



TOLLAND BOARD OF EDUCATION
Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING

7:30 PM

VISION STATEMENT

To represent education at its best, preparing each student for an ever-changing society, and becoming a full community of learning where excellence is achieved through each individual's success.

2018-2019 GOALS

- *Support and encourage specialized programs that can serve as alternatives to outplacement*
- *Support and encourage the development of tuition programs*
- *Support the implementation of Mastery Learning and Responsive Education initiatives*
- *Support and encourage Curriculum Development, and Teaching & Learning best practice*
- *Engage in the Strategic Prevention Framework*
- *Engage the Superintendent to explore and research shared service opportunities*
- *Engage Town, State, and Federal officials to discuss and advocate for education*
- *Foster the continued development of instructional technology*

AGENDA

January 8, 2020

- CALL TO ORDER, PLEDGE OF ALLEGIANCE
- APPROVAL OF AGENDA
- APPROVAL OF MINUTES
 - December 18, 2019 – Special Meeting
- PUBLIC PARTICIPATION (2 minute limit)

The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information". However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.

E. CORRESPONDENCE

F. POINTS OF INFORMATION

G. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Alexandra Costa

H. SUPERINTENDENT'S REPORT

G.1 Presentation of Superintendent Proposed Budget (no enclosure)

G.2 Monthly Financial Report (December)

G.3 Construction Drawings (no enclosure)

I. COMMITTEE & LIAISON REPORTS

J. CHAIRPERSON'S REPORT

K. BOARD ACTION

L. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

M. POINTS OF INFORMATION (none)

N. FUTURE

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

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SPECIAL MEETING – December 18, 2019

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Anthony Holt, Secretary; Renie Besaw, Christine Griffin, Kate Howard-Bender, Jacob Marie, Karen Moran, Dana Philbin

Members Absent: none

Administrators Present: Dr. Walter Willett, Superintendent of Schools; Mark McLaughlin, Business Director

Others Present: none

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Lundgren called the meeting to order at 6:06p.m. The Pledge of Allegiance was recited.

B. APPROVAL OF AGENDA

Ms. Lundgren noted that Ms. Rebecca Adams was unavailable to attend this evening and item I.1 would be tabled. Ms. Adams will attend the January meeting.

C. ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF:

- Discussion concerning an attorney client communication related to legal steps for addressing an anonymous complaint
- Possible action related to legal steps for addressing an anonymous complaint

Ms. Besaw motioned to enter Executive Session at 6:10 p.m. for the purpose of discussion concerning an attorney client communication related to legal steps for addressing an anonymous complaint and invited Dr. Willett to attend. Ms. Plourd seconded the motion. All were in favor. Motion carried.

The Board exited Executive Session at 7:46 p.m.

D. APPROVAL OF MINUTES

- November 13, 2019
- November 19, 2019 – Special Meeting
- November 20, 2019 – Budget Workshop
- December 5, 2019 – Special Meeting

Ms. Plourd motioned to approve the minutes of the November 13th meeting. Ms. Besaw seconded the motion. Changes: item B, page 3, Ms. Howard-Bender noted that a vote was not taken for the motion in the 3rd paragraph and that the motion was "essentially ignored"; item B, 12th paragraph, in regard to the motion to nominate Ms. Plourd as Vice Chair, Ms. Philbin was opposed; item B, in regard to the motion to nominate Ms. Plourd as Vice Chair, Ms. Moran was opposed; item B, 2nd paragraph, strike, "Ms. Moran seconded the motion" and replace with, "Ms. Griffin seconded the motion"; item K3, add that Ms. Griffin voted to approve the Board Action in regard to Transportation. Ms. Plourd motioned to approve the minutes of the November 13th meeting as amended. Ms. Besaw seconded the motion. All were in favor. Motion carried.

E. PUBLIC PARTICIPATION - none

F. CORRESPONDENCE

- The board received an email regarding the process for background checks and chaperoning field trips; this was forwarded to the human resource department
- The board received an email regarding a concern about communication and an article in the Tolland Patch; Dr. Willett responded
- The board received an email regarding constructive comments and advice from past Board members concerning expectations; Dr. Willett responded received

G. POINTS OF INFORMATION

Ms. Philbin noted that she is hard of hearing and asked that the Board members be cognizant of this. She noted that she may request that speakers repeat themselves.

Ms. Howard-Bender requested that there be a roll call vote for all motions going forward.

Mr. Marie inquired about Ms. Howard- Bender's request. Ms. Howard-Bender explained that a roll call vote should be for everything so the constituents know where the Board members stand on everything that is done.

Mr. Marie commented the one item affecting Tolland right now is mental health. The Town Council is working on a commission to address this and substance abuse. Mr. Marie has spoken to the Town Council to ask if the Town Council plans on working with the Board of Education on this item as well as the schools and the Town Council responded that they are interested in doing so. Mr. Marie would like the Board to be aware of this and take up the Council's offer once the commission is created. Ms. Moran noted that this dovetails with the Strategic Prevention Framework. Dr. Willett added that the district is doing a lot in regard to this and he would be happy to partner with them so they may coordinate their efforts.

H. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Alexandra Costa

- NHS assembled food baskets for two families in town for Thanksgiving; coordinated through Tolland Human Services
- THS Musical, *Footloose*, rehearsals have started
- Pajama Day, December 13th, \$4,100 was raised for CCMC
- Jazz and Chamber Choir, Packing House Concert, December 5th
- THS Tolland Idol, December 6th
- Chamber Choir, performed at the Tree Lighting Ceremony, December 7th
- NHS Dollar Drive; through Tolland Human Services, a little over \$300 was raised
- DECA held a practice competition with over 80 students
- NHS participated in the gift tag program through Tolland Human Services
- Mr. Thompson noted that many THS students are passionate in regard to the issue of mental health and recommended that the Town Council include the Board and students.

I. SUPERINTENDENT'S REPORT

I.1 Rebecca Adams, CABE – FOIA, BOE Roles and Responsibilities (no enclosure) - tabled

- I.2 Monthly Financial Report
Dr. Willett reviewed attachment G.2.
The November 2019 financial report shows an available balance of \$1,061,386 or 2.66% of the BOE's current budget. Dr. Willett noted they are trending as one would expect for this time of year.
- I.3 BGP Building Committee Board of Education Liaison (no enclosure)
Ms. Lundgren appointed Ms. Philbin as the liaison to the Birch Grove Building Committee.
- I.4 Communications Committee Appointment (no enclosure)
Ms. Lundgren removed Ms. Plourd from the Communications Committee.

J. COMMITTEE & LIAISON REPORTS

Policy – discussed amendments to policy 9190 with a primary focus on the addition of a curriculum committee; documents were presented, analyzed and discussed in regard to this

Communications – next meeting January 8, 2020

CABE – Ms. Moran and Ms. Howard-Bender attended the CABE Conference; Dr. Willett will post notes from the event for the board; the CABE website has some of the conference materials posted for review; Ms. Moran and Ms. Howard-Bender reviewed highlights of the event

Finance and Facilities – meeting was held on December 12th; discussed end of year reconciliation (2018/19), discussed with Dr. Willett that they wanted to review accounts with significant variances greater than 1% or \$50K; a clarification of accounts was provided; discussion of the education reserve fund; the committee will meet monthly

K. CHAIRPERSON'S REPORT

Ms. Lundgren commented that she would like to consider changing the dates of the November and December meetings so that they are held on the 1st and 3rd Wednesdays of the month rather than the 2nd and 4th Wednesdays of the month given the holidays.

Ms. Lundgren attended the Finance Committee meeting and has full confidence they will be setting the expectations for what the Board would like to see during the budget process. Transparency was discussed and it was clear that the Board is looking for ways to save without affecting the education of Tolland's students. All aspects need to be discussed and the Board is listening to suggestions. Together, with a couple of other Board members, she attended a CABE seminar for new members. Ms. Lundgren noted that the crumbling foundation situation is something that will need to be considered during the upcoming budget process.

Ms. Lundgren thanked everyone for jumping in and getting to work so quickly and wished everyone a happy holiday season.

L. BOARD ACTION - none

M. PUBLIC PARTICIPATION

Tammy Nuccio, 71 River Road, commented that the discussion regarding the commission on substance abuse and mental health is in its early stages. The Town Council knows that the

schools, the police, the Town employees, churches, and others are all doing things. The purpose of the commission is to pull everyone together to ensure that the community is aware of the available information and resources. They will be reaching out to multiple entities and organizations including the Board, the Superintendent, resident troopers, and others.

N. POINTS OF INFORMATION

- Town Council Meeting Minutes – November 12, 2019
- Town Council Special Meeting Minutes – November 16, 2019
- Town Council Meeting Minutes – November 26, 2019
- Town Council – Rules of Procedure
- Town Council Meeting Minutes – December 10, 2019

O. FUTURE

- Dr. Willett will create programs for the Board members
- Pathways
- 21st Century Learning
- Strategic Prevention Framework
- Mental Health Services
- Budget
- Regionalization
- Birch Grove Update
- Organization of a Vision Mission
- Setting of Graduation Date
- Community Budget Workshops
- Curriculum Committee
- School Tours
- Mental Health, Strategic Plan, Partnering with TPS
- Dr. Willett's school rounds/tours starting with TIS
- Presentation on process of assessing school bus stop safety
- Additional information on Birch Grove and the design review as it relates to the requirements the BOE and/or the Superintendent put forward at the outset to ensure the design will do what is needed
- Additional information on Understanding By Design
- Goal setting session

P. NEW BUSINESS - none

Q. ADJOURNMENT

Ms. Plourd motioned to adjourn the meeting 8:40 p.m. Mr. Holt seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk



TOLLAND PUBLIC SCHOOLS

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OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

FROM: Mark S. McLaughlin, Tolland Public Schools Business Director

RE: Monthly Financial Report for December 2019

Date: January 3, 2020

CC: Walter Willett, Ph.D. Superintendent of Schools

G.2

Please find attached the financial report for the FY 2019-2020 fiscal year. The month of December 2019 is the 6th month of the 2019-2020 fiscal year. The attached report is only a temporary financial snapshot identifying six months of FY 19-20 year. As with any financial report generated, not all purchase orders have been created, not all materials purchased and not all staff hired. This year's financial attachment is provided in an object format to clearly show the adopted budget and the YTD expenditures. This summary report provides the essential groups of accounts so the BOE can better understand the functional areas of the budget. The object line items follow the reporting format required by the State Dept. of Education. The line items show the approved budget, 6 months of expenses, encumbrances and available balances as generated through the financial software.

This report identifies, many line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, utilities, tuition, transportation, textbooks, professional services etc. that have not all been encumbered or spent. This is normal for this time of year. The budget balance of \$969,596 will be converted to encumbrances or expenditures over the next several of months.

The attached December 2019 financial report shows an available balance of \$969,596 or 2.43% of the BOE's current budget. As previously stated, this amount will reduce over the next several months. It is extremely important to understand that this available balance is a normal occurrence. Currently, the timing of budget spending for student needs and expense patterns are cyclical in nature. Health Insurances are booked after teachers return to school, substitute expenses start in September, special education student tuitions will continue to increase, utility transfer to the town is complete, transportation routes have been fully booked, and instructional supplies will be spent as needed for the balance of the year. Some line items cannot be encumbered and will always have available balances. These include accounts like substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

As part of the UISF agreement, the BOE transferred the energy budget to the town. The town pays the invoices based on the BOE funding and any residual balance that remains in the form of cost savings will remain in the BOE UISF reserve account.

In a typical year, the budget is built 18-20 months from implementation, based on the best know data and assumptions from the town, state of Ct, grants, interest rates, market conditions, contacts, negotiations, Department of Ed. mandates, and professional services etc.

The Budget for FY 19-20 was approved for \$39,975,605 only .84% higher than the previous year. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. Any balances that remain, as in the past, may be returned to the town or the BOE will request the balance be transferred to the Educational Reserve Fund after final approval by the auditors. Starting this year, the educational reserve threshold has increased to 2%. It is anticipated that the district will receive the first excess cost payment in February 2020 from the state. The second payment is due in May 2020.

The FY 20-21 budget cycle is underway. The Capital Improvement Plan is the first step in the planning process. The Superintendent has presented a Capital Improvements Plan to the BOE at the October 2019 meeting. The plan was forwarded to the town.

The "Initial Budget Development" for FY20-21 takes place in November and December. According to the budget calendar, the Superintendent will be presenting his budget during the January BOE meeting.

Tolland Public Schools

MM OBJ A Expenditure Report Summary (by OBJ - ???)

From Date: 12/1/2019

To Date: 12/31/2019

Fiscal Year: 2019-2020

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$22,383,307.09	\$1,727,893.65	\$9,214,670.58	\$13,168,636.51	\$12,917,869.70	\$250,766.81	1.12%
0100.0000.120.00.000.1	Substitutes	\$437,670.00	\$28,590.79	\$126,598.12	\$311,071.88	\$22,575.75	\$288,496.13	65.92%
0100.0000.130.00.000.1	Overtime	\$176,358.00	\$11,222.81	\$132,161.81	\$44,196.19	\$5,578.10	\$38,618.09	21.90%
0100.0000.150.00.000.1	Stipends	\$346,129.94	\$92,431.51	\$115,838.32	\$230,291.62	\$333,420.62	(\$103,129.00)	-29.79%
0100.0000.190.00.000.1	Pension/Severance	\$195,561.00	\$8,180.00	\$41,253.97	\$154,307.03	\$98,471.00	\$55,836.03	28.55%
0100.0000.200.00.000.1	Employee Benefits	\$567,750.00	\$1,000.00	\$287,427.45	\$280,322.55	\$242,250.00	\$38,072.55	6.71%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,851,629.94	\$400,750.26	\$2,909,672.41	\$1,941,957.53	\$1,864,806.54	\$77,150.99	1.59%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$693,223.97	\$49,432.84	\$264,818.07	\$428,405.90	\$321,298.53	\$107,107.37	15.45%
0100.0000.240.00.000.1	Retirement (ICMA)	\$251,884.43	\$19,308.46	\$108,136.84	\$143,747.59	\$120,611.48	\$23,136.11	9.19%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$2,630.00	\$12,098.00	\$44,583.00	\$20,552.00	\$24,031.00	42.40%
0100.0000.270.00.000.1	Workers' Compensation	\$265,612.00	\$67,615.75	\$202,847.25	\$62,764.75	\$67,615.75	(\$4,851.00)	-1.83%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$48,675.50	\$161.50	\$24,224.61	\$24,450.89	\$0.00	\$24,450.89	50.23%
0100.0000.310.00.000.1	Benefits Consultant Services	\$57,000.00	\$13,195.00	\$20,778.34	\$36,221.66	\$47,916.70	(\$11,695.04)	-20.52%
0100.0000.320.00.000.1	Prof Educ Svcs	\$239,271.00	\$14,329.09	\$58,804.91	\$180,466.09	\$106,157.52	\$74,308.57	31.06%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$552.45	\$9,391.01	\$25,090.99	\$4,802.05	\$20,288.94	58.84%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$153,343.00	\$512.85	\$128,005.77	\$25,337.23	\$37,916.30	(\$12,579.07)	-8.20%
0100.0000.350.00.000.1	Tech Services	\$502,876.00	\$24,611.55	\$340,123.81	\$162,752.19	\$45,857.70	\$116,894.49	23.25%
0100.0000.410.00.000.1	Sewer/Water	\$34,762.00	\$0.00	\$34,762.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$135,080.00	\$6,171.12	\$32,610.72	\$102,469.28	\$45,123.72	\$57,345.56	42.45%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$259,450.00	\$9,866.26	\$58,057.10	\$201,392.90	\$21,265.04	\$180,127.86	69.43%
0100.0000.440.00.000.1	Rentals	\$165,256.00	\$8,993.73	\$70,515.53	\$94,740.47	\$97,638.79	(\$2,898.32)	-1.75%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,862,041.00	\$263,224.10	\$1,018,280.23	\$1,843,760.77	\$1,892,986.08	(\$49,225.31)	-1.72%
0100.0000.520.00.000.1	Property/Liability Insurance	\$202,427.10	\$45,750.50	\$159,559.01	\$42,868.09	\$45,750.50	(\$2,882.41)	-1.42%
0100.0000.530.00.000.1	Telephone/ Postage	\$57,905.00	\$3,345.28	\$23,473.83	\$34,431.17	\$26,189.97	\$8,241.20	14.23%
0100.0000.540.00.000.1	Advertising	\$18,000.00	\$0.00	\$3,842.47	\$14,157.53	\$0.00	\$14,157.53	78.65%
0100.0000.550.00.000.1	Printing and Binding	\$18,405.00	\$141.00	\$3,788.72	\$14,616.28	\$1,398.00	\$13,218.28	71.82%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,163,282.00	\$114,738.29	\$1,312,790.42	\$850,491.58	\$1,595,557.23	(\$745,065.65)	-34.44%
0100.0000.580.00.000.1	Travel and Conference	\$33,942.00	\$3,736.38	\$34,036.82	(\$94.82)	\$24,952.22	(\$25,047.04)	-73.79%
0100.0000.590.00.000.1	Public Officers & State Troope	\$92,994.00	\$1,325.00	\$23,825.69	\$69,168.31	\$49,816.51	\$19,351.80	20.81%
0100.0000.600.00.000.1	General Supplies	\$191,452.00	\$8,083.87	\$33,846.71	\$157,605.29	\$41,593.26	\$116,012.03	60.60%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$367,242.00	\$22,835.72	\$148,964.65	\$218,277.35	\$71,344.68	\$146,932.67	40.01%
0100.0000.620.00.000.1	Energy	\$1,621,810.00	\$17,297.06	\$1,486,592.66	\$135,217.34	\$132,483.34	\$2,734.00	0.17%
0100.0000.640.00.000.1	Textbooks	\$127,861.70	\$7,794.55	\$36,813.24	\$91,048.46	\$11,818.69	\$79,229.77	61.97%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$0.00	\$0.00	\$550.00	\$500.00	\$50.00	9.09%
0100.0000.660.00.000.1	Computer Software	\$81,677.72	\$1,525.00	\$43,688.80	\$37,988.92	\$200.00	\$37,788.92	46.27%
0100.0000.690.00.000.1	Misc Supplies	\$55,286.00	\$1,203.19	\$14,016.64	\$41,269.36	\$16,034.38	\$25,234.98	45.64%
0100.0000.730.00.000.1	Equip Instruct - New	\$150,208.00	\$434.78	\$85,170.53	\$65,037.47	\$3,209.41	\$61,828.06	41.16%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$1,590.00	\$0.00	\$0.00	\$1,590.00	\$0.00	\$1,590.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$52,929.00	\$1,035.99	\$44,232.16	\$8,696.84	\$4,727.96	\$3,968.88	7.50%
Grand Total:		\$39,975,605.39	\$2,979,920.33	\$18,665,719.20	\$21,309,886.19	\$20,340,289.52	\$969,596.67	2.43%

End of Report