



TOLLAND BOARD OF EDUCATION

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.

Join Zoom Meeting

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AGENDA

May 13, 2020

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF THE AGENDA

C. APPROVAL OF MINUTES

- April 22, 2020
- April 29, 2020

D. 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

- H.1 Monthly Financial Report
- H.2 Budget Update (no enclosure)
- H.3 Policy 5010 – Student Attendance and Truancy (First Reading)
- H.4 BOE Goal Setting Update
- H.5 Last day of School
- H.6 Superintendent Evaluation Update

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

Town Council Meeting Minutes – May 4, 2020

N. FUTURE

Dr. Willett will set up:

- School rounds / tours / starting with TIS (briefings/tours/debriefings)
- Mental Health Services Initiatives (presentation and discussion)
- School Bus Stop Safety (presentation)
- Portrait of a Graduation / Visioning (presentation and discussion of initiatives)
- Pathways and Lighthouse Programs
- Understanding By Design (presentation and discussion)
- Regionalization (presentation and discussion)
- Board of Education Goal Setting (working session and establishment of goals)

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

ZOOM Meeting

REGULAR MEETING – April 22, 2020

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

Members Absent: Tony Holt, Secretary

Administrators Present: Dr. Walter Willett, Superintendent of Schools

Others Present: none

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Lundgren called the meeting to order at 7:35 p.m. The Pledge of Allegiance was recited.

B. APPROVAL OF THE AGENDA

Ms. Plourd motioned to approve the agenda as is with no changes.

Mr. Marie seconded the motion. Discussion: none.

A roll call vote was taken. Motion passed unanimously.

C. APPROVAL OF MINUTES

- April 8, 2020

Ms. Plourd motioned to approve the minutes of the April 8th meeting.

Ms. Besaw seconded the motion. Changes: none.

A roll call vote was taken. Motion passed unanimously.

D. PUBLIC PARTICIPATION

Liz Costa, 54 Josiah Lane, inquired how many dollars are left over and how many dollars are anticipated to be left over from this year's budget. She reminded the Board that last year that a law was voted in that allows up to 2% to be put in the "1%" fund. She encouraged the Board to use every last cent of that for next year and reach out to Pat, Tim, and Dan and ask them to ask the Governor to allow more than 2% to be rolled over into next year. Furthermore, she encouraged the Board to spend every dime given in the 1.54%. Many parents are concerned about their children needing extra help next year and she encouraged the Board to allow the teachers to learn about one to one education while not under duress, have many more computers, and allow students to learn about one to one education in the proper way.

E. CORRESPONDENCE

Mr. Marie reviewed the correspondence:

- e-mail requesting that the Governor not make the decision to cancel the remainder of the school year
- e-mail from a parent of a Birch Grove student and a TIS student stressing the need for programs such as Lexia Core5, Raz-Kids, and Reflex after the crisis passes
- e-mail requesting instructions on how to register a student for kindergarten
- e-mail inquiring about Chromebook insurance
- e-mail praising Dr. Willett for his efforts with the community and children

- e-mail thanking Dr. Willett for his efforts and stressing that the Board's proposed budget not be lowered below 1.54%

F. POINTS OF INFORMATION

- Mr. Marie responded to Ms. Costa. The Board is going to see what it can do with any extra year-end funds but noted that there are some limitations in regard to how the funds may be used. They will do what they can to ensure students are adequately prepared.

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

- Student Council held its first virtual meeting - they discussed what can be done in regard to the mental health aspect given that Mental Health Week has been indefinitely postponed.
- Prom was scheduled for May 15th – given COVID guidelines there are questions about this event
- Earth Day – THS Environmental Science class is hosting a fundraiser in a virtual setting , 100% of the proceeds go toward keeping the oceans clean
- Graduation – students are concerned and hope the Governor does not follow suit with others and close schools for the rest of the academic year; a lot of students and parents would prefer a properly scheduled postponement of graduation; students are happy the staff are honoring the students' thoughts on this
- Many students still have personal belongings in their lockers. Is there a safe way these items may be retrieved?
- If the student representatives could take part in evaluating Dr. Willett as Superintendent they would give him high marks for his commitment to the physical, social, and emotional well-being of students and has always been there and this is especially true now

Ms. Lundgren noted that the Principal at THS sent out a graduation survey.

Dr. Willett commented in regard to the questions posed:

- Personal belongings in students' lockers. Right now they are operating within the parameters of the state's requirements. They will need to wait until May 20th or so to learn the Governor's next iteration. Students with crucial items such as medication should reach out to the Superintendent's office.
- The prom has been cancelled.
- Graduation – possible scenarios driven by students' input are being created and they will take action on one of them when more information becomes available on or around May 20th

H. SUPERINTENDENT'S REPORT

H.1 Budget Considerations (no attachment)

Dr. Willett explained that they have been discussing the impact of COVID-19 in the Finance and Facilities (FFC) meetings. As part of this conversation they have been discussing FEMA and the financial impacts that will be incurred from the standpoint of staff and the legislation that has been put in place to help communities mitigate the situation. This includes the FFCRA (Families First Coronavirus Response Act), CARES

(Coronavirus Aid, Relief, and Economic Security) and the various executive orders including Executive Order No. 7R. Agreements have been made with all of the bargaining units and they are still working in regard to transportation. Thanks to the food service staff they have served over 800 meals. The USDA provided the town the ability to do this and reimbursement is expected.

As the district enters the end of the school year, Dr. Willett noted that unemployment is very high. The American public is struggling and this includes those at the local level. On April 28th Dr. Willett expects the Town Council will discuss its next steps with respect to the budget and will be something the Board will also need to discuss. Executive Orders have provided municipalities a great deal of flexibility in regard to budgeting and he expects the Town Council will address many questions in the upcoming weeks. It is expected that the Town Council will take into consideration the state of residents of the town with respect to unemployment and other financial struggles that were exacerbated or created by the COVID-19 situation. Dr. Willett expects there to be a consideration of the budgets of the town departments and BOE. He recommended the Board start to think about considerations if the Board's 1.54% adopted budget is not something that can be supported at this time. He has started thinking about this and expects to learn more on April 28th.

A discussion took place that included the following items:

- Inquiry as to whether the Board could request a joint meeting with the Town Council and if it could take place prior to the April 28th Town Council meeting. *Dr. Willett responded that they can request a joint meeting. Traditionally a joint meeting is held. He will reach out to the Town Manager and/or the Board Chair may reach out to the Chair of the Town Council.*
- Inquiry regarding municipalities, includes boards of education, tracking expenses incurred due to the COVID -19 pandemic and if this is being done. *Dr. Willett confirmed that they are doing extensive tracking and attend webinars and other sessions with FEMA to ensure they are up to speed. Further, Dr. Willett has a role with the EOC which allows him to stay updated. He noted that eligibility for FEMA reimbursements are impacted by if funds are available from other sources. Given this, Dr. Willett noted that he is unsure as to how much the district will receive from FEMA and added that given the volume of submissions FEMA will receive it may take a great deal of time for the process to be completed and reimbursements received.*
- In regard to the ERF (Education Reserve Fund), could Dr. Willett reach out to representatives at the state level? *Dr. Willett responded that a municipality can entertain a 2% ERF. It is dictated by town ordinance (Ordinance No. 86, Chapter 8) which would need to be modified. The Board Chair could ask the Town Council Chair about this or it could be part of the discussion at the joint meeting.*
- In regard to the ERF, if the Board were to ask the Town Council to increase the maximum contribution to 2% there would be a "hefty" amount in the fund and it seems that many of the items the Board would like to use the funds for do not fall within the categories/parameters. Concern was expressed regarding adding more to the fund that will not be able to be used for desired items. Is the district revisiting what it would like to pull out from the existing fund for next

year? *Dr. Willett explained that the Ordinance would need to be opened up in order to change the language. Currently the district may access the funds for capital, special education, and technology.*

- In regard to the ERF, it takes time to make changes to an ordinance and perhaps other strategies should be considered after information becomes available after the April 28th meeting.
- In regard to the ERF, it has historically been a savings account where end of year funds after an audit procedure were deposited and there are limitations as to how the funds may be used. Given the current emergency, who may make changes? *Dr. Willett responded that it would be the town.* Given this, could changes be made that would allow the funds to be used to bolster education? *Dr. Willett responded in the affirmative and noted that the language was changed the last time the Ordinance was open. Dr. Willett displayed the information he presented at the FFC meeting on December 12th (see December 12, 2019 FFC meeting minutes). Dr. Willett noted that prior to the changes there were fewer limitations for the funds. He added that it was never able to be used for personnel.*
- In regard to the ERF, it was clarified that it would be a state-level decision to allow more than 2% to be added to the fund. When it was last modified, it was done by the Town Council over two meetings. Given the emergency situation, it should have bearing on what can be done with the fund.
- In regard to the ERF, it was generally not to be used for operating expenses or to specifically offset next year's budget.
- In regard to the ERF and the budget a Board member commented that up to \$800K should be spent on programs and students, not put into the fund.
- In regard to the ERF, the language indicates that it is reviewed every 3-5 years and was created for transparency. The long term consequences stemming from the emergency in regard to educating students and helping families are unknown. End of year funds from this year could be saved and used next year or in upcoming years for this.
- In regard to the ERF, concern was expressed about putting money into the fund which may have more limitations than spending the money on programs and other items this year.
- In regard to the ERF, discussions should take place regarding the parameters of how the funds may be used but there will always be large capital expenses and the fund provides for spending in this category.
- *Dr. Willett explained that the ERF is generally for special projects, capital projects, and special education cost fluctuations. It has always had limitations but provides the district with options.*
- *In regard to the end of this year, Dr. Willett explained there may be items the district needs and he is compiling a list for the Board to review. The Board may want to consider making a contribution to the ERF. The technology category will help the district acquire approximately \$10K in technology. Further, a consideration may be to transfer some of the year end funds to the town. If they need to contend with a difficult budget situation, lower than 1.54%, they will need to discuss how to cover and manage it. They will not be able to cover it strictly with program concessions.*

- In regard to the ERF, the money should be used to support struggling families and students to keep the schools and offerings strong. A lot of the end of year money should not go into the fund. Some of the current balance of the ERF should be used for the current spending plan and the Town Council should allow for some leniency and flexibility.
- In regard to the ERF, the conversation is two-fold. First, an allowance of being able to put up to 2% into the fund. Secondly, the relaxing of restrictions. Concern was expressed for upcoming challenges and that the district needs to be ready funding-wise to address them.

H.2 TCLP Assessment/Grading (no attachment)

Dr. Willett presented the Tolland Public School Assessment/Grading, Parent/Guardian Guide, Continuity of Learning Program Term, Mid-March – June 2020.

He reviewed the document's layout and provided an overview of the content and rationale.

The objective is to ensure the system does not inadvertently do any harm to any child's future or to any family that is already struggling. At the same time it maintains the academic standards and accountability.

A discussion took place that included the following:

- In regard to the GPA, THS students may select a numeric grade or pass/fail for each class. Rankings are based as of the end of the first semester.
- Teachers have been working with this for a while and follow a related guide with similar components and expectations to ensure consistency.
- The Board is supporting this process by meeting, having discussions, and allowing the highly trained professionals to get the job done.
- To support students going forward, SRBI/RTI resources will be strategically used to address learning and skill challenges. Given the current situation, the level of resources will need to be maintained and built upon to address students' needs.
- The district is taking measures to monitor students' mental health by paying close attention to children and families. The online system allows staff to monitor students and reach out to provide support and assistance. Virtual offices including nursing, guidance services, and social work are available.

H.3 BOE Goal Setting (no attachment)

Dr. Willett reviewed a possible model for the Board' goal setting based on what was done in 2018. This included the following:

1. Brainstorming activity
2. Ranking activity
3. Refining goals and establishment of indicators of success for each goal
4. Superintendent's office sets up a meeting with the Town Council to share goals.

A brief discussion took place including clarification of the role of a facilitator, if the Board would like to have a facilitator, and whether this item should be addressed now or at a later time. At the direction of the Board, Dr. Willett will reach out to learn more about bringing in an outside group, the cost, and the timeline.

H.4 Superintendent Evaluation (no attachment)

Dr. Willett reviewed the background on this item and the timeline as well as the draft Superintendent Evaluation Timeline and evaluation forms.

I. COMMITTEE & LIAISON REPORTS

- Finance and Facilities – included discussions on COVID-19 and related items, possible impacts on next year's budget, reviewed March expenditures, discussions on Policy 3010
- Policy – included discussions on the attendance policy, a civility code, and a tracker of statute changes and other items
- Town Council – update on COVID-19, approval of transfer to the ERF, vote to delay the May 5th referendum
- Census – Tolland ranks high in regard to the response rate

J. CHAIRPERSON'S REPORT - none

K. BOARD ACTION

K.1 Nurses Contract (Second Reading)

Ms. Plourd motioned to accept the bargaining unit agreement for the Tolland Nurses to take effect July 1, 2020 and extend through June 30, 2023.

Ms. Howard-Bender seconded the motion.

Discussion – none.

A roll call vote was taken. Motion passed unanimously.

L. PUBLIC PARTICIPATION

Emily Bliss, 46 Austin Drive, thanked Dr. Willett for making the situation the best it can be for everyone. She is a senior at THS and expressed concern regarding graduation. Ms. Bliss noted that in the graduation survey seniors had to choose between a creative solution on June 18th or selecting a postponed date that could be cancelled if social distancing restrictions are still in place on that date. If students selected the latter and it was cancelled, the students would be mailed their diplomas without a ceremony. Potential limitations on graduation affected the morale of the seniors as they would like to postpone graduation and have a safe and as close as possible traditional graduation. Ms. Bliss asked if they would consider holding a graduation under social distancing guidelines if the date is in July or August. She has trust in Dr. Willett and the administration that they will continue to support the seniors in the following weeks.

Nathan Paolangeli thanked everyone for their efforts. As a senior he has seen how hard his fellow seniors have worked to get to the day of graduation. Many creative solutions have been presented and it is appreciated as are the staff and parents who care for the students. He has heard that there may be plans for a statewide graduation and if true, would the district support this. If not, what are the plans to move forward once the survey data is received? What are the steps for the future for students who have achieved so much to get to where they are now?

Sonika, 66 Sugar Hill Road, thanked everyone for their efforts. As a senior it is comforting to know they are being thought of. These are stressful times and while there are more serious problems than graduation that people are facing, graduation is a dear issue to the students. She appreciates that the administration recognizes this. That said, seniors are anxious about their

graduation. They would like a graduation that appropriately allows them to celebrate with their peers and commemorate their time at TPS. Safety is the priority but it would mean a lot if they could have a graduation where they can see their fellow students in person even 6' away with personal protective equipment. She thanked everyone and noted that the Class of 2020 is more than willing to work with the administration to come up with a graduation worthy of the heart, hard work, and dedication they have put in.

Fisher Thompson commented that he could not be prouder of his class. The students have been put into the weirdest situation as a graduating class and seeing how the students are dealing with it and taking it in stride is an inspiration to all. He thanked his peers for speaking up.

M. POINTS OF INFORMATION

Town Council Meeting Minutes – April 14, 2020

- Dr. Willett addressed questions regarding graduation. The district is heartbroken as well and Ms. Fox is reaching out and seeking students' input. The goal is to do all they can to get to a sense of normalcy. If Governor Lamont dropped the social distancing requirements and the COVID-19 situation was resolving, the district would make every effort to provide a traditional graduation. Right now they do not know what will happen around May 20th but it appears we should not expect there to be a substantial lifting of the limitations on public gatherings. We cannot be sure what the situation will be, but if there is a way to do it the school system will try to have the most traditional ceremony as possible. The concern with scheduling a graduation too far out is that some believe that there may be a second wave of COVID-19. The district is putting together options, taking into consideration what students would like, and will then evaluate the scenarios based on the information provided in/around May 20th from the State. Everyone cares about the seniors and is committed to making this a special time for them.
- Mr. Marie commented that much of the decision in regard to graduation is up to the Governor. They will do something to honor the Class of 2020.
- Ms. Griffin thanked the seniors for speaking. She knows they are hurting and this is an emotional time. Dr. Willett and the Board will do anything they can to ensure the seniors get the graduation they deserve. She encouraged the students to stay positive. As soon as they receive more information from the Governor they will do what they can.
- Ms. Moran thanked the seniors for attending tonight and speaking. She is proud of all the seniors for sticking through this and they will come through this, no matter what happens, with resilience. She congratulated Nathan Paolangeli on being the class valedictorian. Ms. Moran encouraged the seniors to keep the faith. The Board will do all it possibly can.
- Ms. Howard-Bender requested that the next meeting agenda include a discussion item regarding a break for the teachers and students in May.

N. FUTURE

Dr. Willett will set up:

- School rounds/tours starting with TIS (briefings/tours/debriefings)
- Mental Health Services Initiatives (presentation and discussion)
- School Bus Stop Safety (presentation)
- Portrait of a Graduation / Visioning (presentation and discussion of initiatives)

- Pathways and Lighthouse Programs
- Understanding by Design (presentation and discussion)
- Regionalization (presentation and discussion)
- Board of Education Goal Setting (working session and establishment of goals)

O. NEW BUSINESS - none

P. ADJOURNMENT

Mr. Marie motioned to adjourn the meeting 9:54 p.m. Ms. Plourd seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk

TOLLAND BOARD OF EDUCATION

ZOOM Meeting

SPECIAL MEETING – April 29, 2020

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

Others Present: none

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Lundgren called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited and a moment of silence was observed in memory of Tolland High School Football Coach Scott Cady.

B. APPROVAL OF THE AGENDA - n/a

C. SUPERINTENDENT'S REPORT

C.1 Budget Considerations (no enclosure)

Dr. Willett noted that at last night's Town Council meeting the members provided information with regard to their direction of thinking with respect to the budget. He considered the Council's intention with respect to what was shared and drafted the Early End of Year Budget Proposal.

Dr. Willett provided a preliminary budget projection and noted that there are still many uncertainties. He is working hard with the staff to re-negotiate items to get the district into the most positive position with respect to the budget and how it will come in at year end. The objective is to provide what is crucially needed for the students and the community in Tolland with respect to education while also understanding that this is a difficult budget year for everyone. There will be a need for community cooperation with respect to the various legislative bodies in town.

Dr. Willett presented and reviewed the Early End of Year Budget Proposal and Historical Information

- Impact of budget delays
 - Delayed budget referendums have profound negative impacts on school operations
 - These impacts include: compromised hiring practices, impeded operations and logistics, and a negative public perception
- Town Budget Threshold
 - A review of what can be expended from various funds took place
 - General Fund balance target
 - 10% threshold and differential
- TPS COVID-19 Budget Proposal Narrative based on preliminary projections
 - It is expected that there will be educational impacts due to COVID-19 that will stretch into next year

- Funds will be needed to provide resources for the district to fulfill its legal, moral, and ethical obligations
- An informal straw poll was taken at the Town Council meeting on 4/28/2020 indicating the Council would support a budget with little to no mill rate change. This would necessitate approximately \$900K differential to achieve the Town budget.
- End of Year 2019-2020 Recommended Expenditures
 - it is estimated the district may end the year with approximately \$1.3M unexpended
 - purpose: to position district for student needs
 - funds for EOY to be proposed to be expended or encumbered as part of the 2019/20 fiscal year : \$300K
- Educational Reserve Fund Transfer Recommendation
 - to address potential instabilities and uncertainties; expected to be used primarily for special education
 - Total recommended transfer to ERF: \$399,756
- Projection/Recommended Transfer to Town
 - to help mitigate the financial impacts of COVID-19 and help reach the Town budget objectives
 - Assuming \$1.3M is available at year end (preliminary figure), recommended expenditures of \$300K, an ERF transfer of \$399,756, and the remaining preserved funds could be \$600,244
 - Recommendation: consider roll-over of the remaining funds, that could be \$600,244, to the Town to help mitigate the financial impacts of COVID-19 and assist the Town's budget objectives.
- Budget Projection Phases and Conclusion
 - an updated version of this document (Phase II) will be presented on May 13th
 - an updated version of this document (Phase III) will be presented on May 27th
 - Importance of having the budget resolved by June at the very latest

Discussion:

- The projection of \$1.3M in end of year unexpended funds is based on funds expected to be recovered due to the current situation.
- Funds to be expended or encumbered as part of the 2019/20 fiscal year (\$300K) would be used to allow the district to provide services to students and help offset some of next year's budget by providing resources that the district will be able to use next year and in future years. These would be one time expenses such as multi-year subscriptions. (Items will be presented in Phase II and discussed in FRC in May.)
- The ERF currently has a balance of \$500K. Dr. Willett's proposal is to transfer \$399K (or 1%) into the account which would bring the balance to approximately \$900K. A buffer will be needed as the district goes into next year to address the impacts of COVID-19. It insulates the town and protects it from instability and liability while providing the Board the ability to adequately respond to the legal uncertainties that are part of the future. It is expected that the funds will

primarily be used for special education needs due to the impact of COVID-19. Further, crucial technology has been depleted and may not be returned in the condition it was issued. In regard to capital expenditures, funds may be needed for ineligible expenses for Birch Grove.

- Dr. Willett explained that the proposal will help mitigate the impacts of the COVID-19 school closures, and subsequent continuity of learning period and set aside what will be needed for students to return to the buildings in the best possible way. He believes there will be instabilities and legal expectations of the district next year that will require funds to manage.
- The proposal ideally will help the Town and Town Council without further impeding the Board's adopted budget. Further it would help avoid the negative impacts of bargaining unit complications.
- Mr. Marie commented on the timing of the receipt of the document and that time would be needed for further review. He requested a breakdown of what the ERF would be used for and Dr. Willett's confidence in his projection of \$1.3M in end of year unexpended funds. Dr. Willett noted that the timing of the document was based on when the official information was shared in the Town Council meeting on April 28th. He stated this is a preliminary document with three phases and has an about 60% -80% range of accuracy at this time. The objective is to have end of year expenditures that position the district in a way that allows it to fulfill the needs of students and an ERF transfer that helps insulate the district against potential legal considerations, and helps fulfill the legal, moral, and ethical obligations to students of special education. Further it suggests considering a commitment to the town that a percentage would go to the town to help offset the financial situation should funds be available.
- Mr. Marie commented that he would like the Board to provide concrete direction to Dr. Willett this evening.
- Are any of the recommended expenditures for the \$300K in the current budget? Dr. Willett explained that it could be but the list he is drafting is for tactical positioning to ensure items needed to provide the base level of services are available for next year and possibly future years. After a pandemic such as this, one is looking to come back academically equal to where it was originally. The pandemic will have an impact on vulnerable populations and the district will need to respond.
- Ms. Griffin summarized that the recommendation in totality is to put \$400K in the ERF for what they predict could be issues the may arise during the year, go forward with the 1.54% adopted Board budget, give the Town \$600K to offset the increase, and use some of the \$300K to position the district.
- Dr. Willett explained that he wants to be cautious and carefully consider past experience. He sees that there are vulnerabilities and wants to ensure they do not become problems for the students and families, the Board, or the district and Town.
- Ms. Plourd noted that in regard to last night's Town Council meeting, the Council supports having a referendum. If the Board could get to a 0% she would like to avoid the referendum – it would be easier, safer, and help with the timeline. The Council would like the community to come together to help one another as many are suffering.

- An e-mail was received from the minority caucus that expressed concerns for both this year and next and Ms. Plourd noted that these should be discussed in an open forum.
- Ms. Plourd commented that at the Town Council meeting last night it was noted that the Town is asking its employees for concessions. While not a popular idea, it is important to note that the Board cannot decide on concessions, she expressed that this is an unprecedented time and there is no harm in the Board asking for the same to help maintain staff and program. It is a valid option. Dr. Willett explained his concern with going to the bargaining units for concessions is that it creates a situation where there is a "bad guy". This is something being asked during a great time of hardship when people are going above and beyond and if they say no, it creates a potential scapegoating; a perception that the group would deserve reductions because they said "no". Dr. Willett wishes this to be a win win for everyone and a moving forward in unity and not create a stigmatization of any group. Ms. Plourd understands and it is a hard time for everyone. The Town staff is being asked to forego their raises and the district is not even asking when staff is receiving a 3% raise when others are suffering. She feels it is worth asking.
- Ms. Plourd noted that she is in agreement with the putting the 1% in the ERF fund but in regard to giving \$600K to the town in good faith, if it offsets the operating budget it creates a \$600K hole for next year. Could the \$600K be spent now to reduce expenses for next year or could it be set aside for unanticipated legal expenses?
- Ms. Howard-Bender commented that Dr. Willett created a detailed plan that avoids the catastrophic potential of a 0% increase to the spending plan. The proposal provides historical context and describes the impact of waiting. She asked in regard to 504 and special education needs what Dr. Willett is planning for phasing students back. Dr. Willett explained that there are many possibilities including staggered schedules. Plans hinge on the Governor's guidance and there would be financial implications. He noted that they are working to create a manageable end of year process that will allow students to return items to the schools and gather their belongings.
- Ms. Howard-Bender inquired what challenges Tolland will have in enforcing IEPs and 504 plans. Dr. Willett responded that they are planning to fulfill their legal obligations and help all impacted by the pandemic. They are positioning themselves to be flexible and responsive.
- Ms. Howard-Bender inquired if they go to the unions and ask for concessions what the likelihood is of them having good faith when they go back to re-negotiate the contracts? Dr. Willett explained that everyone is in a difficult situation and feeling the impact. If the opportunity exists to avoid it during this pandemic period Dr. Willett suggests they do their best to meet the needs of all of the populations and do it in a way that is a win for all, avoiding wherever possible a stigmatization of any group. He believes this is possible.
- Ms. Moran asked to confirm that the transfer of \$600K to the Town is in good faith in offsetting the Board's portion of the FY 20/21 budget without increasing taxes. Dr. Willett responded that based on the information he gleaned from the Town Council meeting last night, the proposal is to help the Council meet its

objectives while providing the Board an opportunity to sustain the needs of the students. The 1.54% was put forward when there was more stability and now every dollar is needed to mitigate the negative impacts due to the pandemic.

- Ms. Moran, in regard to the ERF, believes there could be more identification for assistance when students return. As far as technology, some replacements may be needed. Further, if there is a flare up, will the district have the opportunity for families to have devices available to them in a more efficient manner? Dr. Willett commented that they are working on a plan to address a possible second wave of COVID-19. Ms. Moran added that she has spoken to some parents who have students that are immunocompromised who will not return to school and this is something to consider.
- Ms. Moran does not believe they should go to the unions for concessions if things can be managed differently.
- Ms. Moran recommended discussing the ERF with the Town Council regarding flexibility at the joint meeting. Ms. Philbin would like to discuss this as well.
- Mr. Holt read a prepared statement. This included a history of the FY 20/21 budget, a review of the duties of the Board, and that the fiscal reality of COVID-19 is going to be significant and lasting. He is looking forward to seeing the details in Phase II and recommended looking at the resource request from the perspective of the new educational requirements of a post-COVID-19 Tolland. He would like to see all of the options brought to the table. The new world will require every dollar and all need to be prepared to conserve.
- Ms. Griffin expressed concern with the \$600K being proposed to be sent back to the Town. What happens if they do not have \$1.3M in unexpended funds at year end? She likes adding funds to the ERF. Should the Board approach the Town Council and use the money that would go to the Town for the Birch Grove expenses and also discuss using it to cover any legal fees. In regard to the concessions, while she does not like the idea, it may be something to ask about in case the \$1.3M is not available. They need to explore all of their options and are on a time crunch. She is concerned if the \$1.3M is not available and the Council does not agree with the proposal then what would be lost? Dr. Willett responded that the number they need to achieve is \$900K and hopefully in Phase II can identify if up to \$600K is possible, even if they do not make as large of a transfer to the ERF, if the \$600K provides the stability necessary for the Town to reach its objectives, then it could allow the budget determination to be set in a way and on a timeline that does not cause harm to the students or the district. The danger right now is that if the budget process does not end prior to August the district will be compromised. If by May they can commit the \$600K, anything additional can be put in the ERF and used for end of year expenditures. The hope is that the Council would be able to move forward with a more aggressive timeline.
- Ms. Philbin inquired where the Tax Stabilization fund fits into the plan or is this something they should discuss with the Town Council in regard to using some of those funds to offset some of the deficits. Dr. Willett noted this is something to ask the Council.

- Ms. Philbin asked how the proposal impacts the Birch Grove project. Dr. Willett responded that there may be some ineligible expenses and that funds may be needed. They could possibly come from end of year expenditures or the ERF.
- Ms. Philbin commented that she does not feel comfortable asking teachers to forego their increases and wants to continue building strong working relationships and having a strong school system.
- Ms. Philbin addressed the Chair. They worked to come up with the 1.54% budget, a least harm budget, and asked that the proposal be brought to the Town Council.
- Mr. Marie believes they need to consider concessions but would like to look at some of the funds first. He is not comfortable with the transfer to the town. He imagines it will pay for some recurring costs. He would like to consider options that will not double up the harm in coming years. He would like to learn more specifics about other funds first before a final decision is made.
- Mr. Marie addressed the \$900K and the suggestion to roll over \$600K and the town would take \$300K out of the general fund. He believes they arrive at the \$900K number with the town already taking \$300K out of the general fund and commented that this is something to consider. Mr. Marie clarified that he believes the shortage would be \$1.2M and the Council is thinking of using \$300K which would drop it to \$900K so it would be \$600K taken out of the fund. Dr. Willett explained that it is his understanding that the number they need to achieve is \$900K.
- Dr. Willett commented that if there is a desire by the Board for him to ask bargaining units for a deferral of increases, it would take time to make the request to the units which would then go to their membership, and the membership would likely need to vote. The Board may want to consider the timeline if it would like to do this possibly giving him the directive either tonight or at the meeting on May 13th.
- Ms. Besaw expressed concern about how the proposal would leave the district the following year if they are using money from this year to pay for items for next year. What would the increase look like the following year? That said she would like to present the proposal to the Council, see how it goes and get feedback. Dr. Willett noted that they are in a difficult spot. Making personnel reductions would be difficult knowing that the needs will increase next year.
- Ms. Plourd expressed that if she is in the minority in regard to asking for concessions that is fine. It is a great proposal and something they can discuss with the Council. In regard to the e-mail received from the minority caucus, Ms. Plourd cited some of the content and highlighted "laser focus" and noted that they all share concerns noted in the e-mail. Ms. Plourd explained that there are many "ifs" in the proposal and she reached out to another board of education to learn what they are doing. She learned that they are negotiating with the transportation companies that laid off the drivers but yet the state mandates that they be paid. Is that part of the \$1.3M that could be leftover? The board is also negotiating with the special education providers because they have to pay for actuals. In terms of the "laser focus" it could be reviewed by the Finance and Facilities Committee as well as the Curriculum Committee to

establish a path for this year and next. Dr. Willett noted that they are doing similar things and this is why the proposal is in phases.

- Ms. Howard-Bender commented that the easy and more palatable path is to ask for concessions from the unions. The more difficult path is to ensure appropriate funding for the schools. She asked if the Board has the courage and commitment to provide a quality education for Tolland when they put forth Dr. Willett's proposal. If this is not a crisis what is? They have an opportunity to do not harm and fund the schools while keeping in mind the Town Council's guidance to have a zero increase for a mill rate.
- Mr. Holt commented that Dr. Willett has put together a wonderful proposal and it is one of the alternatives. It is a preliminary document with "ifs" and Mr. Holt is hesitant to rely entirely on the proposal. It is responsible to look at alternatives and the ramifications. He recommended meeting again in a week to discuss the alternatives.
- Ms. Moran commented that at a budget meeting in February Dr. Willett commented that Tolland's educational system is not better than it was 10 years ago. It has lost programs and if the budget is lower than 1.54% the damage will be significant. The budget was created with purposeful intent to prevent the district from going backwards in a significant way. She supports Dr. Willett's preliminary proposal and respects his expertise in drafting the plan. Dr. Willett conveyed that the pandemic is a worldwide crisis and there is a reason they gave out 800 meals over the weekend. People are overwhelmed and there has been an educational impact for which the schools will need to adjust. The 1.54% was needed and the same resource levels are needed as when the Board adopted the budget. It is important to have the same staffing levels and resources. They cannot proceed with business as usual. They need to get the information to the Board and take action to avoid not having a budget until late August.
- Ms. Lundgren noted that she is leaning toward having a joint meeting with the Council before asking for concessions and likes Dr. Willett's proposed plan. They cannot go back to school with less staff than they have now and there will be issues with students learning and they will need more help. While she does not want to go to concessions at this time, if they cannot make it work it is what they will have to do but the first step is to absorb the plan and then have the joint meeting. The next FFC meeting is May 20th.
Ms. Lundgren asked the members to see if they would want to schedule a special meeting prior to the joint meeting with the Council or just have the joint meeting.
 - Ms. Philbin – joint meeting
 - Ms. Moran – joint meeting
 - Ms. Howard-Bender – joint meeting
 - Mr. Holt – special meeting first
 - Ms. Griffin – either
 - Mr. Marie – special meetings first, would like to send a list of questions to the Council to get feedback
 - Ms. Plourd – would like to send a list of questions to the Council to help formulate what the Board would like to do; reiterated if they direct Dr.

Willett to ask for a deferment of the contract now they would have an answer to work with going forward

- Ms. Besaw –would like reach out to the Council get a gauge on the members' thoughts on the proposal to learn if it is an option
- Ms. Lundgren – she will reach out to the Council Chair to learn the availability to schedule a joint meeting

After discussion it was decided that the Board will hold a Special Meeting on Wednesday, May 6th for the purpose of reviewing the proposal and learn of any new information.

The Chair will reach out to the Chair of the Town Council to schedule a joint meeting.

C.2 May Day Consideration (no enclosure)

Dr. Willett presented a survey regarding having an extended Memorial Day weekend. The survey was sent to the staff and 211 responses were received out of approximately 415 employees.

Results:

- 74.4% were in favor of adding an additional day
- 19.9% were not in favor of adding an additional day
- Of the respondents, the highest number were teachers followed by paraprofessionals
- Which days were preferred? The two days most liked were: Friday, May 22nd, (102 respondents); Tuesday, May 26th, (116 respondents)
- 86% were only interested in extending the holiday weekend if it meant the school year would not be extended; current last day is June 18th

A discussion took place.

Ms. Plourd motioned to give a day off on May 26, 2020.

Ms. Howard-Bender seconded the motion.

A roll call vote was taken as noted below. Motion carried.

	Yay	Nay	Abstain
Renie Besaw		X	
Christine Griffin	X		
Tony Holt	X		
Kate Howard-Bender	X		
Ashley Lundgren	X		
Jacob Marie	X		
Karen Moran	X		
Dana Philbin	X		
Christina Plourd	X		

Ms. Philbin motioned to give a day off on both May 22, 2020 and May 26, 2020.

Ms. Howard-Bender seconded the motion.

A roll call vote was taken as noted below. Motion carried.

	Yay	Nay	Abstain
Renie Besaw		X	
Christine Griffin	X		
Tony Holt		X	
Kate Howard-Bender	X		
Ashley Lundgren	X		
Jacob Marie		X	
Karen Moran	X		
Dana Philbin	X		
Christina Plourd	X		

Dr. Willett inquired if it is the Board's intention to give him the directive to ask anything of the bargaining units. Ms. Lundgren responded that they are still reviewing the proposal and will discuss it next week if it is something that needs to be considered.

D. PUBLIC PARTICIPATION

Michelle Harrold, 256 Mountain Spring Road, thanked the Board for the days off. The budget the Board adopted needs to be kept whole. The students and staff need all of the support. Also, the Board was presented with a great plan to move forward and keep the budget whole and asking for concessions before thoroughly discussing it is extremely disrespectful to the teachers who have been working so hard. Concessions could lead to risks and uncertainties down the road. It would have an impact. Also, an entire staff was moved into portables and working in small classrooms and asking them for concessions is disrespectful.

Tammy Nuccio, 71 Webber Road, commented as the Chair of the Town Council. She would like to confirm the \$300K is part of the \$900K ask. Everything that she has been told is that they need to find the \$900K and that includes using \$300K of the fund already. In turn, the assumption being discussed would make it \$1.2M. In regard to a joint meeting, Ms. Nuccio believes the best first step would be for the Board to send the Council clarifying questions. The Town Manager has asked for a month to prepare and put forth a budget proposal with a two week check in. If the Board is going to ask if something can be used from the fund, the Council cannot address this until it has a full analysis from Ms. Hancock that shows the full review of expenditures, the review of revenues, and the shortfall. The Council will not be able to commit to anything before a full analysis is in front of the Council. If the Board sends clarifying questions the Council will answer them to help facilitate the Board's discussions but will not be able to commit until the financial analysis is available.

Fisher Thompson, 533 Buff Cap Road, commented as the Student Representative to the Board. He noted that it would be "morally repugnant" for him not to speak for the students of Tolland Public Schools and said that they must consider utilizing the ERF and renegotiating contracts will hurt students more in the long run with a 0% budget. This is the rainy day the rainy day fund is for. They need to examine the likelihood of social distancing and use of PPE into the fall and winter and contemplate what budgetary shortfalls will arise. He expects to see an increase in

the use of technology in the virtual classroom necessitating conscious economic decisions. Given the pandemic safety and security is of paramount importance but they must fund for the students in Tolland so the next generation of essential workers can do their essential work.

Liz Costa, 54 Josiah Lane, commented that she appreciates Ms. Lundgren's leadership and Ms. Costa sent an e-mail that she would like reviewed. Dr. Willett put together a comprehensive and thoughtful proposal in less than 24 hours and the Board owes it to the Town Council, the Board, the students, and the people of Tolland to look at the 1% fund and maybe 2% fund and ask for concessions for a one time use of it. She is pleased to learn of the extra days off. Students are tired and in the older grades see school as "one big homework assignment" and Ms. Costa asked Dr. Willett to consider asking the administration not to give students any homework that weekend. She also asked that the Board put something together for Teacher Appreciation Day.

Colleen Yudichak, 12 Blueberry Hill, commended Dr. Willett on the proposal and Ms. Lundgren on her leadership. Ms. Yudichak is appreciative for the days off. It is a stressful time but the teachers, paraprofessionals, and school nurses have been amazing. In regard to the budget situation it is a tough decision. She was part of the 2017 "mess" and the Town Council did not want to work with them.

Steve Jones, 514 Old Stafford Road, thanked Dr. Willett for his work on the proposed plan. In regard to the concessions discussion, he did not think of think of the stigmatization of a "no" in the community and he feels remorseful and short-sighted for his thoughts on this. The teachers are going through a lot and he did not consider the ramifications. He encouraged the Board to keep up the good work.

Adam Bender thanked the Board and Dr. Willett for their time and effort. Mr. Bender knows it has been a struggle and the Board is working hard to respond. He feels that asking teachers to give up their raises is passing the tax increase that the Town Council is worried about on to the teachers. The rainy day fund is to help preserve the standards of education and the town standard of living. At this level of a pandemic what more of an emergency could be asked for in order to touch that money? Years have been spent building the Tolland education system as a destination and he feels that is somewhat being destroyed now that some residents have moved to retirement age and their kids are not in the system. They reaped the benefits of that and now it is being destroyed. Mr. Bender hopes they can persevere and keep Tolland an education destination and keep housing prices up and have a healthy community.

E. ADJOURNMENT

Mr. Marie motioned to adjourn the meeting 10:00 p.m.

Ms. Howard-Bender seconded the motion.

A roll call vote was taken. Motion passed unanimously

Respectfully submitted,

Lisa Pascuzzi
Clerk

TO: Board of Education

H.1

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

RE: Monthly Financial Report for April 2020

Date: May 6, 2020

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

Please find attached the financial report for the FY 2019-2020 fiscal year. The month of April 2020 is the 10th month of the 2019-2020 fiscal year. The attached report is only a temporary financial snapshot identifying tenth month of the 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, 10 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, Instructional supplies, unemployment compensation, equipment/computers, textbooks, professional services etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance of \$1,030,366 will continued to be converted into encumbrances or expenditures over the remaining months.

The attached April 2020 financial report shows an available balance of \$1,030,366 or 2.58% of the BOE's current budget. As previously stated, this amount will be reduced over the next couple of months. It is extremely important to understand that this available balance is somewhat normal occurrence considering the worldwide COVID19 pandemic. Currently, the timing of budget spending for student needs and expense patterns are cyclical in nature. Items like, health Insurance is 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. Accounts like substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

Considering the worldwide pandemic, the current school budget will be impacted both positively and negatively. Currently the Federal Govt, State Govt, Local Govt are all working to shake out the current and long-term impact of the virus on our budgets. Most of the financial world has been rocked by the devastation of this virus. Since the Federal Govt has signed a Stimulus CARES Act into place for an unprecedented \$2.2 Trillion dollars, the trickle-down impact and relief that we in Tolland will feel is still unknown. Since the virus continues to impact operations, all preventative measures will also remain in place. The continued impact from this virus will change how we track, spend, monitor, and educate our students. Spending in the last months of the school year could be altered based on COVID 19, the needs of students along with operational needs of the district. The situation is fluid and changes are based on health guidelines, government closure or reopening directions and the safety of the community.

It is still not clear what guidance the State Dept of Education will issue as we approach the end of the year. The funding aspects of our budget such as ECS funds, Excess Cost funds, PTP funds, Food Service revenues, Federal and State Grants are still changing and are all subject to availability and distribution of funds. There should be some BOE funds unspent and available on June 30, 2020. Currently, we do not know the amount of those funds or the true impact on the school budget. When the scenario's change, so does the availability of funds. The Superintendent will distribute that information when it becomes available.

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 state approved educational reserve threshold has increased to 2%. The district received the first excess cost payment in February 2020 from the state. The school district received \$723,223. These funds are used to offset Special Education tuition and transportation costs. The second payment is due in May 2020. The amount of the second payment has not been finalized by the SDE.

On February 12, 2020 the BOE voted and approved a school budget of \$40,590,408. The Budget was then forwarded to the town.

Tolland Public Schools

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

From Date: 4/1/2020

To Date: 4/30/2020

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	\$1,769,376.91	\$17,134,501.72	\$5,248,805.37	\$4,998,044.84	\$250,760.53	1.12%
0100.0000.120.00.000.1	Substitutes	\$437,670.00	\$4,851.29	\$249,330.37	\$188,339.63	\$0.00	\$188,339.63	43.03%
0100.0000.130.00.000.1	Overtime	\$176,358.00	\$15,288.55	\$193,633.26	(\$17,275.26)	\$81.22	(\$17,356.48)	-9.84%
0100.0000.150.00.000.1	Stipends	\$346,129.94	\$36,787.84	\$272,790.78	\$73,339.16	\$36,560.17	\$36,778.99	10.63%
0100.0000.190.00.000.1	Pension/Severance	\$195,561.00	\$0.00	\$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	(\$6,000.00)	\$526,760.78	\$40,989.22	\$0.00	\$40,989.22	7.22%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,851,629.94	\$369,769.88	\$4,056,004.77	\$795,625.17	\$674,367.07	\$121,258.10	2.50%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$693,223.97	\$49,486.89	\$486,536.56	\$206,687.41	\$123,214.31	\$83,473.10	12.04%
0100.0000.240.00.000.1	Retirement (ICMA)	\$251,884.43	\$20,020.44	\$197,060.21	\$54,824.22	\$43,979.87	\$10,844.35	4.31%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$20,000.00	\$13.75	\$19,040.00	\$960.00	\$0.00	\$960.00	4.80%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$3,607.45	\$29,201.00	\$27,480.00	\$3,449.00	\$24,031.00	42.40%
0100.0000.270.00.000.1	Workers' Compensation	\$265,612.00	\$0.00	\$270,463.00	(\$4,851.00)	\$0.00	(\$4,851.00)	-1.83%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$48,675.50	\$0.00	\$24,584.61	\$24,090.89	\$0.00	\$24,090.89	49.49%
0100.0000.310.00.000.1	Benefits Consultant Services	\$57,000.00	\$0.00	\$47,168.34	\$9,831.66	\$52,248.40	(\$42,416.74)	-74.42%
0100.0000.320.00.000.1	Prof Educ Svcs	\$239,271.00	\$25,003.63	\$163,881.54	\$75,389.46	\$113,115.28	(\$37,725.82)	-15.77%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$510.00	\$12,005.26	\$22,476.74	\$2,287.80	\$20,188.94	58.55%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$153,343.00	\$7,560.07	\$173,550.99	(\$20,207.99)	\$20,970.16	(\$41,178.15)	-26.85%
0100.0000.350.00.000.1	Tech Services	\$502,876.00	\$26,215.20	\$434,212.38	\$68,663.62	\$76,743.98	(\$8,080.36)	-1.61%
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	\$5,621.12	\$55,788.70	\$79,291.30	\$44,625.24	\$34,666.06	25.66%
0100.0000.430.00.000.1	Repair and Maint Servs (Facili	\$259,450.00	\$6,777.59	\$90,498.13	\$168,951.87	\$70,710.42	\$98,241.45	37.87%
0100.0000.440.00.000.1	Rentals	\$165,256.00	\$13,096.14	\$131,048.37	\$34,207.63	\$44,211.18	(\$10,003.55)	-6.05%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,862,041.00	\$38,193.44	\$1,807,391.26	\$1,054,649.74	\$924,849.33	\$129,800.41	4.54%
0100.0000.520.00.000.1	Property/Liability Insurance	\$202,427.10	\$0.00	\$196,083.51	\$6,343.59	\$0.00	\$6,343.59	3.13%
0100.0000.530.00.000.1	Telephone/ Postage	\$57,905.00	\$4,508.19	\$48,217.97	\$9,687.03	\$12,540.90	(\$2,853.87)	-4.93%
0100.0000.540.00.000.1	Advertising	\$18,000.00	\$3,296.00	\$13,730.47	\$4,269.53	\$0.00	\$4,269.53	23.72%
0100.0000.550.00.000.1	Printing and Binding	\$18,405.00	\$3,269.59	\$9,119.31	\$9,285.69	\$3,396.53	\$5,889.16	32.00%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,163,282.00	\$168,053.52	\$1,525,761.35	\$637,520.65	\$799,910.22	(\$162,389.57)	-7.51%
0100.0000.580.00.000.1	Travel and Conference	\$33,942.00	\$325.20	\$45,878.36	(\$11,936.36)	\$12,474.98	(\$24,411.34)	-71.92%
0100.0000.590.00.000.1	Public Officers & State Troope	\$92,994.00	\$4,743.46	\$43,840.13	\$49,153.87	\$35,069.37	\$14,084.50	15.15%
0100.0000.600.00.000.1	General Supplies	\$191,452.00	\$6,689.56	\$62,408.17	\$129,043.83	\$104,264.93	\$24,778.90	12.94%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$367,242.00	\$10,847.71	\$235,110.81	\$132,131.19	\$72,465.60	\$59,665.59	16.25%
0100.0000.620.00.000.1	Energy	\$1,621,810.00	\$16,192.71	\$1,533,325.07	\$88,484.93	\$85,750.93	\$2,734.00	0.17%
0100.0000.640.00.000.1	Textbooks	\$127,861.70	\$11,120.40	\$73,206.11	\$54,655.59	\$14,179.21	\$40,476.38	31.66%
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	\$468.50	\$53,391.10	\$28,286.62	\$321.08	\$27,965.54	34.24%
0100.0000.690.00.000.1	Misc Supplies	\$55,286.00	\$0.00	\$18,234.43	\$37,051.57	\$12,206.63	\$24,844.94	44.94%
0100.0000.730.00.000.1	Equip Instruct - New	\$150,208.00	\$5,453.10	\$89,051.77	\$61,156.23	\$10,966.21	\$50,190.02	33.41%
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	\$5,484.74	\$53,366.83	(\$437.83)	\$1,069.25	(\$1,507.08)	-2.85%
	Grand Total:	\$39,975,605.39	\$2,626,632.87	\$30,452,193.39	\$9,523,412.00	\$8,493,045.11	\$1,030,366.89	2.58%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: BOE Goal Setting Update

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: May 13, 2020

ITEM SUMMARY:

CABE has been contacted and confirmed to work with the Board of Education on goal setting.

Goal setting will have three main components:

- Step 1: Priming Session (Virtual meeting) – Superintendent Presentation: history of goals, work on Portrait of a Graduate, and current vision mission (about 1 hour). Nick Caruso in attendance.
 - **Suggested date: June 24, 2020 (during BOE meeting 7:30 – 9:00 PM)**
- Step 2: Goal building session one with Nick Caruso - working within the parameters of whatever social distancing guidelines are in place at this time for BOE and public participation (in person meeting if possible, virtual meeting if not).
 - **Suggested date: July 8, 2020 or July 22, 2020 [during BOE meeting 7:30 – 9:00 PM]**
- Step 3: Resolution of BOE goals - working within the parameters of whatever social distancing guidelines are in place at this time for BOE and public participation (in person meeting if possible, virtual meeting if not).
 - **Suggested date: August 12, 2020 or August 26, 2020 [during BOE meeting 7:30 – 9:00 PM]**

FINANCIAL SUMMARY:

Included in CABE membership cost.

BOARD ATTORNEY REVIEW:

NA

BOE ACTION DESIRED:

Selection/Confirmation of dates for July and August sessions.

SUPPORTING MATERIALS ATTACHED:

None.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Last Day of School

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: May 13, 2020

ITEM SUMMARY:

Under Executive Order Number 7 and 7E (7E below, executed March 17, 2020).

Waiver of 180-Day School Year. The provisions of Sections 10-15 and 10-16, and any associated regulations, rules, and policies regarding the requirement for 180 days of school per year and certain hours of schoolwork are modified to allow all public schools, upon reopening in the spring 2020, to close school on their normally scheduled end-dates, so long as local and regional boards of education provide opportunities for continuity of education to all students, to the greatest extent possible, and consistent with federal and state guidance. This order modifies my previous Executive Order No. 7 issued on March 12, 2020, as a result of evolving circumstances, including my Executive Order No. 7C issued March 15, 2020, which cancelled classes in all Connecticut schools from March 17, 2020 until at least March 31, 2020, and the potential impact on schools that may be subject to longer-term cancellations of in-school classes.

Tolland Public Schools last day for *students* is Thursday June 18, 2020.

Tolland Public Schools last day for *teachers* is Friday June 19, 2020.

FINANCIAL SUMMARY:

NA

BOARD ATTORNEY REVIEW:

Relevant Executive Orders Considered.

BOE ACTION DESIRED:

No modification of calendar needed.

SUPPORTING MATERIALS ATTACHED:

None.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Policy 5010-Student Attendance and Truancy (First Reading)

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: May 13, 2020

ITEM SUMMARY:

Policy 5010 updated to match legal advisement.

Italics in the attached document constitute *added* language.

~~Strikeout~~ in the attached document constitutes removed language.

Updates relevant research and addition of chronic absenteeism.

Once approved, the new regulation will be finalized and shared.

FINANCIAL SUMMARY:

NA

BOARD ATTORNEY REVIEW:

Updated as legally advised.

BOE ACTION DESIRED:

When ready:

Motion to move to action item ____.

First, Second, Discussion, Vote.

Motion to approve changes to policy 5010 as presented in the Board of Education meeting of (date).

SUPPORTING MATERIALS ATTACHED:

Policy 5010 – Student Attendance and Truancy Draft

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Student Attendance and Truancy

Number: 5010
Students

~~Approved: 2/28/01~~
~~Revised: 4/28/10~~
~~Revised: 12/14/11~~
~~Revised: 6/26/13~~
Revised: 5/13/2020

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education (*the "Board"*), through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board takes seriously the issue of chronic absenteeism. To address this issue, the Board, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

Connecticut General Statutes §10-220
Connecticut General Statutes §10-184
Connecticut General Statutes § 10-186
Connecticut General Statutes §10-198a
Connecticut General Statutes § 10-198b
Connecticut General Statutes § 10-198c
Connecticut General Statutes § 10-198d
Connecticut General Statutes § 10-198e

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

~~Connecticut State Department of Education Circular Letter C-2, Utilizing Local Support Resources Prior to Referral of Students for Family With Service Needs (August 4, 2009)~~

Connecticut State Board of Education Memorandum, Definitions of Excused and Unexcused Absences (June 27, 2012)

Connecticut State Department of Education, Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention (April 2013)

Connecticut State Department of Education, Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts (April 2017)

Connecticut State Department of Education Memorandum, Youth Service Bureau Referral for Truancy and Defiance of School Rules (February 22, 2018)

Connecticut State Department of Education, Youth Service Bureau Referral Guide (February 2018)

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Superintendent Evaluation Update

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: May 13, 2020

ITEM SUMMARY:

REPOSTED FROM APRIL 2020 MEETING:

I respectfully provide this reminder of the Superintendent of Schools annual evaluation process. The evaluation must occur no later than May 31st of each year with a written copy provided to the Superintendent no later than June 30th of each year of the agreement. The Superintendent may then provide a written reaction or response to the evaluation, which shall become a permanent attachment to the Superintendent's personal file. No later than July 31st of each year of the agreement, the Board in executive session shall meet with the Superintendent to discuss the evaluation.

UPDATE:

Waiver of timeline (mutual agreement for the 2019-2020 year only):

The evaluation must occur no later than July 31st of the 2019-2020 year with a written copy provided to the Superintendent no later than August 14th of the 2019-2020 year of the agreement. The Superintendent may then provide a written reaction or response to the evaluation, which shall become a permanent attachment to the Superintendent's personal file. No later than August 26th of the 2019-2020 year of the agreement, the Board in executive session shall meet with the Superintendent to discuss the evaluation.

FINANCIAL SUMMARY:

NA

BOARD ATTORNEY REVIEW:

N/A – Part of annual evaluation process/contract

BOE ACTION DESIRED:

Motion to waive the Superintendent Evaluation timeline if mutually agreed by the Superintendent of Schools to the timeline identified in this agenda item (H6) of the May 13, 2020 meeting of the Board of Education.

SUPPORTING MATERIALS ATTACHED:

Additional to be reviewed in the meeting

TOWN COUNCIL MINUTES
SPECIAL MEETING
ZOOM REMOTE MEETING
MAY 4, 2020 – 6:30 P.M.

RECEIVED FOR RECORD
TOLLAND, CT
2020 MAY -5 AM 9:40
Sheila To Bailey

Council Members Present: Brenda Falusi, Steven Jones, Lou Luba, Tammy Nuccio, John Reagan, Kurt Schenher, Cassandra York

Council Members Absent: None

Others Present: Michael Rosen, Town Manager

1) **Call to Order:** The meeting was called to order at 6:35 PM.

2) **New Business:**

Consideration of a resolution to extend Tolland's Declaration of Public Health and Civil Preparedness until *a date to be determined*, unless rescinded earlier by action of the Town Council.

S. Jones motioned to authorize the following resolution:

BE IT RESOLVED that the Town Council hereby extend Tolland's Declaration of Public Health and Civil Preparedness until rescinded by action of the Town Council to conform to guidance provided by the governor of the State of Connecticut.

L. Luba seconded the motion. All in favor. Motion passes.

3) **Adjournment:** S. Jones and B. Falusi motioned to adjourn at 6:40 PM.

Tammy Nuccio, Chair