

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
October 10, 2018

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.

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

Special Meeting – September 25, 2018
Regular Meeting – September 26, 2018

C. 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.

D. CORRESPONDENCE

E. POINTS OF INFORMATION

F. STUDENT REPRESENTATIVES' REPORT – Fischer Thompson and Summer Zahid

G. SUPERINTENDENT'S REPORT

- G.1 Monthly Financial Report
- G.2 Capital Budget Request FY20 - FY24 and Project Update
- G.3. 1T1 Technology Information and Capital Draft Proposal
- G.4 EOY FY 18 Summary Update

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

K. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

L. POINTS OF INFORMATION

Town Council Meeting – September 25, 2018

M. FUTURE

N. NEW BUSINESS

O. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center
Council Chambers
Tolland, CT 06084

SPECIAL MEETING – September 25, 2018

Members Present: Ms. Colleen Yudichak, Chair; Ms. Karen Moran, Vice Chair; Ms. Jane Pasini, Ms. Kate Howard-Bender, Ms. Christina Plourd, and Mr. Sam Adlerstein

Members Absent: Mr. Bob Pagoni, Ms. Michelle Harrold, Mr. Jeff Schroeder

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER

B. TOWN PRESENTATION OF REVISED BUDGET PROJECTIONS FOR FY 19/20 AND FY 20/21

Mr. Werbner explained that the document was requested in the backdrop of trying to provide some information on where the Town may be over the next two years in terms of its budget situation in light of what continues to be a difficult situation at the State level which is still estimated to have a \$5B deficit over the next two years which may have an impact on local revenues. Estimates for some of the numbers in regard to State aid, particularly ECS, were taken from information provided by Katie Roy who runs a program that specializes in the ECS formula. The current ten year schedule starts with a base of \$9,298,501 (2018) and ends with \$6,849,801 (2028).

Mr. Werbner reviewed the document, "Town of Tolland – Budgetary Projections & Overview for FY 2019-20 and FY 2020-21".

Highlights included the following:

- FY 2019-20 estimated revenue loss
 - \$482,652 estimated loss in State and other revenue sources
 - \$490,000 reduction in use of fund balance to offset the budget
 - Total loss in revenue sources = \$972,652
- FY 2019-20 Revenue assumptions
 - Reduction to ECS by \$320,653 each year; anticipated 10 year loss is \$2,448,700
- FY 2020-21 estimated revenue loss
 - \$329,653 total loss in State and other revenue sources
 - At the FY 19-20 mill rate of 36.34 the impact of the revaluation reduction in the Grand List would result in a loss in the amount of taxable revenue of approximately \$530,289
- FY 2020-21 Revenue assumptions
 - The majority are the same as used for FY2019-20
- Assessor's grand list assumptions for 2018 and 2019
 - 2018 – anticipated .07% growth overall
 - 2019 – anticipated 1.15% loss overall based on revaluation results
 - The top 4% of homes will likely drop in value by 10-15% which is an approximate loss in taxes between \$362,500 and \$400,000

- Consideration has been given to: the inventory of available homes, the change in the federal tax code (property tax deduction capped at \$10,000), crumbling foundation issues
- 2019 Grand list revaluation year
 - At the FY 2019-20 mill rate of 36.34, the impact of the revaluation reduction in the Grand List would result in a loss in the amount of taxable revenue of approximately \$530,289
 - This would require an increase in the FY 2020-21 mill rate by .42 mills or 1.16%
- Major expenditure drivers
 - Vernon WPCA (3 items)
 - Union contracts coming due
 - Health Insurance
 - Refuse & Recycling
- Summary of expenditure drivers
 - FY 19-20 \$356,835 plus sewer cost:
 - Capital 50% sewer \$116,426
 - Total \$473,261
 - Capital 100% sewer \$175,696
 - Total \$532,531
 - FY 20-21 \$287,191 plus sewer cost:
 - Capital 50% sewer \$14,234
 - Total \$301,425
 - Capital 100% sewer \$73,454
 - Total \$360,645
- Percentage increase based on expenditure driver increases
 - FY 19-20 results in a 2.99% increase in expenditures (Town Operating Budget and both Town and BOE utilities)
 - FY 20-21 results in a 2.34% increase in expenditures (Town Operating Budget and both Town and BOE utilities)
- Trend analysis review

	Increase in expenditures (Town and BOE)	Tax Increase 50% sewer debt	Tax Increase 100% sewer debt
FY 19-20	0%	2.51%	2.66%
	1%	3.69%	3.83%
	2%	4.86%	5.00%
	3%	6.00%	6.14%

Mr. Werbner presented exercises which the Town Council may opt to consider that would allow them to examine programs and the associated numbers. A discussion took place and the Town Council will identify areas where it would like further and updated information, particularly on higher level programs and their impact.

C. DISCUSSION REGARDING BUDGET: TOWN COUNCIL/BOARD OF EDUCATION
(7:52 PM)

Mr. Adlerstein inquired if Mr. Werbner was presenting the worst case scenario. Mr. Werbner responded that in terms of an estimate of all state revenue being eliminated other than ECS he would say it could not be any worse. The Town does not receive much other funding so the worst case scenario would be a difference of approximately \$100,000 so a couple hundred thousand dollars could be added. Four scenarios were presented to provide high level guidance to the Town Council. Over time, all of the numbers may change.

Mr. Adlerstein inquired about the \$490K reduction in the use of the Fund Balance. Mr. Werbner explained that this year approximately \$690K as a revenue source from fund balance was budgeted for police services. Traditionally, this number is about \$200K - \$250K. The recommendation was to return to that level. The data presented was calculated by Ms. Hancock who went by the GAAP basis which what auditors and financial people primarily use and can provide further information if needed. (2017-18 estimated actual unassigned fund balance as a percentage of GAAP expenditures is 18.44% (\$11,678,424) to 10.52% (\$6,930,353) after FY 20-21).

Mr. Eccles explained that he would like this evening's discussion not to be about specific numbers but how the Town Council and BOE may be able to balance the numbers with how they would like the Town to look. Mr. Skoczulek added that the goal is to have everyone on the same page as early as possible and he would like to have a high level reaction from the BOE so they may be closer to being on the same page from the outset of the budget discussions.

Mr. Adlerstein explained that in regard to the process, they aim to preserve and enhance the quality of services and finding cost savings by way of special education programs and continuing to focus on the lighthouse model and finding opportunities. It is a long process and he worries that seeing the numbers presented will have people focusing on a bleak picture rather than inspiring them. He would like to see everyone consider what level of service will inspire people to want to live and stay in Town and then figure out how it can be done financially.

Ms. Moran commented that the POCD commission is thinking creatively and she would like others to do the same. What people make Tolland is what may attract people to live in the apartments discussed at the POCD meeting and further make them want to buy a home in Town. A big part of Tolland is the education system and as the BOE they want to enhance this.

Ms. Howard-Bender explained that she has two children and intends to stay in Town after retirement. She does not want her children to graduate from high school and say that they are grateful to the Town for paying for their education. While she wants them to feel that way, she does not want it to be so much in the consciousness that it would be in a graduation speech as it was at the most recent graduation.

Ms. Yudichak explained that the Board does not yet know all of the needs. The information will not be available until Dr. Willett presents the numbers.

Mr. Skoczulek commented that one item they need to think about is how to marry the fiduciary anxiety of the Town Council with the visionary goals of the BOE. Mr. Adlerstein responded that the BOE has fiduciary responsibility and is aware of the situation.

Mr. Eccles commented that the Town Council has been discussing the capital budget and 5 year plans. They are trying to set things on a trajectory, albeit a shallow one, to have a long term decrease in capital expenditures given the projection of losing \$2.5M in ECS funds. It would be irresponsible of the Town Council and the Board to continue to spend as-is and let the future Town Council and Board deal with it at a later time.

In regard to the ECS reduction, Mr. Adlerstein commented that last year at this time they thought they were going to have an \$8M reduction. The BOE passed a resolution not to cut ECS all in one year and lobbied to ask the state to spread it over 10 years and other boards did so as well. Mr. Adlerstein noted that a response he got from some towns was that the reason Tolland is losing ECS funds is because the grant had been capped and during the time Tolland grew and in turn it benefitted. Other towns which would be receiving money did not want to see it spread out over 10 years. Mr. Adlerstein explained that while Tolland is losing, it is really just being adjusted to the level the Town became during the timeframe the grant was capped.

Ms. Howard-Bender added that the LEAP program is mitigating costs significantly and she wonders how close the numbers would be if compared to the reduction in ECS.

Ms. Plourd commented that last year the Board had a lot of money left over at the end of the year. They will review the efficiencies, sustainable cost savings, and cuts from the schools and what needs improvement and to be put back.

Mr. Adlerstein commented that last year was devastating with the assumption of an \$8M reduction and he sees that the Board will be in recovery mode from this situation for at least another year.

Mr. Reagan noted that everyone wants Tolland to look a certain way but based on the numbers presented, he does not think "bleak" is far from the truth. From his perspective, what they want and can really have are two different things. He has students in the schools and wants to see them do well but at the same times does not want a 6% tax increase.

Ms. Nuccio explained that she recommended this session at the last meeting. The sooner the discussion can start the better. She would like the BOE to present a similar breakdown of the numbers as was presented by Mr. Werbner and indicate if items such as the special education savings are sustainable and will some of that money be used to help bring students back to Tolland? How will those funds be spent and how do the next few years look? One has to understand the numbers and their impact. She does not want to be put in a position where the Town Council has to present a number to the Board and say it has to be met. The Town Council understands that the preliminary numbers presented by the Board may change. Mr. Skoczulek added that he would like to see a list of items that would be needed to get back to the level where the schools were prior to last year's situation.

Mr. Adlerstein recommended that the Board set the level of quality it would like to attain and then work together on what has to be done to get there. Mr. Eccles commented that he would like to see the schools recover to where they were prior to last year's budget situation.

Ms. Moran noted the upcoming community budget workshop dates and invited/recommended that Town Council members attend: December 19th, January 7th, and January 16th.

Dr. Willett explained that he has an idea of the numbers already in mind and can provide this data in an abbreviated format. He will base it on his experience and what he believes would be best but it will be the result of a truncated process and he expressed trepidation about doing so before there is an opportunity for input from the public as this has value but he understands the reasoning for the request. He added however that the opportunity cost is that if one gets into people's minds the worst case scenario then decisions may be made vis-a-vis such a scenario so if a better one occurs, the mechanisms may already be in process.

Ms. Falusi would like the workshops to continue and sees them as a valuable tool. She likes to see how the budget takes shape and the process addresses the needs of the parents and students.

Mr. Adlerstein likes the idea of Dr. Willett putting together a straw man and does not believe it would take away from the workshops but could add to them. That said, he does not want to see the straw man torn apart but added that everyone should have questions.

Ms. Moran commented that when items such as parks and facilities are discussed and the manpower it takes for upkeep of fields etc., she wanted to ensure that the Town Council members are aware of the contributions made to such items by volunteers in the community.

A brief discussion of the impact of the revaluation reduction in the Grand List would result in a loss in the amount of taxable revenue of approximately \$530,289 took place. It was clarified that the decrease in the revaluation would be experienced by those who own the top 4% of homes as those homes reevaluations would be lower. All others will have a flat revaluation but see an increase in taxes to make up for the loss on the top 4%.

D. ADJOURNMENT
8:45PM

Respectfully submitted,
Lisa Pascuzzi
Clerk

Note: Please see September 25, 2018 Town Council minutes for additional information.

TOLLAND BOARD OF EDUCATION

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REGULAR MEETING – September 26, 2018

Members Present: Ms. Colleen Yudichak, Chair; Ms. Karen Moran, Vice Chair; Ms. Jane Pasini, Ms. Kate Howard-Bender, Ms. Christina Plourd, and Mr. Sam Adlerstein

Members Absent: Ms. Michelle Harrold, Mr. Jeff Schroeder, Mr. Bob Pagoni

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Yudichak called the meeting to order at 7:30PM. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES

- Regular Meeting – September 12, 2018

Ms. Moran motioned to approve the minutes of the September 12th Regular Meeting.

Ms. Pasini seconded the motion. Changes: none. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Tammy Nuccio, 71 Weber Road, commented that about a month ago there was a conversation online where some parents expressed frustration with the half days on Fridays. Ms. Nuccio is a liaison for the Recreation Advisory Board and last month spoke with a representative to inquire if a program could be set up to assist the parents. She learned that they just instituted a program for grades 3-8 where students may go to the recreation center on the Friday half days for a nominal fee. The students from TIS walk to the center while a bus from TMS drops them off but there is a transportation issue in regard to students at Birch Grove in that there isn't a bus. Ms. Nuccio inquired if perhaps the Board could come up with a solution to address this to help facilitate transportation to assist the parents.

D. CORRESPONDENCE - none

E. POINTS OF INFORMATION

Dr. Willett addressed Ms. Nuccio's inquiry. He will look to see if they can set up a bus to transport students from Birch Grove to TIS so they too may be able to go to the center on such days. He has heard of other districts doing this and it is a great option.

F. STUDENT REPRESENTATIVES' REPORT – Fischer Thompson

- THS Welcome Back Dance was a success
- Fall sports are in full swing
- Celebrate Tolland was well attended and many Student Council members volunteered at the event
- The THS Open House was well attended
- PSAT will be held on October 10th

G. SUPERINTENDENT'S REPORT

- G.1. Prevention Training and Technical Assistance Service Center – John Daviau (no enclosure)
Dr. Willett introduced Mr. John Daviau who will give a presentation on the Strategic Prevention Framework.

Mr. Daviau addressed the CT Association of the Prevention of Professionals presentation. He understands that there were some questions and addressed those as well as provided updated information as listed below. (Information is from the National Survey on Drug Use and Health)

- In Colorado, there has been a small decrease in the use of marijuana among youth. Colorado is no longer the state with the highest rate of youth marijuana use but is higher than the national average.
- In Connecticut, the rate of youth marijuana use is much lower and is stable over time.
- In Colorado, marijuana related suspensions and expulsions have continued to increase through the period of commercialization of medical marijuana and legalization of retail sales. Sixty three percent of suspensions and expulsions had some involvement of marijuana.

The floor was opened to the public for comment.

- Public – a parent commented that her son will not go to bathroom sometimes due to students using in the facility and inquired what the school is doing to protect students and help them deal with the situation.
- Public – a member of the public clarified that the discussion was about prescription sales, not retail sales.
 - Mr. Daviau explained that there are two issues. The first is that the Town is facing zoning laws about having a medical marijuana dispensary in the community. The second is that in the CT Legislature there has been a bill for four years trying to legalize retail sales of cannabis. He added that in last year's bill, the medical marijuana dispensaries would be the first line of retail stores once the law passes. He did not know if this is in the current bill.
- Public – confirmed that the legal age to obtain marijuana will be 21.
 - Mr. Daviau confirmed the legal age will be 21 but with any addiction-based industry, the only way to increase or sustain profitability is to attract younger users.
- Public – a comment was made that it is easier for students in high school and college to get pot than it is to get alcohol and it is cheaper.

Mr. Adlerstein inquired of Dr. Willett what is being done regarding students who are afraid to go in the bathrooms because others are in them potentially vaping. Dr. Willett explained that they have an SRO, school monitors, and cameras. Staff listens for it and does checks as well. While they are usually able to catch students who are doing this, vaping is a problem and they do not have complete control over it. Posters with messaging to help students understand the impact of vaping have been put up in strategic areas as well. Dr. Willett explained that the vaping devices are easy to access and look like USB drives so they can be difficult to detect. He added that the high school administration is doing a great job and the best they can but they are unable to stop 100% of use.

- Public – an inquiry was made if there could be monitors in the bathrooms as the speaker has heard that students will walk in to use the bathroom and if they suspect there is drug use will walk out and not use the bathroom all day out of fear. *Dr. Willett explained that assigning people to monitor bathrooms would mean hiring them and he does not believe it is a good use of tax dollars. Additionally, in some districts the elderly volunteer but in general is has not been tremendously effective. Dr. Willett noted that they need to find a way to help students be resilient so if they see someone vaping they should tell the staff, and go to another bathroom. He does not feel that students' welfare is in danger with the situation or it would be addressed differently. This is an age-old problem in a different from as it is like smoking was in the past.*
- Public – an inquiry was made regarding what the repercussions are for students who are caught. *Dr. Willett explained that there are disciplinary ramifications for cutting class to vape and could inquire with the Principal regarding the specifics. While it could start with an office detention, situations can have different circumstances requiring different ramifications.*

Mr. Fischer commented that he enters bathrooms at THS and smells mango. He knows what is going on and as a student perhaps knows what goes on in the school better than the administration. He understands the fear associated with walking into a bathroom where vaping is going on and leaves one with the question as to whether he/she should tell a staff member. Classrooms have sign in/out sheets but some teachers do not use them. Repercussions are listed in the student handbook and Mr. Fischer believes it is more beneficial to explain the health risks rather than how one will be punished. This way, it is up to the student to make the choice.

Ms. Plourd inquired if the drug sniffing dogs will be going to THS. It was noted that this is not something that has been decided.

A short video from the site www.preventiontrainingcenter.org was shown.

Mr. Daviau explained that the Strategic Prevention Framework is a public health model designed specifically for substance abuse prevention. It assesses the problem, builds capacity to address the problem, creates a plan, implements the plan, and evaluates the plan.

Mr. Daviau reviewed the Strategic Prevention Framework presentation (available at www.preventiontrainingcenter.org - if one registers and enters Tolland for the coalition area, Mr. Daviau will approve the account)

Topics included the following:

- Definitions of the steps of the Strategic Prevention Framework
- Outcome-based Prevention
- Consumption Patterns and Consequences
- The Strategic Prevention Framework
- Population-level Change
- Prevention Across the Lifespan

- Data-Driven Decision-Making
- Cultural Competence
- Sustainability
- Community Based Prevention Efforts in Connecticut (about ½ of the communities in CT are using the Strategic Prevention Framework)
- The 12 Community Sectors
- What Are Tolland's Next Steps?
- Who Can Help Tolland?

Mr. Adlerstein inquired about specific successes.

Mr. Daviau explained that underage drinking has been dropping for quite some time and it has been in a greater rate in some communities with the Strategic Prevention Framework. A number of years ago a federal grant was made available to 20 communities and there was a benchmark so that if underage drinking was reduced by a particular percentage, extra funds would be made available. The targets were exceeded and all of the communities received portions of the funds. He is also familiar with communities who are at the implementation step of the plan with active involvement that have been qualitatively successful.

Ms. Moran inquired Mr. Daviau's could explain some of the greatest obstacles.

Mr. Daviau explained that sometimes it has to do with readiness and that at times there are segments of the community which are ready while others are not. Community leaders, such as Dr. Willett, need to be ready as he is. Readiness is measured by a scale from Colorado State University which labels steps including tolerance and denial. It also includes readiness to have a conversation, engage in a plan, commit to a plan, and a willingness to address the issue. Readiness may be assessed by the administration of surveys including youth surveys.

Dr. Willett noted that the ERASE survey, with the data used to develop programs to target concerns and guide appropriate responses, is administered at the same time of year every four years to provide validity and believes that part of the process would loop in adults as well.

The floor was opened to the public.

- Public – a resident commented that she grew up in Tolland, has raised three kids, and has seen many surveys. She inquired about the surveys' statistical accuracy and about the plan. As a parent, it is her job from day one to teach her kids what is bad for them and is unsure as to the goal of the discussion. *Mr. Daviau explained that the data identifies specific local conditions that contribute to substance abuse. For example, perception of risk regarding marijuana is very low and then they can address those conditions with a specific plan where the message is powerful.* Dr. Willett added that without community support there is a great chance of "band aid" solutions.
- Public – an inquiry was made as to if a committee could be a first step toward a solution. *Dr. Willett responded that it would be in that it could assist in getting information to parents.*

- Public – a recommendation was made that discussions with kids start earlier in the school system and it was noted that middle school is too late; further, bringing people in who have struggled with substance abuse is more impactful than surveys and lectures
- Public – a comment was made that there are a lot of strategic ways to approach situations but sometimes the budget gets in the way and they need to be able to count on funding and a community commitment
- Public – an inquiry was made if a committee could apply for grants for such programs; *Mr. Daviau explained this could be done but it was also noted that grant administration usually needs a staff person.*

G.2. 2019 BOE Meeting Dates

Dr. Willett reviewed attachment G.2.

Ms. Pasini motioned to move item G.2 to item J.1 for action. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

G.3. Educational Reserve Fund Request

Dr. Willett reviewed attachment G.3.

Dr. Willett noted that approximately \$46K is currently in the fund and identified two items of need.

- 28 computers and accessory items (\$11,418.40)
- Tennant Scrubber 650 (\$18,397)

This item was presented for its first reading and will be on the next agenda.

G.4. Follow up to 9-25-2018 TC/BOE Meetings

Ms. Yudichak explained that the Town Council would like information or a “gut check” on the Board’s proposed budget sooner than in the past. She added that the community budget workshops will still be held and inquired if the Board would like Dr. Willett to provide early information or if they should follow the Board’s traditional process.

Mr. Adlerstein explained that he did not believe it is much different in that they often begin by asking what the budget would be for level service albeit in this case for 2016/17 and that the Town Council was in agreement that the baseline would be for that fiscal year.

Dr. Willett explained that the earlier something is put together, the more assumptions need to be made. He reviewed the process which includes having the administration rank their needs. Depending on how soon a document is needed, Dr. Willett may have to make a best guess if he does not have time to gather the information. He could do an abbreviated version of the process, but it could not be done in the timeframe requested if it includes all of the traditional meetings. He added that input from the community workshops would also not be included and that the document will be slightly truncated as it is a balancing act. He will create reasonable timelines for three scenarios and present them at the next meeting.

Ms. Moran commented that the meeting was good with a robust conversation and open dialog. The Town Council members were cognizant that the district still needs to recover

from last year. Ms. Howard-Bender added that she liked the aspect of how people want Tolland to be as in a 1% town, a 2% town, etc.

A discussion took place and it was noted that the community workshops are a good opportunity to get an idea of the community's priorities for the budget. It is an open forum where questions may be asked and ideas challenged. The Board will consider adding an additional workshop in October or November.

H. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – next meeting October 1st to discuss the FY 2017/18 end of year budget

CABE – On the afternoon of November 15th in Mystic, CT, CABE will meet. The Board proposed a resolution to advocate against the legalization of marijuana with a highlight of the impact on children. CABE may or may not decide to adopt the resolution but the decision will be made at that session. The more Board members that are there, the greater advocacy can take place.

Communications – next meeting October 10th at 6PM

I. CHAIRPERSON'S REPORT - none

J. BOARD ACTION

J.1 2019 BOE Meeting Dates

Mr. Schroeder motioned to accept the proposed Board of Education meeting dates for 2019. Ms. Howard-Bender seconded the motion. A discussion took place regarding cancelling the meeting scheduled for December 25th. Ms. Howard-Bender motioned to modify the calendar and remove the meeting scheduled for December 25th. Ms. Moran seconded the motion. Ms. Plourd seconded the amended motion. All were in favor. Motion carried.

K. PUBLIC PARTICIPATION

Liz Costa, 54 Josiah Lane, asked that the Board keep the community workshops. They are valuable and allow people to understand what is going on in the schools. The Town Council wants information on a sooner timeline but when something is put together quickly it is never completely accurate and then the Board is held accountable. The Board should listen to the community and give Dr. Willett the timeline needed.

L. POINTS OF INFORMATION

- Town Council Special Meeting – September 11, 2018
- Town Council Meeting – September 11, 2018

M. FUTURE

- Strategic Prevention Framework
- Mental Health Services
- Budget

N. NEW BUSINESS - none

O. ADJOURNMENT

Mr. Schroeder motioned to adjourn the meeting at 9:17 P.M. Mr. Adlerstein 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

G.1

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

RE: Monthly Financial Report for September 2018

Date: October 3, 2018

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

Please find attached the financial report for the first quarter of the FY 2018-2019 fiscal year. The month of September 2018 is the third month of the 2018-2019 fiscal year. The attached report is only a financial snapshot identifying three months of activity. As with any financial report that is generated, not all purchase orders have been created, not all materials purchased and not all staff hired. This financial attachment provides 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, YTD expenses, encumbrances and available balances as generated through the financial software.

Line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, utilities, tuition, transportation, textbooks, professional services etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance has been reduced by \$6.958 million from last month. As the year continues to progress, the available balance will rapidly be converted to encumbrances or expenditures.

The attached September 2018 financial report shows an available balance of \$2,836,502 or 7.16% of the BOE's current budget. As previously stated, the available balance will be reduced in the next several months. This available balance is a normal occurrence. Currently the timing of budget spending, needs of the students and expense patterns are cyclical in nature. Health Insurances should be fully booked as more staff are hired, substitute expenses start in September, special education student tuitions will be paid each month, transportation routes have not been fully booked or adjusted, 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 such as substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

As part of the UISF agreement, the BOE has transferred the designated 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 UISF reserve account.

In a typical year, the budget is built 18-20 months from implementation, based on the best known 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 FY18-19 was approved for \$39,642,607. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. Any balances as in the past may be returned to the town or the BOE can request it be transferred to the Educational Reserve Fund upon final approval by the auditors.

Tolland Public Schools

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

From Date: 9/1/2018

To Date: 9/30/2018

Fiscal Year: 2018-2019

☐ 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	\$21,099,418.00	\$1,752,326.19	\$3,771,184.11	\$17,328,233.89	\$17,631,912.78	(\$303,678.89)	-1.44%
0100.0000.120.00.000.1	Substitutes	\$464,044.00	\$17,991.67	\$17,991.67	\$446,052.33	\$15,570.00	\$430,482.33	92.77%
0100.0000.130.00.000.1	Overtime	\$203,542.00	\$11,153.74	\$66,419.78	\$137,122.22	\$2,262.90	\$134,859.32	66.26%
0100.0000.150.00.000.1	Stipends	\$352,569.00	\$17,040.32	\$17,040.32	\$335,528.68	\$484,314.25	(\$148,785.57)	-42.20%
0100.0000.190.00.000.1	Pension/Severance	\$154,950.00	\$396.40	\$16,271.40	\$138,678.60	\$58,860.00	\$79,818.60	51.51%
0100.0000.200.00.000.1	Employee Benefits	\$722,050.00	\$9,237.50	\$292,350.03	\$429,699.97	\$262,000.00	\$167,699.97	23.23%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,930,707.00	\$466,069.13	\$766,285.87	\$4,164,421.13	\$3,687,786.26	\$476,634.87	9.67%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$626,919.00	\$48,610.14	\$105,824.52	\$521,094.48	\$463,926.35	\$57,168.13	9.12%
0100.0000.240.00.000.1	Retirement (ICMA)	\$236,653.00	\$19,788.99	\$43,769.82	\$192,883.18	\$180,746.40	\$12,136.78	5.13%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$756.00	\$756.00	\$55,925.00	\$47,244.00	\$8,681.00	15.32%
0100.0000.270.00.000.1	Workers' Compensation	\$273,612.00	\$69,613.00	\$139,226.00	\$134,386.00	\$139,226.00	(\$4,840.00)	-1.77%
0100.0000.300.00.000.1	Purch Prof & Tech Servcs	\$53,362.00	\$260.00	\$56,552.06	(\$3,190.06)	\$840.00	(\$4,030.06)	-7.55%
0100.0000.310.00.000.1	Benefits Consultant Services	\$53,750.00	\$3,791.67	\$11,375.01	\$42,374.99	\$34,125.03	\$8,249.96	15.35%
0100.0000.320.00.000.1	Prof Educ Servcs	\$294,870.00	\$11,245.00	\$15,904.63	\$278,965.37	\$111,025.00	\$167,940.37	56.95%
0100.0000.330.00.000.1	Professional Tech Srvs	\$34,482.00	\$2,240.86	\$18,117.49	\$16,364.51	\$9,139.14	\$7,225.37	20.95%
0100.0000.340.00.000.1	Legal/Audit/Consult Servcs	\$243,287.00	\$1,000.00	\$38,899.04	\$204,387.96	\$95,229.80	\$109,158.16	44.87%
0100.0000.350.00.000.1	Tech Services	\$427,124.00	\$28,161.69	\$97,752.04	\$329,371.96	\$113,470.70	\$215,901.26	50.55%
0100.0000.410.00.000.1	Sewer/Water	\$31,206.00	\$0.00	\$31,206.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$130,750.00	\$6,408.72	\$12,333.84	\$118,416.16	\$66,931.16	\$51,485.00	39.38%
0100.0000.430.00.000.1	Repair and Maint Servs (Facili	\$259,789.00	\$12,804.69	\$27,422.44	\$232,366.56	\$39,388.77	\$192,977.79	74.28%
0100.0000.440.00.000.1	Rentals	\$148,964.00	\$15,134.16	\$32,127.48	\$116,836.52	\$132,772.14	(\$15,935.62)	-10.70%
0100.0000.510.00.000.1	Student Transp Srvs	\$2,676,463.00	\$56,761.11	\$65,958.56	\$2,610,504.44	\$2,512,017.93	\$98,486.51	3.68%
0100.0000.520.00.000.1	Property/Liability Insurance	\$196,336.00	\$44,451.88	\$110,791.26	\$85,544.74	\$88,903.76	(\$3,359.02)	-1.71%
0100.0000.530.00.000.1	Telephone/ Postage	\$65,781.00	\$3,176.15	\$1,104.58	\$64,676.42	\$30,902.62	\$33,773.80	51.34%
0100.0000.540.00.000.1	Advertising	\$5,065.00	\$120.53	\$685.53	\$4,379.47	\$0.00	\$4,379.47	86.47%
0100.0000.550.00.000.1	Printing and Binding	\$24,065.00	\$205.55	\$4,533.20	\$19,531.80	\$6,600.00	\$12,931.80	53.74%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,965,200.00	\$162,170.38	\$228,598.77	\$2,736,601.23	\$2,494,287.62	\$242,313.61	8.17%
0100.0000.580.00.000.1	Travel and Conference	\$32,807.00	\$5,085.46	\$8,117.42	\$24,689.58	\$10,286.14	\$14,403.44	43.90%
0100.0000.590.00.000.1	Public Officers & State Troope	\$86,002.00	\$4,553.33	\$9,804.78	\$76,197.22	\$68,057.70	\$8,139.52	9.46%
0100.0000.600.00.000.1	General Supplies	\$196,652.00	\$6,120.02	\$13,238.89	\$183,413.11	\$58,949.66	\$124,463.45	63.29%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$337,120.00	\$11,994.30	\$19,950.15	\$317,169.85	\$60,498.15	\$256,671.70	76.14%
0100.0000.620.00.000.1	Energy	\$1,664,837.00	\$4,192.84	\$1,474,319.43	\$190,517.57	\$188,115.57	\$2,402.00	0.14%
0100.0000.640.00.000.1	Textbooks	\$212,049.00	\$2,351.58	\$5,482.17	\$206,566.83	\$23,918.10	\$182,648.73	86.14%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	100.00%
0100.0000.660.00.000.1	Computer Software	\$73,719.00	\$74.99	\$38,584.69	\$35,134.31	\$2,929.80	\$32,204.51	43.69%
0100.0000.690.00.000.1	Misc Supplies	\$55,645.00	\$4,305.61	\$5,372.62	\$50,272.38	\$22,532.68	\$27,739.70	49.85%
0100.0000.730.00.000.1	Equip Instruct - New	\$148,958.00	\$23,064.65	\$30,567.23	\$118,390.77	\$18,770.40	\$99,620.37	66.88%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$2,840.00	\$0.00	\$0.00	\$2,840.00	\$0.00	\$2,840.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$49,789.00	\$10,111.00	\$38,671.50	\$11,117.50	\$7,973.50	\$3,144.00	6.31%
Grand Total:		\$39,642,607.00	\$2,832,769.25	\$7,634,590.33	\$32,008,016.67	\$29,171,514.31	\$2,836,502.36	7.16%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Capital Request FY20-24 and Project Update

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

FOR BOE MEETING: October 10, 2018

ITEM SUMMARY:

FINANCIAL SUMMARY:

Please see the attached Tolland Public School Capital Budget Request. The document has been updated through 2024. The yellow represents BOE Capital Requests through FY2024. The Blue reflects the BOE request of the Town Council to allocate some of the remaining funds for FY17-18 to BOE Capital projects for short-term (more immediate) execution. The Brown reflects the BOE remaining EOY requests of the Town Council. The orange indicates completed projects. The green indicated the Town Bonded Project status FY18-20. As in the past, a WOA (or When the Opportunity Arises) column is also provided. Currently this is where many technology projects are funded. Please see attachments for greater detail.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Proposed motion: Move G2 to J1 for action.

Proposed motion: Motion to accept the Tolland Public Schools Capital Budget Request and authorize the Superintendent to officially submit this request to the Town manager.

SUPPORTING MATERIALS ATTACHED:

2018-10-1 Capital Update and Request FY18-24.pdf

New items referenced in the above document can be found under the Superintendent's page "Capital Improvement Plan" link, or at:

<http://www.tolland.k12.ct.us/cms/One.aspx?portalId=891651&pageId=24377114>

**Town of Tolland
Departmental Capital Projects Update As of 10/1/2018**

Page 1

Department: Board of Education

Division: Central Office

Prepared By: Walter Willett Superintendent

Date Prepared: October 1, 2018

Town Bonded Projects FY18-20

BOE Year End Requests FY17-18 \$105K

BOE Capital Requests FY18-24

When Opportunity Arises

Completed Projects BOE Funds FY 18

BOE PROJ from EOY BUDGET FUNDS \$437K

Dept.	Project Title	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL	WOA
HIGH	BOE Maintenance Equipment Trailer	13,200							13,200	
HIGH	TIS Main Entry Door System (Front door System)	25,000							25,000	
HIGH	TIS Electrical Surge protected System for switch gea	8,500							8,500	
HIGH	TMS Electrical Surge protected System for switch gea	8,500							8,500	
HIGH	TIS Security Panel/ burglar system		30,000						30,000	
HIGH	TMS Security Panel/burglar system		45,000						45,000	
HIGH	TMS Removal of Modular classrooms		30,000						30,000	
HIGH	TIS Paving of Rear Parking Lot(only 1 coat after geothermal project		38,000						38,000	
HIGH	TMS Paving of parking lot (excluding access road & exit)		259,310						259,310	
HIGH	TMS New concrete front sidewalk		45,000						45,000	
HIGH	THS Gym floor		35,000						35,000	
HIGH	TMS Gym floor		25,000						25,000	
HIGH	Dist Wide IT School Surveillance & Access Contol System		35,000						35,000	
HIGH	THS Fire Panel-Faulty Relays		40,000						40,000	
HIGH	BGP Fire Panel Device and Loop Card Updates		24,000						24,000	
HIGH	Dist Wide Custodial Floor Machine		18,397						18,397	
HIGH	Dow Corning Security Window Film Caulk BGP		18,414						18,414	
HIGH	Dow Corning Security Window Film Caulk THS		22,986						22,986	
MEDIUM	TIS Carpet for Library and Main Office		30,350						30,350	
MEDIUM	THS VCT Tile replacements Multi-areas			30,000					30,000	
MEDIUM	Dist Wide BOE office Window replacement			8,400					8,400	
MEDIUM	TIS Sidewalk Connection to front of School			25,000					25,000	
MEDIUM	Dist Wide BOE Parking lot repavement				53,000				53,000	
MEDIUM	BGP Carpet Replacement/Conversion to VCT				50,000				50,000	
MEDIUM	THS Security Panel/Burglar system					15,000			15,000	
MEDIUM	BGP Security Panel/Burglar system					12,000			12,000	
MEDIUM	BGP Carpet Replacement/Conversion to VCT					71,536			71,536	
MEDIUM	TMS Library and Main Office carpet					26,950			26,950	
MEDIUM	BGP Parking Lot Paving(staff,visitors,bus lane,access Rd)						318,450		318,450	
MEDIUM	BGP Air Conditioning A,B,E wings						54,540		54,540	
HIGH	Dist Wide Wireless Access Point Upgrades						130,800		130,800	
MEDIUM	TIS Modular Roof Replacement							45,000	45,000	
MEDIUM	BGP Boiler Replacement							380,000	380,000	
CRITICAL	THS Warning Transition Strips	232,000							232,000	
CRITICAL	TIS Roof	1,897,000							1,897,000	
CRITICAL	THS PA System Expansion	37,374							37,374	
CRITICAL	BGP Exterior Door Replacements	60,441							60,441	
CRITICAL	BOE Boiler Replacement and Fuel Conversion	16,573							16,573	
HIGH	THS Track Resurfacing	119,308							119,308	
HIGH	BGP security fence and gate	13,070							13,070	
HIGH	District Paving @ TIS and BGP	46,177							46,177	
HIGH	TIS Cafeteria Tables	27,881							27,881	
HIGH	HVAC Upgrades-District Wide	24,995							24,995	
HIGH	Dist Wide Snow & Lawn Equipment	61,094							61,094	
HIGH	THS Classroom Tech Upgrades									126,122
HIGH	TMS Science Lab Tech Upgrades									104,224
HIGH	TMS Press Box/Retaining Wall & Pavement		45,000						45,000	
MEDIUM	THS STEM/Math Enhancement									50,000
MEDIUM	TMS Gym Dividers		15,000						15,000	
MEDIUM	TIS Gym Dividers		15,000						15,000	
MEDIUM	THS VCT Flooring A Wing Hallway		10,000						10,000	
HIGH	TMS Fire Alarm Notification System		10,650						10,650	
HIGH	THS Business Lab Upgrade									16,125
HIGH	THS New English Lab Upgrade									11,540
HIGH	THS Music & Art Lab Upgrade									52,964
HIGH	BGP Science Lab Tech Upgrades									23,083
HIGH	TMS Classroom Tech Upgrades									83,000
HIGH	THS Science Lab Tech Upgrades									56,761
MEDIUM	TMS STEM/Math Enhancement									30,000
MEDIUM	TIS Replacement Ceiling Tile (Building wide)		318,000						318,000	
CRITICAL	BGP Roof Replacement Section A-H		1,750,000						1,750,000	
CRITICAL	TMS Roof Replacement Section A-S		2,265,150						2,265,150	
HIGH	TIS Asbestos removal & replacement of floor tiles		452,180						452,180	
MEDIUM	TMS Replacement Ceiling Tile (Building wide)		318,000						318,000	
HIGH	Dist Wide School Bldg Security Upgrades		500,000						500,000	
HIGH	TMS Window, Exterior Doors & PCB Removal		880,000						880,000	
HIGH	BGP Classroom Tech Upgrades									105,190
HIGH	TIS Classroom Tech Upgrades									107,590
HIGH	TIS Science Lab Tech Upgrades									34,071
MEDIUM	BGP Replace Condensing Units		132,905						132,905	
MEDIUM	BGP STEM/Math Enhancement									15,000
MEDIUM	TIS STEM/Math Enhancement									20,000
MEDIUM	THS Graphics Lab Upgrade									29,200
MEDIUM	TMS Computer Ed Labs Upgrade									75,450
MEDIUM	THS World Language Lab Upgrade									23,640
MEDIUM	TMS Art & Music Labs Upgrade									35,173
MEDIUM	TMS Replacement Science Lab Furniture									36,380
MEDIUM	TMS Renovation of 6 Science Labs									1,060,000
MEDIUM	TMS Technology Ed Labs Upgrade									26,240
MEDIUM	BGP Lab Upgrade									20,415
MEDIUM	TIS Computer Ed Lab Upgrade									14,818
MEDIUM	TIS Keyboarding Lab Upgrade									38,853
MEDIUM	TIS Library Lab Upgrade									24,308
MEDIUM	THS CADD Lab Upgrade									22,728

BOE TOTAL CAPITAL PROJECTS w/o WOA	\$2,591,113	\$1,252,107	\$6,219,635	\$103,000	\$125,486	\$503,790	\$425,000	\$11,220,131	\$2,252,875
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BOE CAPITAL PROJECTS REQUESTED	\$0	\$154,147	\$63,400	\$103,000	\$125,486	\$503,790	\$425,000	\$1,374,823
BOE CAPITAL PROJECTS BONDED BY TOWN	\$2,535,913	\$555,650	\$6,156,235	\$0	\$0	\$0	\$0	\$9,247,798
BOE COMPLETED CAPITAL PROJ W/O BONDING	\$55,200	\$0	\$0	\$0	\$0	\$0	\$0	\$55,200
BOE YEAR END PROJECT REQUEST \$105K	\$0	\$105,000	\$0	\$0	\$0	\$0	\$0	\$105,000
BOE CAPITAL PROJECTS "WOA"	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,252,875
BOE PROJ from EOY BUDGET FUNDS \$437K	\$0	\$437,310	\$0	\$0	\$0	\$0	\$0	\$437,310

ALL CAPITAL PROJECTS	\$2,591,113	\$1,252,107	\$6,219,635	\$103,000	\$125,486	\$503,790	\$425,000	\$13,473,006
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Note: Bond Issuance Costs of \$418,637 not included in the BOE Capital Project List
Prepared by M McLaughlin 10.02.2017 (originally)
Prepared and Updated by P. Sztaba 10.01.2018

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: G3-1T1 Technology Information and Capital Draft Proposal

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

FOR BOE MEETING: October 10, 2018

ITEM SUMMARY:

As requested by the Board, a one to one technology plan as part of an ongoing capital budget request option is presented in this agenda item. The proposed draft initiative (attached) helps outline some of the financial considerations and logistics of such a program.

FINANCIAL SUMMARY:

See attachment.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review of the proposal draft presented for information purposes, and discussion about viability of such a program for the Tolland Public Schools.

SUPPORTING MATERIALS ATTACHED:

TPS Draft 1T1 Initiative Information

Proposed 1:1 Initiative for Tolland Students
Grades 6-12

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Tolland Middle School 1:1

1:1 Rollout

The IT Department recommends beginning the 1:1 rollout at Tolland Middle School with all 6th graders. Each 6th grader would receive a device that they would keep with them through 8th grade. Additionally, the IT Department would purchase an additional 10 devices to keep as quick-replacements in inventory.

Devices

The IT Department recommends providing a Lenovo 100e Chromebook for each student. Similar devices (Lenovo 11e) have been in use at Tolland Middle School for several years. The Department believes these devices will serve students well.

There are benefits and drawbacks to Chromebooks. They benefit from easier management, faster logon times, and are well-known to staff at Tolland Middle School. The Chromebooks do not, however, have the capability of running Windows apps, which limits their capacity to run advanced applications like the Adobe Suite, AutoCAD, and Visual Studio. These applications are currently available in the Middle School labs are better used in lab based environments. The IT Department is recommending Tolland Middle School begin their 1:1 program with Chromebooks as the devices come with a productivity software (word processing, spreadsheets, forms, etc.), allow for real-time shared project work, and the opportunity to use other applications available through Google apps. Should the capabilities of Windows devices prove necessary in the future, Tolland Middle School can easily transition to Window laptops, as Windows laptops provide all the capabilities of Chromebooks.

Cost

Product	Qty	Price	Total Price
Lenovo 100e Chromebook	191	\$ 217.40	\$ 41,523.40
1 Year Warranty - Parts & Labor	191	\$ 10.00	\$ 1,910.00
WGS (Pre-configuration to Tolland Network)	191	\$ 10.00	\$ 1,910.00
Google Management License	191	\$ 25.00	\$ 4,775.00
Total Cost			\$ 50,118.40

Deployment

Tolland's current 6th grade class is composed of 191 students. To ensure ability of the district's IT staff to prepare 191 Chromebooks, the IT Department proposes purchasing set-up services for each Chromebook. At a cost of \$10 per device, all Chromebooks will come already configured for our Google domain, ready for students to log in immediately after unboxing.

Management

Chromebooks will be managed through Google's Chrome Device Management web interface.

Device Retirement

When a student exits the 8th grade, they will have the option of utilizing the device at the High School level or returning it to the IT Department.

Device Purchase Option:

When a student exits the 8th grade, they would have the option of purchasing the device from the district.

Tolland High School 1:1

1:1 Rollout

The IT Department recommends beginning the 1:1 rollout at Tolland High School with all 9th graders. Each 9th grader would receive a device that they would keep with them through 12th grade. Additionally, the IT Department would purchase an additional 10 devices to keep as quick-replacements in inventory.

Devices

The IT Department recommends providing each high school student with a Windows laptop, specifically a Lenovo 100e Windows Laptop. The District has used these with great success as classroom devices and believes that they will be ideal as 1:1 devices.

Cost

Product	Qty	Price	Total Price
Lenovo 100e Windows Laptop	191	\$ 265.30	\$ 50,672.30
1 Year Warranty - Parts & Labor	191	\$ 10.00	\$ 1,910.00
Zero Touch Setup – Windows (est.)	191	\$ 30.00	\$ 5,730.00
Total Cost			\$ 58,312.30

Deployment

Tolland's current 9th grade class is composed of 191 students. To ensure the ability of the district's IT staff to prepare 191 laptops, the IT Department proposes purchasing "zero touch" services for each laptop. At a cost of \$30 per device, all laptops will come already configured for our Azure Active Directory Domain, ready for students to log in after unboxing.

Management

Student Windows laptops will be managed via Microsoft Intune for Education, Microsoft's mobile device management tools.

Device Retirement

When a student exits the 12th grade the device will be returned to the IT Department and, where possible, issued to incoming classes.

Device Purchase Option:

When a student exits the 8th grade, they would have the option of purchasing the device from the district.

Insurance

The IT Department plans to provide the following options to parents of students with 1:1 devices.

Tolland Insurance

The IT Department will self-insure the devices by collecting a deductible from all participating students.

Amount

The District expects roughly 10% of student devices to require repairs or replacement to some degree. Assuming a worst-case scenario of all 10% requiring complete replacement, the IT Department estimates this cost to be:

$190 \text{ (student count estimate)} * 10\% * \$300 \text{ (cost per device)} = \$5,700 / \text{year in repair costs}$
 $\$5,700 / 190 \text{ students} = \$30 \text{ per student deductible.}$

3 Strikes and You're Out

The IT Department will agree to sell the same student insurance twice per year. If the student breaks a 3rd device, the guardian will be responsible for the full repair/replacement cost for that and any future devices.

Repair/Replacement

When a student damages a device, they will be given a replacement device in stock at their school. It will be the IT Department's sole direction as to whether the damaged device is repaired or replaced.

No Insurance

Guardians may elect to waive purchasing insurance. If they do so, they will agree to reimburse the district for all repair or replacement costs necessary to fix a broken device.

Accountability

Students with outstanding repair or replacement costs will have an accountability, just as they would with outstanding library books, etc.

Data Safety

Encryption

All student devices will utilize drive encryption to ensure that data stored on the device is protected in the event the device is lost or stolen.

Cloud Protection

All students will be expected to save documents to either Google Drive or Microsoft OneDrive/SharePoint. In the event a device is damaged, lost, or stolen, all documents can then be re-synced from the cloud.

Network Access

Student devices will remain on the district's guest network, which is firewalled from the district's staff network. Should a student device be infected by malware, it will be prevented from attacking district servers by the district's firewalls.

Web Filter

All Chromebooks will browse the internet through the District's web filter, both on school grounds and at home.

Appendix

Specifications: Lenovo 100e Chromebook

CPU: Intel Celeron N3350 @ 1.1Ghz

RAM: 4GB

Storage: 32GB

OS: Chrome OS

Specifications: Lenovo 100e Windows Laptop

CPU: Intel Celeron N3350 @ 1.1GHz

RAM: 4GB

Storage: 128GB

OS: Windows 10

Quote



Pricing Proposal
Quotation #: 16065790
Created On: 10/5/2018
Valid Until: 10/31/2018

TOLLAND PUBLIC SCHOOLS

Business Development Manager

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All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Lenovo 100e 81CY - Celeron N3350 / 1.1 GHz - Windows 10 Pro National Academic - 4 GB RAM - 128 GB eMMC - 11.6" 1366 x 768 (HD) - HD Graphics 500 - Wi-Fi, Bluetooth - black Lenovo - Part#: 81CY0006US Contract Name: MHEC - Technology Contract #: MC12-F05	200	\$265.30	\$53,060.00
2 Lenovo Depot Repair - Extended service agreement - parts and labor - 1 year (School Year Term) - for 100; 100e Chromebook; 300; 300e Chromebook; 500e Chromebook; N24; N24 Yoga Lenovo - Part#: 5WS0N75623 Contract Name: MHEC - Technology Contract #: MC12-F05	200	\$10.00	\$2,000.00
3 Lenovo 300e 81FY - Flip design - Celeron N3450 / 1.1 GHz - Win 10 Pro - 4 GB RAM - 128 GB eMMC - 11.6" touchscreen 1366 x 768 (HD) - HD Graphics 500 - Wi-Fi, Bluetooth Lenovo - Part#: 81FY000BUS Contract Name: MHEC - Technology Contract #: MC12-F05	200	\$335.40	\$67,080.00
4 Lenovo Depot Repair - Extended service agreement - parts and labor - 1 year (School Year Term) - for 100; 100e Chromebook; 300; 300e Chromebook; 500e Chromebook; N24; N24 Yoga Lenovo - Part#: 5WS0N75623 Contract Name: MHEC - Technology Contract #: MC12-F05	200	\$10.00	\$2,000.00
5 Lenovo 300e Chromebook 81H0 - Flip design - MT8173c 1.3 GHz - Chrome OS - 4 GB RAM - 32 GB eMMC - 11.6" IPS touchscreen 1366 x 768 (HD) - PowerVR GX6250 - Wi-Fi, Bluetooth - dark gray Lenovo - Part#: 81H00000US Contract Name: MHEC - Technology Contract #: MC12-F05	200	\$275.40	\$55,080.00

6	Lenovo Depot Repair - Extended service agreement - parts and labor - 1 year (School Year Term) - for 100; 100e Chromebook; 300; 300e Chromebook; 500e Chromebook; N24; N24 Yoga Lenovo - Part#: 5WS0N75623 Contract Name: MHEC - Technology Contract #: MC12-F05	200	\$10.00	\$2,000.00
7	Lenovo 100e Chromebook 81ER - Celeron N3350 / 1.1 GHz - Chrome OS - 4 GB RAM - 32 GB eMMC - 11.6" 1366 x 768 (HD) - HD Graphics 500 - Wi-Fi, Bluetooth - black Lenovo - Part#: 81ER0002US Contract Name: MHEC - Technology Contract #: MC12-F05	200	\$217.40	\$43,480.00
8	Lenovo Depot Repair - Extended service agreement - parts and labor - 1 year (School Year Term) - for 100; 100e Chromebook; 300; 300e Chromebook; 500e Chromebook; N24; N24 Yoga Lenovo - Part#: 5WS0N75623 Contract Name: MHEC - Technology Contract #: MC12-F05	200	\$10.00	\$2,000.00
			Subtotal	\$226,700.00
			Total	\$226,700.00

Additional Comments

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: EOY FY 18 Summary Update

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

FOR BOE MEETING: October 10, 2018

ITEM SUMMARY:

At the October 1, 2018 Finance and Facilities (FFC) meeting the End of Year Report for the fiscal year 2017-2018 was presented with information provided by the Business Director Mark McLaughlin. Having been reviewed by the FFC committee, the information is being presented to the Board of Education for informational purposes.

FINANCIAL SUMMARY:

The Fiscal Year 17-18 has been a very challenging year. The FY17-18 budget went to town referendum on November 14, 2017, seven months after the typical May referendum and more than five months after the beginning of the new fiscal year. This was due to the financial crisis at the state level. This year's financial attachment (EOY 17-18 Summary) is in an object format that clearly shows 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, YTD expenses, encumbrances and available balances as generated through the financial software. In a typical year, the budget is built 18-20 months from implementation, based on the best known 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 FY17-18 Budget was approved for \$39,333,948. The BOE is responsible for allocating the budget in accordance with CGS 10-222. Any balances, as in the past, may be returned to the town, or the BOE can request those funds be transferred to the Educational Reserve Fund upon final approval by the auditors.

In a shortened spending period, due to the late referendum vote, state fiscal crisis, and the interruption of the holiday breaks, the BOE had only 6 months to expend the budget. As a precaution, and in reaction to the budget situation, the Superintendent had implemented a budget freeze throughout the period of the delayed budget where only the essentials were being purchased. Operating with a 6-month budget freeze impacted the staff's ability to spend as normal and delayed many general purchases of programs, services, supplies, and equipment. Since many purchases are cyclical in nature the delay in purchase orders skewed the purchasing to the months of January thru June.

End of Year Budget Analysis by functional areas: The following narrative analysis represents large groupings of line items in the FY2017-2018 budget that were under budget or beyond the budget respective budget allocation and by how much. This narrative will help provide an understanding of the activities and status of the grouped line items and how much they influenced the bottom line. Some groupings of accounts incurred savings that permitted operational purchases made beyond the original budget allocation in other accounts. The following noted areas were important because of the Budget Balance as of June 30, 2018.

Salaries; these groupings pool all staff in the district. Total salaries were \$283,290 under budget. This was largely due to new hires coming in below the budgeted salaries compared with teachers who

retired. In addition, as a result of the prolonged budget process, there were a number of teaching positions that were not permanently filled during the year. Some of these new positions were covered by daily and long-term substitutes thus creating a cost savings. Some other new positions were not filled until later in the year, again creating additional savings.

Substitutes were significantly under budget \$137,241 due in part to the absentee call in system and management by the principals. This year unlike prior years, we used fewer long-term substitutes. As substitutes are also used to cover classes for certain professional development activities, and because these activities were not executed as a precaution during the uncertain budget situation, fewer substitutes were utilized.

Overtime and Stipends were slightly over budget by \$20,713 as the result of higher than expected para OT for IEP bus duties for students of special education while stipends were over budget due to additional department liaison, leader positions.

Severance was under budget by \$30,496. This is because the teachers who were retiring had significantly less accumulated sick days. This area is difficult to predict.

Employee Benefits; This year benefits were under budget by \$12,112 where as last year the district was over budget due to more employees switching to the HSA plans than previously budgeted.

Regular Health Insurance, Life insurance and Dental; were under budget by \$240,262 because of staff switching to the HSA's and some staff not taking insurance.

Federal & State Tax payments; for FICA, MED, Soc. Sec., ICMA, Course Reimbursement, Unemployment, and Workers Comp collectively were under budget by \$169,019 primarily due to lower Social Security payments, lower Unemployment & W/C claims. The number of new hires and salaries drive any change in Social Security. Both Course Reimbursements and Degree change costs were under budget. Actual Degree change payments were made on the individual's salary line.

Utilities, Energy, Vehicle fuel costs; were under budget by \$44,981 primarily due to lower bussing fuel consumption due to a warmer winter and less out of district routes. Per the energy agreement, all Electricity, Oil, and Propane costs were transfer to the energy reserve account.

Transportation costs; ended up lower than expected by \$130,242 due to fewer bus routes for students placed out of district for Special Education. In addition, some Regular Ed routes could be combined based on student needs.

Tuition costs: were under budget by \$748,514 due to lower number of students outplaced. While comprised of some students who had aged out and/or left the district, the largest contributor were the internal district program(s) designed to provide excellent educational options within the district. Excess cost reimbursements were significantly lower in FY18 vs any prior year. The FY17-18 year was exceptional because of the lower reimbursement received, \$910,082. This was a 28% decrease in funding from prior years. In FY16-17 the BOE received \$1,264,351. I foresee that excess cost will continue to decrease.

Legal, Audit, consultants were under budget by \$91,238 due in part to lower SPED legal expenses, lower Audit expenses, less Professional Development consulting services and lower IV consulting, hosting costs and service.

Maintenance, Custodial, Repairs, Rubbish, and Technical Services & Equipment: Operational purchases were made beyond the original budget allocation. Increased HVAC work throughout the district \$9,465, Emergency lighting & exit signs \$3,950, Rugs and mats \$6,351, special education room projects \$12,710, Electrical surge protection TIS & TMS \$15,285, Fire Pump service \$4,449, Refinish

Gym floors \$3,400, Septic pumping \$8,755, Fire alarm inspection TIS \$2,987, Maintenance equipment trailer & storage shed \$13,252, and ECO Security Window Film Treatment \$50,553.

Inst. Supplies, Material & Prof Educational Services: Operational purchases were made beyond the original budget allocation. District wide instructional supplies beyond by \$134,958, special education program supplies beyond by \$13,157, Principal's building office computer supplies beyond by \$32,311, Staff and Professional Ed Services (training & workshops) under budget \$112,916, Regular Ed Tutoring beyond by \$16,948, Special Prof Ed Services (Psychological, Assessments, Assistive Learning services, school Consultations, Sped Staff New Curriculum Training) beyond by \$194,030, Central Office computer supplies beyond by \$10,826, Sped Tutoring under by \$18,832 and Neuro Psych Evaluations under by \$18,633.

Technology, Computer software & Equipment; Operational purchases were made beyond the original budget allocation. The district purchased improved fire wall protection with a data alert system to prevent hacking \$28,141, Equipment was beyond by \$223,711 IMAC, (Dell, Ipads, printers, scanners, monitors, keyboards, power supplies, power sync trays, upgraded memory, were replaced or upgraded throughout the district). Classroom instructional equipment for Comp Ed, Science, Music, Phys Ed., Special Ed., Principal office beyond by \$36,120, Maintenance and Custodial equipment beyond by \$25,722, TMS classroom furniture (chairs desks and tables) beyond by \$14,211

General Supplies were under budget by \$22,203 due to delayed spending of supplies throughout the year. **Advertising:** Multimedia software was utilized in multi-year pilot (audiovisual resource in communications, student/guardian productions, postings, social media, newsletters) \$21,200.

Property/Liability Insurance; was over budget due to an increase in rates \$7,598

Misc/all other accounts: \$78,630 (summation of various accounts with small balances.

End of Year Final Numbers:

EOY Financial Balance (Total) 6/30/2018	\$1,224,317
Educational Reserve Fund Transfer Request	\$393,339
Town Council use of funds for BOE requested for immediate Capital projects (security panels, portable classrooms)	\$105,000
BOE EOY remaining requested funds for Educational Capital Reserve Fund	\$437,310
Balance to Transfer to Town General Fund	\$288,668

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review of information provided.

SUPPORTING MATERIALS ATTACHED:

EOY 17-18 Summary.pdf

Tolland Public Schools

FFS 17-18 Final

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

From Date: 7/1/2017 To Date: 8/31/2018
☒ Subtotal by Collapse Mask ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range
☐ Exclude Inactive Accounts with zero balance

Fiscal Year: 2017-2018

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$20,442,873.11	\$20,159,582.16	\$20,159,582.16	\$283,290.95	\$0.00	\$283,290.95	1.39%
0100.0000.120.00.000.1	Subsidiaries	\$471,941.00	\$334,699.47	\$334,699.47	\$137,241.53	\$0.00	\$137,241.53	29.08%
0100.0000.130.00.000.1	Overtime	\$164,166.00	\$169,071.53	\$169,071.53	\$4,905.53	\$0.00	\$4,905.53	2.99%
0100.0000.150.00.000.1	Stipends	\$337,840.00	\$353,647.74	\$353,647.74	\$15,807.74	\$0.00	\$15,807.74	4.68%
0100.0000.190.00.000.1	Pension/Severance	\$156,390.00	\$125,893.63	\$125,893.63	\$30,496.37	\$0.00	\$30,496.37	19.50%
0100.0000.200.00.000.1	Employee Benefits	\$608,124.00	\$596,011.09	\$596,011.09	\$12,112.91	\$0.00	\$12,112.91	1.99%
0100.0000.210.00.000.1	Health/Life/Disabl	\$5,411,140.89	\$5,170,877.94	\$5,170,877.94	\$240,262.95	\$0.00	\$240,262.95	4.44%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$649,669.00	\$556,562.41	\$556,562.41	\$93,106.59	\$0.00	\$93,106.59	14.33%
0100.0000.240.00.000.1	Retirement (ICMA)	\$238,950.00	\$222,494.15	\$222,494.15	\$16,455.85	\$0.00	\$16,455.85	6.89%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$12,369.52	\$12,369.52	\$37,630.48	\$0.00	\$37,630.48	75.26%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$45,947.69	\$45,947.69	\$10,733.31	\$2,052.31	\$8,681.00	15.32%
0100.0000.270.00.000.1	Workers' Compensation	\$283,612.00	\$270,467.00	\$270,467.00	\$13,145.00	\$0.00	\$13,145.00	4.63%
0100.0000.300.00.000.1	Purch Prof & Tech Services	\$66,232.00	\$13,710.94	\$13,710.94	\$52,521.06	\$0.00	\$52,521.06	79.30%
0100.0000.310.00.000.1	Benefits Consultant Services	\$50,750.00	\$45,499.96	\$45,499.96	\$5,250.04	\$0.00	\$5,250.04	10.34%
0100.0000.320.00.000.1	Prof Educ Services	\$392,505.00	\$426,312.93	\$426,312.93	\$33,807.93	\$67,152.48	\$100,960.41	26.72%
0100.0000.330.00.000.1	Professional Tech Svs	\$29,482.00	\$22,713.69	\$22,713.69	\$6,768.31	\$0.00	\$6,768.31	22.96%
0100.0000.340.00.000.1	Legal/Audit/Consult Services	\$219,087.00	\$127,378.68	\$127,378.68	\$91,708.32	\$470.29	\$91,238.03	41.64%
0100.0000.350.00.000.1	Tech Services	\$445,757.00	\$418,453.42	\$418,453.42	\$27,303.58	\$169,030.71	\$141,727.13	31.79%
0100.0000.410.00.000.1	Sewer/Water	\$29,501.00	\$29,501.00	\$29,501.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$126,420.00	\$123,822.96	\$123,822.96	\$2,597.04	\$0.00	\$2,597.04	2.05%
0100.0000.430.00.000.1	Repair and Maint Svs (Facil	\$261,962.00	\$189,701.68	\$189,701.68	\$72,260.32	\$54,284.13	\$17,976.19	6.86%
0100.0000.440.00.000.1	Rentals	\$148,552.00	\$149,083.10	\$149,083.10	\$531.10	\$3,088.67	\$3,629.77	2.44%
0100.0000.510.00.000.1	Student Transp Svs	\$2,551,582.00	\$2,352,823.19	\$2,352,823.19	\$198,758.81	\$68,516.72	\$130,242.09	5.10%
0100.0000.520.00.000.1	Property/Liability Insurance	\$190,160.00	\$197,768.71	\$197,768.71	\$7,598.71	\$0.00	\$7,598.71	4.00%
0100.0000.530.00.000.1	Telephone/ Postage	\$52,542.00	\$53,887.99	\$53,887.99	\$1,345.99	\$0.00	\$1,345.99	2.56%
0100.0000.540.00.000.1	Advertising	\$4,565.00	\$23,779.21	\$23,779.21	\$19,214.21	\$1,985.79	\$21,200.00	464.44%
0100.0000.550.00.000.1	Printing and Binding	\$28,052.00	\$14,543.99	\$14,543.99	\$13,508.01	\$0.00	\$13,508.01	48.15%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,947,347.00	\$2,194,123.74	\$2,194,123.74	\$753,223.26	\$4,708.43	\$748,514.83	25.40%
0100.0000.580.00.000.1	Travel and Conference	\$37,731.00	\$24,718.23	\$24,718.23	\$13,012.77	\$505.00	\$12,507.77	33.15%
0100.0000.590.00.000.1	Public Officers & State Troope	\$86,322.00	\$72,763.10	\$72,763.10	\$13,558.90	\$0.00	\$13,558.90	15.71%
0100.0000.600.00.000.1	General Supplies	\$210,613.00	\$147,753.02	\$147,753.02	\$62,859.98	\$40,656.20	\$22,203.78	10.54%
0100.0000.610.00.000.1	Instl Supplies/Matls	\$392,106.00	\$502,270.86	\$502,270.86	\$110,164.86	\$50,870.49	\$161,035.37	41.07%
0100.0000.620.00.000.1	Energy	\$1,641,866.00	\$1,596,884.61	\$1,596,884.61	\$44,981.39	\$0.00	\$44,981.39	2.74%
0100.0000.640.00.000.1	Textbooks	\$220,628.00	\$160,471.45	\$160,471.45	\$60,156.55	\$65,638.69	\$5,382.14	-2.44%
0100.0000.650.00.000.1	Films and Videos Supl	\$650.00	\$1,882.00	\$1,882.00	\$1,232.00	\$0.00	\$1,232.00	-189.54%
0100.0000.660.00.000.1	Computer Software	\$42,621.00	\$74,374.48	\$74,374.48	\$31,753.48	\$55,918.78	\$87,672.26	-205.70%
0100.0000.690.00.000.1	Misc Supplies	\$59,906.00	\$46,723.81	\$46,723.81	\$13,182.19	\$21,607.70	\$8,425.51	-14.06%
0100.0000.730.00.000.1	Equip Instruct - New	\$170,586.00	\$378,456.86	\$378,456.86	\$207,870.86	\$35,708.71	\$243,579.57	-142.79%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$2,000.00	\$1,998.41	\$1,998.41	\$1.59	\$0.00	\$1.59	0.08%
0100.0000.810.00.000.1	Dues and Fees	\$53,036.00	\$58,508.67	\$58,508.67	\$5,472.67	\$0.00	\$5,472.67	-10.32%
Grand Total:								
\$39,333,948.00		\$37,467,525.04	\$37,467,525.04	\$1,886,422.96	\$642,105.10	\$1,224,317.86	\$1,224,317.86	3.11%

End of Report

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM SEPTEMBER 25, 2018 – 7:00 PM

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; Tammy Nuccio and John Reagan

MEMBERS ABSENT: Paul Reynolds and Christine Vincent

OTHERS PRESENT: Steven Werbner, Town Manager; Walter Willett, Superintendent; John Littell, Fire Chief/Director of Public Safety; Doug Racicot, Volunteer Assistant Chief; Colleen Yudichak; Karen Moran; Sam Adlerstein; Kate Howard-Bender; Jane Pasini and Christina Plourd

1. **CALL TO ORDER:** William Eccles called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS/PRESENTATIONS** - None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit): None.
6. **PUBLIC HEARING ITEMS**
 - 6.1 Consideration of a resolution to appropriate \$29,000 from the Ambulance Reserve Fund to pay for an upper engine rebuild for Fire Truck 240.

Mr. Werbner said Fire Truck 240 is a 1990 105 foot Aerial Ladder. Several weeks ago, on the way back to the station after a call, the truck experienced a mechanical failure. At that time, the truck was towed to Atlantic Detroit Diesel, an engine repair facility that specializes in Detroit Diesel engines. The Town has had work done by them previously. An estimate of \$29,000 for parts and labor to overhaul the top half of the engine, replace the heads, injectors and other various related components was provided. The funding source is the Ambulance Reserve Fund and the funds are currently available for this purpose.

Tammy Nuccio moved to open the public hearing; Seconded by Brenda Falusi. All in favor. None opposed.

Chief Littell updated that the work has commenced, but has been delayed due to a wait on parts.

Tammy Nuccio moved to close the public hearing; Seconded by Brenda Falusi. All in favor. None opposed.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates from the Ambulance Reserve Fund the amount of \$29,000 for an upper engine rebuild for Fire Truck 240 within an account to be established in the Capital Projects fund.

Seconded by Brenda Falusi. All in favor. None opposed.

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Mr. Eccles thanked Colleen Yudichak and Karen Moran for putting together and providing them copies of the Working Agreement. They will work on getting a blown up version of the document to have in Council chambers.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **David Skoczulek, PCC:** The tree lighting will occur on the Green, and they don't believe the 2019 Memorial Day Parade will be impacted by the construction. He reminded there is a Blight Committee meeting on Thursday. **John Reagan, WPCA:** Scott Lappen spoke about the Vernon rate change. They are going up to \$6.10 per 1,000 gallons. It is a .11 increase per 1,000 gallons. They also talked about the number of customers on the water treatment system. There are 87 customers, but there are a few complexes on the system where one customer accounts for 44 units. So, there are about 150 people on the system, not 87. **Tammy Nuccio** commented that she attended the **POCD meeting**, which was interesting. **Brenda Falusi, PZC / POCD:** The Tolland Village area was the topic of the meeting. They presented five (5) different options. The presentation was very informative. Ms. Nuccio said the minutes came out today, but did not include the presentation. She asked if Heidi Samokar could put the presentation on-line for viewing. Mr. Werbner will ask her to do that. Ms. Nuccio and Ms. Falusi summarized the five (5) options and the number of votes each received:

- Do nothing – retain the TVA zoning regulations and let the market drive when development will occur. (4 votes)
- Have a feasible development which might include 270 to 350 apartments, a 100 – room hotel and 20,000 square feet of commercial space for something like a restaurant and pharmacy. Based on renderings presented by D. McMahon, visibility of buildings could be minimized from Merrow Road and local roads by reducing the height of the most visible buildings and working with the topography. (18 votes).
- Town purchases the land to preserve from development (open space). (3 votes).
- Town purchases the land to hold for future development. (3 votes).
- Return to prior commercial zoning (Gateway Design District, same zoning district as other side of interchange on Merrow Road) (1 vote).

Ms. Nuccio said the concept presented was totally different than the one that was discussed and presented before to the community.

8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS)**

To view agenda item attachments, you may visit: <https://www.tolland.org/town-council>

8.1 Presentation of Revised Budget Projections for FY 19/20 and FY 20/21.

Mr. Werbner gave a presentation with the use of a PowerPoint entitled *Budgetary Projections & Overview of FY 2019-20 and FY 2020-21*. The purpose of the slides is to give some projection as to where they could be in the next two years in terms of the difficult situation at the State level.

The ten year schedule starts in 2018 and goes to 2028. It starts with a base of \$9,298,501 and ends in 2028 with \$6,849,801, and phases that amount out over a ten year period of time. The first year, they are estimating a loss of revenue in the amount of \$972,652. They are assuming a reduction to ECS by \$320,653 each year, and an anticipated 10 year loss of \$2,448,700. They have also adjusted other revenue sources accordingly, and assume all other state grants will be phased out. For the presentation, they are using the number for Fund Balance that they have used in the past. For the FY 2020/2021, the total loss of revenue was \$329,653, primarily the continuation of the ECS phase out. Also, in this year, they are anticipating a reduction in the grand list due to the flat growth of the

real estate property, but also a reduction in value in the upper end properties (\$500,000 and above), which will result in a loss of about \$530,000. For 2018, he is expecting a .07% growth increase overall. For the 2019 Grand List, they anticipate about 96% of the properties will stay flat. The top 4% of homes will most likely drop in value by 10-15%, which is an approximate loss in taxes of \$362,000 to \$400,000. The Assessor provided his best assumptions for 2018 / 2019. The numbers shown tonight are not cast in concrete, and will most likely change.

He spoke of other major expenditure drivers, such as:

Vernon WPCA: He provided the background and then discussed the three issues:

Legal Action: The Town of Vernon is suing the Town of Tolland to collect what they believe are sewer fees not paid as result of the flow from the Skips operation. Claim is that Skips should have been charged a rate of \$85 per 1000 gallons vs. the \$5.99 rate. Damages have been claimed in excess of \$500,000.

Upgrade of Sewer Plant: Vernon is required by State and Federal laws to upgrade its plant at a cost in excess of 80 million dollars. Tolland by terms of the Agreement must pay a percentage of the cost of the amount which Vernon will bond for these improvements which are about 60 million dollars.

* The percentage amount is based on our maximum daily flow amount of 400,000 gallons which is approximately 4 million dollars over twenty years. This will mean payments to Vernon of about \$230,000 per year for 20 years. This payment will have to come from the Town and/or rate payers.

Ownership/operation: We have a current budget of about \$359,857 to run a system for 87 customers. To add an additional expenditure of \$230,000 to the rate base will be onerous. After twenty years the difference in rates between Tolland and Vernon will be closer to four times. We know of no one who is willing to take over our system at this point.

Union Contracts

Wage Requirements

FY 19-20 estimated 2% wage increases (Town only) for non-union and unions in negotiation. Total funds required: \$104,462.

FY 20-21 estimated 2% wage increases (Town only) for non-union and unions in negotiation. Total funds required: \$ 96,323.

Health Insurance

The ECHIP increase over 5 years is 5.64%, which would require about \$130,822 (FY19-20) on the town side, and an additional \$60,566 in the following year.

Refuse & Recycling

The average increase has been about 2.5%. FY 19-20 increase is \$22,717, FY20-21 increase is \$24,692.

Gasoline & Diesel

Gasoline average increase based on low and high amounts out for 5 years is 6.25%.

Diesel based under the same method has an average increase of 10.43%.

Other Utilities:

Average increase is about 7%.

Summary Expenditures Drivers are:

FY 19-20 \$356,835

Capital 50% Sewer \$116,426, Capital 100% Sewer \$175,696, Total with 50% \$473,261, Total with 100% \$532,531

FY20-21 \$287, 191

Capital 50% Sewer \$14,234, Capital 100% Sewer \$73,454, Total with 50% \$301,425, Total with 100% \$360,645

The large expenditure numbers are just the town side.

He showed the priority based budget worksheets, which have not been updated in a couple of years. The sheets are calculated with values from a previous year and most likely the program costs have increased since then. They show the programs based on mandated vs. non-mandated by priority. Although some of the programs are calculated with the value based on priority, those values include personnel costs associated with full time staff. If some programs are eliminated it still may not eliminate the full cost associated with it due to staffing costs. If there is interest to review these, it may be a way to reduce some of the expenditures. Ms. Nuccio asked if there was a way to update the worksheets to reflect current numbers, because if they decide to get rid of something, they would need to see what the impact would be. Mr. Werbner said a lot of work and time goes into developing this. If there is a sincere interest in using, it would be worthwhile to do that. Although, if it is just an exercise and he asks staff to go back to update it, it is a lot of work. If it is something the Council would like to deliberate on, he would be happy to help them, but thinks that they should concentrate and focus on certain areas. Mr. Werbner said he could provide them a memo outlining the ones that he would suggest they look at.

8.2 Discussion on budgetary goals with the Board of Education.

Mr. Adlerstein and Mr. Werbner began discussion on the numbers involved in Mr. Werbner's slide presentation, but Mr. Eccles commented that they should concentrate on what they want to do for the town at this point, and not discussion of the numbers. Mr. Skoczulek said the BOE was invited tonight so that they could see where each are headed in the budget process. Mr. Adlerstein said he would like to preserve the services. He doesn't want them to focus on the bleak picture. He would like to see them target the level of services that will get people to stay here. Mr. Adlerstein said the members of the BOE are all aware of the situation. He thinks the BOE does need to take financial responsibility, and they do. Mr. Eccles said they are trying to set themselves on a trajectory. Even if they are nibbling at the capital expenditures, it is still a long term decrease. With the current state of things, they are looking at a loss in ESC funding of \$2.5m. It would be irresponsible of the Council and the BOE to say they are just going to keep in line with the capital expenditures as is. They have an opportunity to set themselves up for the next ten years. They should to see what needs to be put in place to meet the decreasing numbers.

Christina Plourd advised that they have a finance meeting next week, and they will be looking at last year's budget. Obviously, they had a lot of money leftover at the end of the year. They will have an opportunity to look at what the inefficiencies were, what were the sustainable cost savings, what cuts were made, and what they need to improve upon to get things back.

John Reagan commented that what they want and what they can have are two different things. He thinks it is good that they are meeting, but the reality isn't pretty. Ms. Nuccio is glad they are meeting. She would like to see a presentation from the BOE similar to the one that Mr. Werbner put together. She wants to understand the numbers that are given to her. Mr. Adlerstein said he is looking to at least maintain. They can work on some numbers. Once they have their numbers, they could come back and meet with the Council. Ms. Moran advised that the Community Workshops are scheduled for December 19th, January 7th and January 16th, and she invited the Council members to attend. Dr. Willett did mention that he could schedule another workshop sooner if it would help. He said he already has in his mind what he thinks they need, although it doesn't include all the additional input. Ms. Falusi believes the Community Workshops are very informational and beneficial. She thanked Dr. Willett for updating the website, and maintaining the FAQ's section.

Dr. Willett said he would go back to his Admin to see when he could have something put together for the BOE. Even though they will be working with assumptions, he would like some accuracy included. It was determined that once Dr. Willett got his budget together, they would have another joint meeting.

Mr. Werbner asked the BOE members to send him any questions that they have with regard to his presentation. He added that as soon as the election takes place in November, they will be getting updated information and the numbers can be reworked. He said it may be helpful to get things out to the public, so that there are no surprises in April or May.

8.3 Appointments to vacancies on various municipal boards/commissions.

Mr. Skoczulek said they received a resignation letter from Cathy Madore from the Agriculture Commission,

David Skoczulek motioned to appoint Brenda Falusi to the Central Regional Tourism District; Seconded by Tammy Nuccio. All in favor. None opposed.

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS)** - None.

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Nothing to add.

11. **ADOPTION OF MINUTES**

- 11.1 September 11, 2018 Special Workshop Minutes: Brenda Falusi moved to adopt the minutes; Seconded by Tammy Nuccio. All in favor. None opposed. John Reagan abstained.
- 11.2 September 11, 2018 Regular Meeting Minutes: Tammy Nuccio moved to adopt the minutes; Seconded by Brenda Falusi. All in favor. None opposed. John Reagan abstained.

12. **CORRESPONDENCE TO COUNCIL**

- 12.1 Letter suggesting that Old Cathole Road be renamed to something honoring Nancy Wyman.

13. **CHAIRMAN'S REPORT:** Nothing.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Nuccio said she agrees with forming smaller groups to work with the staff to understand the main drivers. It would be a good exercise for the Council to individually break that up, focus on an area, and then educate everyone on it so they have a better understanding of how the budget works.

Mr. Werbner said he had circulated some revisions to the 1% ordinance to some of the Council members. It will be added to a future agenda.

15. **PUBLIC LISTED PARTICIPATION** *(on any subject within the jurisdiction of the Town Council)*
(3 minute limit): None.

16. **ADJOURNMENT:** David Skoczulek moved to adjourn the meeting; Seconded by Tammy Nuccio at 8:50 p.m. All were in favor.

William N. Eccles
Town Council Chair

Michelle A. Finnegan
Town Council Clerk