-5. Twelve (12) students participated this year which was a little lower than last year. Lunch and bussing to/from central locations was provided for all students. She also shared students were able to participate in a special program called CT Invention Convention, Inc. which involved entrepreneurial and innovation activities. Ms. Weber stated the summer programming enriches students and is appreciated by parents. She inquired how the Board can assist in summer programming in the upcoming budget season. Ms. Busbey will keep the board informed regarding future program needs.

V.B. Superintendents Annual Goals 2023-2024

Ms. Burke presented her annual goals for the 2023-2024 school year to the Board. She thanked the Board for allowing her to share her commitment to Granby and stated she reviewed the Strategic Plan as well as all of the individual school continuous improvement plans. Ms. Burke stated her goal has been to listen and learn as much as she can about the current practices of the district with regard to what is working very well and what may not be working well to assess where the district is in a very quick amount of time. She hopes to bring an articulated plan of purposeful and measurable goals. While all goals will continue to be embedded in the district's work, Ms. Burke highlighted Goal #1, *Student Learning and Achievement*, as an overarching goal for 100% of students to demonstrate growth toward mastery of Science, ELA and Math as measured by performance at the proficiency level or higher on state summative assessments. She explained the expected growth this year as follows: 80% of students to meet proficiency or higher in ELA (14% increase); 70% growth in Math (Approx. 17% increase); and, 80% in Next Generation Science Standards (9% increase). Ms. Burke also highlighted Goal 2, *Community Engagement*, to enhance communication and build trusting relationships with all stakeholders, Ms. Burke shared components to develop a District Communications Plan: Assess current practice; conduct survey groups; connect with focus groups; identify strengths and weaknesses and determine priorities and recommendations; create communications plan with measurable objectives, prepare strategies and timeline; and, implement and evaluate the plan. Donna Nolan thanked Ms. Burke stating the main ideas that came from the community feedback during the Superintendent Search were student assessment and

communication. Ms. Weber echoed what was stated and she appreciated the fact that Ms. Burke selected two goals in order to make progress and zero in on what is important to the community.

V. Miscellaneous

V.A. Board Standing Committee Reports

V.A.1. Curriculum/Policy/Technology/Communication

David Peling stated this subcommittee met this evening to discuss the Assistant Superintendent's Monthly Report as follows: EduClimber has been rolled out; planning for a community Book Festival at Granby Public Library; 23 new staff successfully onboarded; reviewed new legislation on social/emotional learning; grant writing for the Open Choice Academic & Social Support Grant as well as Title I, II, III and IV; Open Choice enrollment; Teacher in Residence (3rd Year); and, professional learning plans. Also reviewed SBAC and SAT data and looking forward to more information going forward. Additionally, there are four potential policies which will be brought forward to the subcommittee in October.

I.C. Student Representative Reports (Motion was made to move further down on the agenda)

- Chase Alexander stated high school sports are up and running. The boys' soccer game is rescheduled to Saturday, September 8th, at 9 a.m. due to the heat; girls' volleyball plays Suffield at 6 p.m. tomorrow night; football returns to action Friday night vs. Rockville at 6:30 p.m.; field hockey plays Canton next Tuesday; cross country starts their season next week vs. Rockville and Coventry; and, girls' soccer kicks off their season next Thursday vs. Stafford at 4 p.m. Best of luck to all student athletes!
- NHS and Student Government have held their first meetings and started to plan events including blood drives, tutoring opportunities, and homecoming week festivities.
- Senior traditions kicked off on the first day with seniors decorating their parking spots and enjoying the sunrise with games and snacks the first morning of school.
- The GMHS activities fair scheduled for today will be rescheduled.

V.A. 2. Finance/Personnel/Facilities

This subcommittee has not met. Minutes from the last meeting are in the packet.

V.B. Other Board-Related Reports

V.B.1. CREC/CABE

Kristina Gilton stated CREC has not yet met this year.

V.B.2. Granby Education Foundation

Whitney Sanzo stated the GEF will have their first meeting on September 18th.

V.C. Calendar of Events

Rosemarie Weber stated the calendar of events is as shown.

V.D. Board Member Announcements

There were no Board Member announcements.

V.E. Action Items

There were no action items this evening.

VI. Adjournment

A motion was made by Donna Nolan and seconded by David Peling that the Granby Board enter into an Executive Session to discuss collective bargaining matters. This motion passed unanimously at 7:57 p.m. A motion was made by Rosemarie Weber and seconded by Whitney Sanzo for the Board to adjourn Executive Session. This Motion passed at 8:17 p.m. A motion was made by Donna Nolan and seconded by David Peling that the Granby Board of Education enter back into the regular session. This motion passed unanimously at 8:18 p.m. A motion was made by Kristina Gilton and seconded by Donna Nolan that the Granby Board of Education adjourn the regular meeting. This motion passed unanimously at 8:19 p.m.

Respectfully submitted,



Monica Logan
Board Secretary

Granby Summative State Testing Report 2022-23

Presented to the Granby Board of Education
September 20, 2023

Summative State Tests

Useful for these Purposes:

- Accurately describe **student achievement and growth over time** as part of program evaluation and school, district, and state **accountability systems**
- Provide **valid, reliable, and fair** measures of students' progress/attainment of the knowledge and skills required to be college- and career-ready at the end of Grade 12
- Provide an **annual snapshot** of student achievement that should be used along with other sources of data, such as classwork and other tests, when making educational decisions
- Fulfill a **legal** requirement

Smarter Balanced Assessment

- Administered in the last 12 weeks of school to students in Grades 3-8
- Aligned to the Connecticut Core Standards for English Language Arts and Mathematics
- Dynamic, adaptive test delivered electronically
- Produces a scaled score from 2000 to 3000 that can be used like a “ruler” to measure progress over time and allow for growth analysis
- Scaled scores can be broken down into four achievement levels
 - Level 1 = Does not meet the achievement standard
 - Level 2 = Approaching the achievement standard
 - Level 3 = Meets the achievement standard
 - Level 4 = Exceeds the achievement standard

ELA Grade Level Smarter Balanced Results

Percentage of students in each grade scoring proficient or higher

Grade	2015-16	2016-17	2017-18	2018-19	2020-21	2021-22	2022-23	Class of
3-8 Overall	78%	74%	73%	76%	62%	64%	66% (+2)	
3 SBAC	73%	63%	69%	75%	44%	60%	63%	2032
4 SBAC	82%	68%	74%	71%	66%	58%	72% (+12)	2031
5 SBAC	78%	80%	74%	75%	72%	71%	65% (+7)	2030
6 SBAC	83%	75%	74%	78%	53%	63%	63% (-8)	2029
7 SBAC	73%	82%	74%	77%	65%	65%	66% (+3)	2028
8 SBAC	76%	72%	76%	81%	76%	66%	65% (0)	2027

ELA Highlights and Next Steps

- Overall 2 percentage point growth
 - Almost every grade displayed positive growth
 - Strong grade 3 entry again
 - Grade 4 built on strong grade 3 foundation
-
- Examine grade 5 to 6 transition
 - Continue to commit to partnership with Teachers' College
 - Refine use of intentional data practices
 - Focus on small group instruction

Math Grade Level Smarter Balanced Results

Percentage of students in each grade scoring proficient or higher

Grade	2015-16	2016-17	2017-18	2018-19	2020-21	2021-22	2022-23	Class of
³⁻⁸ Overall	64%	63%	62%	63%	43%	50%	53% (+3)	
3 SBAC	67%	61%	61%	68%	52%	63%	67%	2032
4 SBAC	67%	62%	68%	65%	50%	49%	66% (+3)	2031
5 SBAC	65%	61%	56%	63%	47%	47%	44% (-5)	2030
6 SBAC	69%	65%	64%	56%	30%	54%	37% (-10)	2029
7 SBAC	62%	66%	60%	71%	48%	45%	65% (+11)	2028
8 SBAC	57%	61%	66%	53%	33%	44%	44% (-1)	2027

Math Highlights and Next Steps

- Overall 3 percentage point growth
 - Grades 3, 4 and 7 have rebounded to pre-covid levels
 - Grade 7 has shown excellent incremental growth
-
- Further explore needs of Grades 5 and 6 at the standard and student levels
 - Increase practice with iXL and key skills
 - Continue consultant support and embedded coaching
 - Promote vertical team conversations around “building thinking classrooms”

Area/DRG B Comparison for Smarter Balanced

District	ELA Proficiency 3-8	Math Proficiency 3-8
Avon	69.5%	62.5%
Canton	61.2%	57.6%
East Granby	63.3%	55.8%
Farmington	75.1%	72.9%
Granby	65.6% (5th)	53.3% (9th)
Simsbury	75.6%	71.5%
South Windsor	69.3%	67.8
Suffield	61.2%	60.3%
West Hartford	64.1%	59.4%
State of Connecticut	48.5%	42.5%

Next Generation Science Standards Assessment

- Administered in the last 12 weeks of school to students in Grades 5, 8, & 11
- Aligned to the Next Generation Science Standards
- Dynamic test delivered electronically
- Scaled scores can be broken down into four achievement levels

Level 1 = Does not meet the achievement standard

Level 2 = Approaching the achievement standard

Level 3 = Meets the achievement standard

Level 4 = Exceeds the achievement standard

Science Grade Level NGSS Results

Percentage of students in each grade scoring proficient or higher

Grade	2018-19	2020-21	2021-22	2022-23
5	74%	73%	80%	66%
8	71%	64%	71%	63%
11	81%	79%	77%	83%
Overall	76%	72%	76%	71%

Science Highlights and Next Steps

- Highest grade 11 scores to date
 - Alignment with English Language Arts scores
 - Consistent success over time
-
- Embed Interim Assessments and Literacy in Content Areas
 - Continue to refine units to align with NGSS practices and an inquiry model

Area/DRG B Comparison for NGSS

District	NGSS Proficiency 3, 5, & 8
Avon	69.7%
Canton	61.6%
East Granby	71.3%
Farmington	78.1%
Granby	70.2% (5th)
Simsbury	78.3%
South Windsor	70.6%
Suffield	69.8%
West Hartford	64.8%
State of Connecticut	48.5%

School-Day SAT

- Summative state assessment for Grade 11 as well as college-entrance
- Part of a larger assessment suite including PSAT and SAT
- Redesigned in 2016 to be achievement test, not aptitude test
- Move for accessible preparation materials for all learners
- Evidence-Based Reading and Writing (ERW) focuses on gathering evidence from text including the meaning of key words and phrases
- Passages are narrative, informational and subject specific (social studies and science)
- Math focus on the “Heart of Algebra” and data analysis and problem solving
- Raw score in both ERW and Math that combine to total out of possible 1600 points
- Proficiency is meeting or exceeding the state benchmarks (ERW = 480, Math = 530)

School-Day SAT Results

Percentage of students in each grade scoring proficient or higher

	ELA		Math	
	Proficiency	Score	Proficiency	Score
2016-17	90%	585	57%	549
2017-18	83%	561	57%	549
2018-19	84%	570	62%	551
2020-21	78%	553	60%	551
2021-22	78%	549	47%	532
2022-23	77% (-1)	542 (-7)	56% (+9)	534 (+2)

Note: 2019-2020 Average scores were 576 ELA and 558 Math for students that chose to test

SAT Highlights and Next Steps

- Significantly higher than state averages
 - Maintained performance in English, rebound in Math
 - Use of PSAT is allowing for monitoring over time
-
- Embed SAT-like experiences in all grades and core content areas
 - Develop teacher capacity around the creation and analysis of common formative assessment
 - Utilize data management and analytics platform to support differentiated instruction

Area/DRG B Comparison for SAT

District	ERW Proficiency	ERW Average	Math Proficiency	Math Average
Avon	83%	586	69.7%	586
Canton	79.6%	556	62.1%	544
East Granby	68.1%	528	42.6%	505
Farmington	79.3%	569	60.5%	558
Granby	76.8% (4th)	542	55.8% (6th)	534
Region 7	68.2%	528	50%	520
Simsbury	76.7%	550	56.9%	549
South Windsor	65.9%	529	50.3%	544
Suffield	67.5%	525	44.3%	514
West Hartford	69.7%	542	58%	546
State of Connecticut	52.4%	493	34.1%	482

Overall Instructional Movement

- Continue to build a common instructional framework moving into practice and feedback
- Increase focus on two Superintendent goals and growth model
- Embed a culture of professional collaboration
- Monitor data to inform small group instruction and differentiation
- Support teacher leaders and coaches in leading teams in the work
- Implement data warehouse and analytics tool - EduClimber
- Refocus on supporting learners through Multi Tiered Systems of Support

Instructions for Completing the Authorized Signatures Change Form

The **ED-099 Agreement for Child Nutrition Programs** (Agreement) is the formal agreement between a sponsoring organization and the Connecticut State Department of Education (CSDE) to operate one or more of the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The Agreement designates representatives authorized to enter into an agreement with the CSDE and certifies the claims for reimbursement. The Agreement is permanent and amended as changes occur. The CSDE recognizes that one or both authorized signers will change periodically. The sponsoring organization **must** execute the CSDE's *Authorized Signatures Change Form* whenever there is a change to either of the two authorized signers.

Claims for reimbursement are valid only when certified by authorized signers on file with the CSDE. Action by the board of education must occur to make changes to authorized signers so that claims can be signed and submitted, and reimbursement delays are avoided.

Required Information

The *Authorized Signatures Change Form* must include the information below.

- **Date** of the board meeting is when the governing body of the sponsoring organization took action to change one or both authorized signers.
- **Signature 1** is the designated representative authorized to sign the Agreement for Child Nutrition Programs and to sign claims for reimbursement. The person is head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, mayor, selectman, corporate president, chairperson of the board, pastor, or commissioner).
- **Signature 2** is authorized only to sign the claims for reimbursement in the absence or incapacity of the first designated individual (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner).
- **Signature 3** certifies the board action and is not authorized to sign the claim. This must be a different person from signatures 1 and 2 (secretary of the board, town clerk, or secretary of the corporation).

Submitting to the CSDE

Scan and e-mail the signed and dated *Authorized Signatures Change Form* to CNPermanentAgreement@ct.gov. Include "Authorized Signatures Change Form" in the subject line of the e-mail.

Instructions for Completing the Authorized Signatures Change Form

Questions

Contact the CSDE's Child Nutrition Programs staff. Refer to the CSDE's document, *Child Nutrition Staff and Responsibilities*.



For information on the Child Nutrition Programs, visit the CSDE's [Child Nutrition Programs](#) webpage, or contact the [child nutrition programs staff](#) at the Connecticut State Department of Education, School Health, Nutrition and Family Services, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signature_Change_Form_Instructions.pdf.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; victims of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.



Connecticut State Department of Education
 School Health, Nutrition and Family Services
 Child Nutrition Programs
 450 Columbus Boulevard, Suite 504
 Hartford, CT 06103-1841

For state use only	
Effective date:	_____
Agreement numbers:	
School programs	_____
Child care centers	_____
Adult day care centers	_____
Day care homes	_____
Summer food service	_____

Authorized Signatures Change Form

Read the *Instructions for Completing the Authorized Signatures Change Form* before completing this form. Scan and e-mail the completed form to CNPermanentAgreement@ct.gov. Include "Authorized Signatures Change Form" in the subject line of the e-mail.

This is to certify that on Insert date (month, day, year), as shown in the minutes of insert name of corporation, board of education, or governing body the following action was taken to revise the authorized signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. **Signature 1:** The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

<p><u><i>Cheri P. Burke</i></u> <i>Signature</i></p> <p><u>Superintendent of Schools</u> <i>Title (superintendent of schools, mayor, selectman, president, chairperson of the board, pastor, or commissioner)</i></p> <p><u>burkec@granbyschools.org</u> <i>E-mail</i></p>	<p><u>Cheri P. Burke</u> <i>Printed name</i></p> <p><u>8/16/2023</u> <i>Date</i></p> <p><u>860-844-5250</u> <i>Phone number</i></p>
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2. **Signature 2:** In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

<p><u><i>Anna Robbins</i></u> <i>Signature</i></p> <p><u>Business Manager</u> <i>Title (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner)</i></p> <p><u>robbinsa@granbyschools.org</u> <i>E-mail</i></p>	<p><u>Anna Robbins</u> <i>Printed name</i></p> <p><u>8/16/2023</u> <i>Date</i></p> <p><u>860-844-5263</u> <i>Phone number</i></p>
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3. **Signature 3:** The signature below certifies the above action.

<p>_____ <i>Signature</i></p>	<p>_____ <i>Title (secretary of corporation, town clerk, secretary of the board)</i></p>
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This form is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signatures_Change_Form.pdf. This institution is an equal opportunity provider.

Curriculum Subcommittee Meeting - Approved Minutes
June 7, 2023, 5:30 p.m.
Central Services

Present:

David Peling
Kristina Gilton
Whitney Sanzo
Sarah Thrall

Absent:

Jordan Grossman
Jennifer Parsons

Member of the Public: N/A

Meeting commenced at: 5:40 p.m.

Meeting adjourned at: 6:47 p.m.

1. Public Comment: N/A
2. Approve Minutes from the May 3, 2023 Curriculum Subcommittee Meeting: A motion was made by David Peling and seconded by Kristina Gilton to approve the minutes from the May 3, 2023 Curriculum Subcommittee Meeting. This motion passed.
3. Assistant Superintendent's Monthly Report: Concluded all state assessments and monthly meetings with administration; software renewals are underway; met with Interventionists to inform them that the new term MTSS (multi-tiered systems of support) is replacing SRBI and that EduClimber will be used to track interventions; meeting with Math and World Language with regard to implementation of new progression; Wellness Committee held their last meeting of the year; hiring for next year is well underway and nearly complete; recruiting of Choice students is going well; the last Granby Equity Team Meeting of the year was held; Teacher of the Year has been chosen and will be announced at closing ceremonies; completed final learning walk of the year; completed end-of-year staff meetings; met with K-12 vertical teams.
4. Summer Enrichment Update: Summer Academy will be held for 3 weeks and have 6 offerings for intervention for Grades 1-5.
5. Strings Update: Proposed to hold off on Kindergarten lessons.
6. Other: Discussed possible curriculum review practices.

A motion was made by David Peling and seconded by Kristina Gilton to adjourn the meeting. This motion passed unanimously at 6:47 p.m.



UPCOMING DISTRICT EVENTS

September 19	Grade 3 Curriculum Night	6:15-8:00 p.m.	
September 20	MS PAC Meeting	9:00-10:00 a.m.	
September 20	Finance Subcommittee Meeting Board of Education Meeting	5:30 p.m. 7:00 p.m.	Central Services Town Hall Meeting Room
September 21	Grade 4/Grade 5 Curriculum Night	6:15-8:00 p.m.	
September 25	Holiday – No School		Offices Open
September 26	Kindergarten/Grade 1 Curriculum Night	6:30-8:00 p.m.	
September 26	Candidate Form for November Election	6:30-9:00 p.m.	HS Auditorium
September 27	Early Release (All Schools) Professional Development		
September 27	Parent/Family Communication Focus Group	6:30-7:30 p.m.	Via Zoom
September 20	Community Communication Focus Group	5:30-6:30 p.m.	Via Zoom
September 28	PreK/Grade 2 Curriculum Night	6:30-8:00 p.m.	
September 28	Financial Aid Night	7:00-8:30 p.m.	HS Auditorium
October 4	Curriculum Subcommittee Meeting Board of Education Meeting	5:30-7:00 p.m. 7:00 p.m.	Central Services Town Hall Meeting Room
October 5	World Language Honor Society Induction Ceremony		
October 9	Holiday – No School		Offices Closed
October 11	Grade 10/11 PSATs		
October 14	Homecoming Dance	7:00-10:00 p.m.	HS Community Gym
October 18	College Fair	1:00-2:30 p.m.	HS Community Gym
October 24	Blood Drive	7:30am-2:00 pm	HS Community Gym
October 26	NHS Induction Ceremony	7:00-8:30 p.m.	HS Auditorium