

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
May 9, 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

Regular Meeting – April 25, 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 - Alexandra Simon and Mallory Goldsmith.

G. SUPERINTENDENT'S REPORT

- G.1 Monthly Financial Report
- G.2 Piano Donation
- G.3 Goals
- G.4 1% Fund – (up for review 8-27-2018)
- G.5 POCD
- G.6 Shared Services Committee Information and Nomination

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 – April 24, 2018

M. FUTURE

N. NEW BUSINESS

O. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – April 25, 2018

Members Present: Ms. Colleen Yudichak , Chair; Ms. Karen Moran, Vice Chair; Ms. Susan Seaver, Ms. Jane Pasini, Mr. Bob Pagoni, Ms. Christina Plourd, Mr. Sam Adlerstein
Ms. Michelle Harrold, Secretary arrived at 8:10PM

Members Absent: Mr. Jeff Schroeder

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 – April 11, 2018

Ms. Moran motioned to approve the minutes of the April 11, 2018 regular meeting. Ms. Plourd seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. CORRESPONDENCE - none

E. POINTS OF INFORMATION

Mr. Adlerstein explained that he attended the April 10th Town Council meeting as the Board liaison. The minutes from the meeting indicate that he stated that the Board was focused on passing the referendum. Mr. Adlerstein commented that if indeed he said this, he should not have. It is not the Board's job to advocate for the referendum. He explained that the Board members may personally advocate in favor of or against the referendum but the Board may not use its resources to do so.

F. STUDENT REPRESENTATIVES' REPORT – Alexandra Simon and Mallory Goldsmith

- The first Step-Up day was held today and another will take place on Friday.
- During the Civics class, all of the students who will be eighteen at the time of the November election registered to vote. The student representatives inquired if students may advertise the May referendum to other students. Mr. Adlerstein explained that students may advocate for voting as long as Town resources are not expended.
- The students are pleased that the April break remained as scheduled and inquired as to how the snow day would be made up. Dr. Willett explained that the day was taken from the original 181 scheduled student days. *There are now 180 student days in the academic year and the end date of school remains the same.*
- Student Council elections will be held soon.
- Tomorrow's Student Council meeting will include a discussion on goal-setting.

Dr. Willett provided information on a question posed at a prior meeting regarding having more meatless options available in the THS cafeteria. He spoke with Ms. Kassman-Harned, the Director of Food Services. She explained that a variety of meatless options are served including salads. Additionally, each week a station is dedicated to Meatless Monday. Due to sanitation rules, offering a salad bar is not an option. If students are interested, he will set up a meeting for them with Ms. Kassman-Harned.

Mr. Adlerstein noted that both of the representatives will graduate this year and inquired about the process for the selection of new BOE Student Representatives. It was explained that the representatives are elected by Student Council members.

G. SUPERINTENDENT'S REPORT

G.1. Strategic Prevention Framework

Dr. Willett explained that this item was set as an agenda item a few months ago during the discussion of being proactive and having community partnerships in regard to preventing drug use including bringing drug-sniffing dogs into the schools.

Dr. Willett reviewed attachment G.1 which explains the Substance Abuse and Mental Health Services Administration's Strategic Prevention Framework (SPF), a planning process for preventing substance misuse and abuse. This includes inter-community and intra-community cooperation to host programs. Currently, Tolland is anecdotally involved with SPF (Connecticut Prevention Network's In Plain Sight program will take place on May 15th in Tolland) but the Town could become more involved through the Regional Action Council's (RAC) East of the River Action for Substance Abuse Elimination (ERASE) organization. ERASE conducted Tolland's self-reporting student surveys on drug use and other items in 2010 and 2014.

Overall, it is a consortium of united groups that provide programs and strategic activities designed to address issues early on, inform the community, and take action against organizations that promote use. Thus, Tolland's involvement would include forming a subcommittee and creating programs within the Framework which is a multi-town endeavor. In turn, people from other towns would attend the events in Tolland. To participate, people will be needed to serve on a subcommittee and while there is no upfront cost to participate, there are associated expenses for implementation. There would be a moral obligation to offer programs and provide resources but Dr. Willett did not believe there would be a major financial impact. Overall, it is a comprehensive, multi-faceted approach vs. a single program of bringing dogs into the schools.

The Board discussed the SPF and the responsibilities if Tolland opts to join as well as the need for it to be done at the community level. The program involves multiple phases and participation provides opportunities for grants as well. Dr. Willett noted that he will post the results of the ERASE survey on the Board's site.

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

G.2. Board of Education Goals (Part II – no enclosure)

Dr. Willett reviewed attachment G.2 and presented a draft of the goals discussed at the April 11th Board meeting. Since the goal process has not yet been completed, published final goals are not available. The draft included the results of the prioritizing activity the Board members completed online and seven categories were created as well as proposed indicators of success. Dr. Willett added that the Board's goals may be broad in comparison to the administration's goals.

At the April 11th meeting, the Board discussed having 3-4 goals while keeping in mind the Town Council's goals (approved 02/27/2018). The Town Council's goals were reviewed. A discussion regarding both entities' goals took place including their similarities. Further, the Board discussed setting up a subcommittee composed of 3 members of the Board and 3 members of the Town Council to work on joint goals. Some members were opposed to such a subcommittee and expressed concern that it would not be inclusive of everyone's input. In turn, a joint workshop with the Town Council in late May or early June was proposed. Ms. Yudichak noted that ultimately the purpose is to create a working agreement between the Board and the Town Council. Ms. Yudichak and Ms. Moran will communicate with Mr. Eccles and Mr. Skoczulek regarding what the workshop will encompass including having it be a continuation of their most recent joint workshop in February.

In regard to the draft provided, the Board members will rank the items in the right column prior to the next Board meeting. The rankings will be based on how strongly the members feel on a particular item rather than on the logistics.

H. COMMITTEE AND LIAISON REPORTS

- Shared Services – An EASTCONN meeting will be held on April 27th and a Shared Services meeting will be scheduled for after the next Town Council meeting.
- CABA – Legislative Wrap Up of the 2018 General Assembly – May 15th, Collective Bargaining Workshop – June 12th; CABA/CAPSS Convention – November 16th-17th

I. CHAIRPERSON'S REPORT

Ms. Yudichak noted that the referendum will be held on Tuesday, May 1st, 6AM – 8PM in the Tolland Library Program Room.

She added that Mr. Eccles forwarded the Board an e-mail regarding reserve funds. Legislation may be passed that will allow up to 2% to be put into the reserve fund rather than the 1% currently allowed. A discussion took place. Mr. Pagoni commented that the Board has a difficult time as it is to make the budget every year let alone to save enough to put into a 2% fund. Dr. Willett explained as an example that if one has fewer outplacements or there is a change in services, funds may become available and having a balance in the account allows one to be able to budget a bit more conservatively. Otherwise, the district may fall short at the end of a year and not have a rainy day fund to access. Mr. Adlerstein supports the discussion and would like how the fund is viewed to be part of the conversation. In the recent past it was viewed as an unassigned fund reserve but this is not what the Board had in mind when the fund was created. The funds need to be set aside for the purpose of education.

J. BOARD ACTION

J.1 Strategic Prevention Framework

Mr. Adlerstein motioned to authorize the Superintendent to proceed with reaching out to Tolland's RAC to set up a presentation on the SPF and begin the process of engaging the Board of Education for Tolland in the Strategic Prevention Framework. Ms. Moran seconded the motion. Ms. Yudichak, Ms. Moran, Ms. Seaver, Ms. Pasini, Mr. Pagoni, Ms. Plourd, and Mr. Adlerstein were in favor. Ms. Harrold abstained. Motion carried.

K. PUBLIC PARTICIPATION - none

L. POINTS OF INFORMATION

(Town Council Meeting – April 10, 2018)

Referendum: Tuesday, May 1st, 6AM-8PM, Tolland Library Program Room

M. FUTURE

- Board of Education Goals
- Strategic Prevention Framework

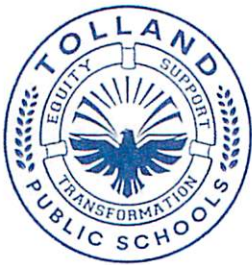
N. NEW BUSINESS - none

O. ADJOURNMENT

Ms. Harrold motioned to adjourn the meeting at 8:50 P.M. Ms. Plourd seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk



TOLLAND PUBLIC SCHOOLS

51 TOLLAND GREEN • TOLLAND, CONNECTICUT 06084
860-870-6850 • FAX: 860-870-7737

OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

G.1

FROM: Mark S. McLaughlin, Business Director

RE: Monthly Financial Report for March 2018

Date: May 4, 2018

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

Please find attached the financial report for the month of April 2018, the 10th month of the 2017-2018 fiscal year. This report is again only a snapshot of the financial situation for FY17-18. This year's budget did not get approved until November 14, 2017 due to the financial crisis at the state level. The financial attachment is provided in an object format to clearly show the adopted budget and the expenditures against the budget YTD. The object line items follow the reporting format required by the State Dept. of Education. The line items show expenses and encumbrances such as salaries, health insurance, utilities, tuition, transportation, textbooks, etc.

The attached April 2018 financial report shows an available balance of \$2,162,867 or 5.5% of the BOE's current budget. This includes encumbrances committed to vendors, collective bargaining agreements, district contracts, tuitions, transportation, maintenance etc. At this snapshot in time some line items are over budget, while some are under budget depending (as expected) on encumbrances and timing of expenditures. Some line items cannot be encumbered such as substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers comp 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 know assumptions from the town, state of Ct, grants, interest rates, market conditions, contacts, negotiations, Department of Ed. Mandates, etc.

This year's Budget, FY17-18 was approved for \$39,333,948. As a result of strong oversight and management, the BOE is closely monitoring spending. The BOE anticipates fulfilling its budget obligations 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 1% fund upon final approval by the auditors. In February the district received \$702,561 in the first excess cost payment from the state.

Tolland Public Schools

MM OBJ A Expenditure Report Summary (by OBJ - ??0)

From Date: 4/1/2018

To Date: 4/30/2018

Fiscal Year: 2017-2018

☐ 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	\$20,442,873.11	\$1,611,852.04	\$15,465,371.97	\$4,977,501.14	\$4,473,660.94	\$503,840.20	2.46%
0100.0000.120.00.000.1	Substitutes	\$471,941.00	\$30,207.44	\$244,639.91	\$227,301.09	\$0.00	\$227,301.09	48.16%
0100.0000.130.00.000.1	Overtime	\$164,166.00	\$9,055.19	\$136,806.04	\$27,359.96	\$153.92	\$27,206.04	16.57%
0100.0000.150.00.000.1	Stipends	\$337,840.00	\$26,732.68	\$203,445.06	\$134,394.94	\$215,151.02	(\$80,756.08)	-23.90%
0100.0000.190.00.000.1	Pension/Severance	\$156,390.00	\$0.00	\$29,706.03	\$126,683.97	\$3,476.00	\$123,207.97	78.78%
0100.0000.200.00.000.1	Employee Benefits	\$608,124.00	\$2,625.00	\$595,261.09	\$12,862.91	\$3,000.00	\$9,862.91	1.62%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,411,140.89	\$504,902.04	\$4,692,892.17	\$718,248.72	\$713,405.02	\$4,843.70	0.09%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$649,669.00	\$42,680.33	\$431,610.72	\$218,058.28	\$103,141.97	\$114,916.31	17.69%
0100.0000.240.00.000.1	Retirement (ICMA)	\$238,950.00	\$17,174.10	\$180,157.21	\$58,792.79	\$35,902.10	\$22,890.69	9.58%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$0.00	\$6,324.52	\$43,675.48	\$0.00	\$43,675.48	87.35%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$927.00	\$42,807.69	\$13,873.31	\$7,192.31	\$6,681.00	11.79%
0100.0000.270.00.000.1	Workers' Compensation	\$283,612.00	(\$7,985.00)	\$270,467.00	\$13,145.00	\$0.00	\$13,145.00	4.63%
0100.0000.300.00.000.1	Purch Prof & Tech Servcs	\$66,232.00	\$0.00	\$13,236.99	\$52,995.01	\$1,100.00	\$51,895.01	78.35%
0100.0000.310.00.000.1	Benefits Consultant Services	\$50,750.00	\$3,791.67	\$37,916.62	\$12,833.38	\$7,583.42	\$5,249.96	10.34%
0100.0000.320.00.000.1	Prof Educ Servcs	\$392,505.00	\$18,840.20	\$146,851.16	\$245,653.84	\$94,144.83	\$151,509.01	38.60%
0100.0000.330.00.000.1	Professional Tech Svcs	\$29,482.00	\$943.57	\$18,429.57	\$11,052.43	\$9,422.04	\$1,630.39	5.53%
0100.0000.340.00.000.1	Legal/Audit/Consult Servcs	\$219,087.00	\$5,022.31	\$103,609.04	\$115,477.96	\$34,913.43	\$80,564.53	36.77%
0100.0000.350.00.000.1	Tech Services	\$445,757.00	\$17,029.18	\$273,163.46	\$172,593.54	\$101,236.38	\$71,357.16	16.01%
0100.0000.410.00.000.1	Sewer/Water	\$29,501.00	\$0.00	\$29,501.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$126,420.00	\$13,825.12	\$71,750.95	\$54,669.05	\$44,973.34	\$9,695.71	7.67%
0100.0000.430.00.000.1	Repair and Maint Servs (Facili	\$261,962.00	\$22,925.87	\$123,625.10	\$138,336.90	\$114,271.10	\$24,065.80	9.19%
0100.0000.440.00.000.1	Rentals	\$148,552.00	\$8,701.85	\$107,753.01	\$40,798.99	\$56,716.00	(\$15,917.01)	-10.71%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,551,582.00	\$228,022.91	\$1,643,019.37	\$908,562.63	\$759,750.21	\$148,812.42	5.83%
0100.0000.520.00.000.1	Property/Liability Insurance	\$190,160.00	\$0.00	\$197,758.71	(\$7,598.71)	\$0.00	(\$7,598.71)	-4.00%
0100.0000.530.00.000.1	Telephone/ Postage	\$52,542.00	\$18,219.88	\$36,129.33	\$16,412.67	\$5,966.98	\$10,445.69	19.88%
0100.0000.540.00.000.1	Advertising	\$4,565.00	\$21,700.00	\$22,923.85	(\$18,358.85)	\$2,841.15	(\$21,200.00)	-464.40%
0100.0000.550.00.000.1	Printing and Binding	\$28,052.00	\$1,184.17	\$10,046.25	\$18,005.75	\$8,937.71	\$9,068.04	32.33%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,947,347.00	\$147,330.08	\$1,880,807.72	\$1,066,539.28	\$619,599.99	\$446,939.29	15.16%
0100.0000.580.00.000.1	Travel and Conference	\$37,731.00	\$2,142.70	\$13,516.61	\$24,214.39	\$4,953.43	\$19,260.96	51.05%
0100.0000.590.00.000.1	Public Officers & State Troope	\$86,322.00	\$7,685.68	\$58,220.31	\$28,101.69	\$15,040.91	\$13,060.78	15.13%
0100.0000.600.00.000.1	General Supplies	\$211,080.00	\$9,643.28	\$73,407.34	\$137,672.66	\$39,275.98	\$98,396.68	46.62%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$392,106.00	\$42,185.52	\$158,414.18	\$233,691.82	\$181,384.20	\$52,307.62	13.34%
0100.0000.620.00.000.1	Energy	\$1,641,399.00	\$15,229.72	\$1,553,427.35	\$87,971.65	\$83,719.15	\$4,252.50	0.26%
0100.0000.640.00.000.1	Textbooks	\$220,628.00	\$75,713.03	\$108,714.63	\$111,913.37	\$96,627.83	\$15,285.54	6.93%
0100.0000.650.00.000.1	Films and Videos Supl	\$650.00	\$198.21	\$748.15	(\$98.15)	\$500.00	(\$598.15)	-92.02%
0100.0000.660.00.000.1	Computer Software	\$42,621.00	\$0.00	\$43,343.12	(\$722.12)	\$84,358.42	(\$85,080.54)	-199.62%
0100.0000.690.00.000.1	Misc Supplies	\$59,906.00	\$1,240.03	\$23,510.62	\$36,395.38	\$23,650.91	\$12,744.47	21.27%
0100.0000.730.00.000.1	Equip Instruct - New	\$170,566.00	\$9,746.08	\$37,231.33	\$133,334.67	\$75,418.39	\$57,936.28	33.96%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$3,695.70	(\$1,695.70)	-84.79%
0100.0000.810.00.000.1	Dues and Fees	\$53,036.00	\$5,246.75	\$56,653.68	(\$3,617.68)	\$2,717.34	(\$6,335.02)	-11.94%
Grand Total:		\$39,333,948.00	\$2,914,738.63	\$29,143,198.86	\$10,190,749.14	\$8,027,882.12	\$2,162,867.02	5.50%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Piano Donation

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

For BOE meeting: May 9, 2018

ITEM SUMMARY:

A piano has been donated to the Tolland Public Schools for use in Tolland Middle School. The value is determined to be \$2000. This is being utilized for the educational benefit of students and conforms to Policy and Regulation 3050.

FINANCIAL SUMMARY:

\$2000 Piano donation to TPS / TMS.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Official Board Recognition of the donation, no action necessary as there are no restrictions.

SUPPORTING MATERIALS ATTACHED:

None

Agenda Item #G3
SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM:

ITEM SUBMITTED BY:

For BOE meeting:

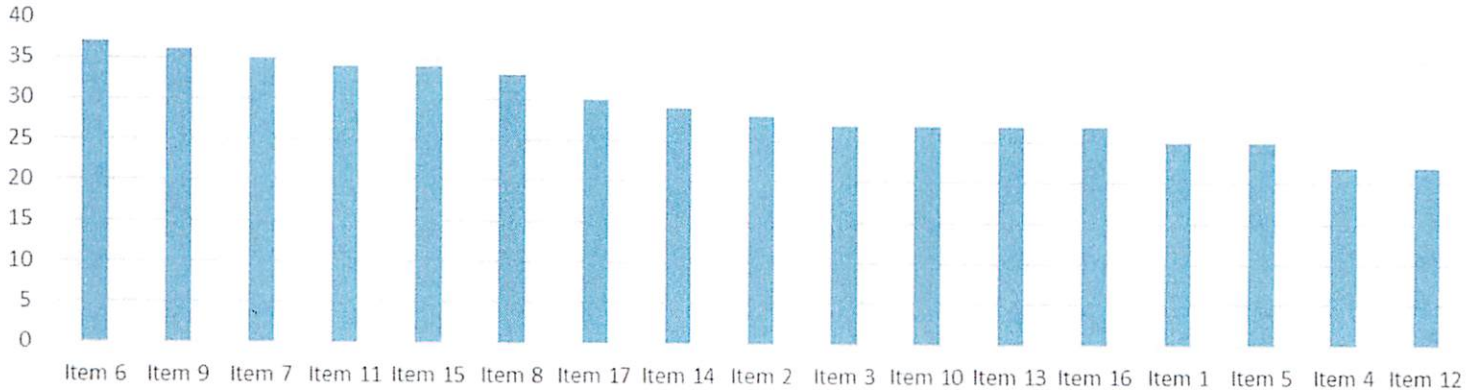
ITEM SUMMARY:

Goals

Walter Willett, Ph.D., Superintendent

May 9, 2018

Aggregate Rating



Item	IOS
Item 1	The Communications Committee will identify and evaluate five methods of communication by the end of the school year
Item 2	The BOE will commit to no less than four joint meetings/workshops with the TC by the end of the school year.
Item 3	The BOE will work with the TC and, through the shared services committee, review current shared services and potential opportunities.
Item 4	BOE members will attend TC, Planning and Zoning, and other Town committees to inform them of the BOE initiatives and considerations with respect to education and BOE business.
Item 5	The BOE will work to establish a Special Education portion of the 1% fund to address year to year fluctuations.
Item 6	The BOE will support and encourage the development of at least one specialized program for Tolland that can serve as an alternative to outplacement
Item 7	The BOE will support the development of at least one tuition program
Item 8	The BOE will support the implementation of Mastery Learning and Responsive Education initiatives in all schools by participating in workshops and public discussions that support the initiatives
Item 9	The BOE will support efforts to develop curriculum through financial support of curriculum efforts and advocacy with other elected bodies to protect positions necessary for carrying out curriculum development and associated teaching and learning
Item 10	The BOE will support efforts to develop technology initiatives that provide a instructional technology resource to all students increasing student used technology by at least 10% of current capability
Item 11	The BOE will engage in participation with the Strategic Prevention Framework by pursuing survey opportunities and engaging in at least one community program by the end of the school year
Item 12	At least one BOE member will attend each Athletic Advisory meeting
Item 13	The BOE will support Responsive Education programs and PBIS efforts through attendance at community workshops with at least 2 BOE members attending each workshop
Item 14	The BOE will invite elected state and federal officials to discuss educational matters with the Superintendent and Board, or Superintendent and Board sub-committee, at least two times during the school year
Item 15	Board of Education members will review the BOE Dashboard and Superintendent Community Newsletter weekly
Item 16	The Board of Education will have the Superintendent execute at least four BOE "Workshop" style BOE meetings on educational topics during the school year
Item 17	The BOE will work through the Superintendent to explore, research, and execute any shared opportunities with regional educational service centers or other districts

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review, Prioritize, and determine final BOE Goals.

SUPPORTING MATERIALS ATTACHED:

None

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: 1% Fund

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

For BOE meeting: May 9, 2018

ITEM SUMMARY:

Discussion of 1% fund as requested.

Brief History/Summary:

- The *Education Reserve Fund* was adopted by the Town of Tolland on August 23, 2013 by Ordinance number 86.
- Pursuant to CGS 10-248a it provided funding resources "sole for the future Board of Education nonrecurring or unanticipated expenditure funding needs."
- Contributions to fund are comprised of unexpended funds of the school district from the prior fiscal year appropriation, not to exceed 1% of the BOE's adopted budget for the given fiscal year which "shall be" transferred upon request of the BOE to the Town Council into a BOE Special Reserve Fund.
- The fund "shall" be accounted for on the BOE's general ledger and will be solely used for nonrecurring or unanticipated funding needs of the BOE, including but not limited to capital items, unanticipated special education needs or other unanticipated costs, purchase of goods and services above the amount that was originally budgeted for (such as computers, books, etc.).
- Any unexpended funds which may remain at the close of each fiscal year in the BOE Special Reserve Fund shall be non-lapsing and remain within the fund for use by the Board of Education
- Chapter 8 shall be reviewed by the Town Council and Board of Education every five years from the date of adoption
- March 29, 2018 House of Representatives through Representative Fleischmann of the 18th District, Chairperson of the Committee on the Part of the House presented Bill No. 5167:

AN ACT INCREASING THE AMOUNT A TOWN MAY DEPOSIT INTO A NONLAPSING ACCOUNT FOR UNEXPENDED EDUCATION FUNDS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 10-248a of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2018): For the fiscal year ending June 30, [2011] 2019, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, the board of finance in each town having a board of finance, the board of selectmen in each town having no board of finance or the authority making appropriations for the school district for each town may deposit into a non-lapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided (1) such deposited amount does not exceed one and two per cent of the total budgeted appropriation for education for such prior fiscal year, (2) each expenditure from such account shall be made for educational purposes only, and (3) such expenditure shall be authorized by the local board of education for such town.

- This bill increases the amount of unspent education funds that a town can deposit in a nonlapsing fund for later use from 1% to 2% of the town's budgeted appropriation for education for the prior fiscal year. Existing law, unchanged by the bill, permits this deposit by a town board of finance, board of selectmen in a town with no

board of finance, or other appropriating authority for a school district notwithstanding any contrary statutes, special acts, local charters, and ordinances. The bill also requires that the deposited funds be expended upon the authorization of the board of education and only for educational purposes. EFFECTIVE DATE: July 1, 2018

- Education Committee: Received 36 Yea. and 0 Nay votes
- Bill 5167 passed the House but is awaiting action in the Senate
- Town must adopt an ordinance (in this case has adopted Ordinance 86) but will need to review it with the BOE as stated above (every five years)

FINANCIAL SUMMARY:

N/A at this time.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review of requested information. Discussion of 1% fund and options.

SUPPORTING MATERIALS ATTACHED:

Ordinance 86 – Chapter 8 – One Percent Fund.pdf

Town of Tolland, CT
Monday, January 5, 2015

Chapter 8. EDUCATION RESERVE FUND

[HISTORY: Adopted by the Town Council of the Town of Tolland 8-27-2013 by Ord. No. 86. Amendments noted where applicable.]

§ 8-1. Purpose.

There is hereby created a Board of Education Special Reserve Fund pursuant to Connecticut State Statute Section 10-248a to provide funding resources solely for future Board of Education nonrecurring or unanticipated expenditure funding needs.

§ 8-2. Contributions to fund.

- A. Unexpended funds of the school district from the prior fiscal year's budgeted appropriation, not to exceed 1% of the Board of Education's adopted budget for that given fiscal year, shall be transferred upon request of the Board of Education to the Town Council into a Board of Education Special Reserve Fund. The fund shall be accounted for on the Board of Education's general ledger and will be solely used for nonrecurring or unanticipated finding needs of the Board of Education, including but not limited to capital items, unanticipated special education needs or other unanticipated costs, purchase of goods or services above the amount that was originally budgeted for items such as computers or books, etc.
- B. The Town's Finance Department and the Board of Education's Finance Department must agree on a final year-end balance, and that amount shall be confirmed by the Town's audit firm prior to any request to deposit funds from that year into the Board of Education Special Reserve Fund.
- C. Once funds are confirmed, the Tolland Town Council shall vote to commit funds pursuant to Subsection A, above.

§ 8-3. Custody of fund and investments.

The Board of Education Special Reserve Funds shall be part of the Board of Education's pooled cash account or a separate cash account in the custody of the Board of Education Business Manager and Town Treasurer. The Town Treasurer or Town Finance Director, in consultation with the Board of Education Business Manager, may, from time to time, invest all or any part of the monies in said fund in any securities in which public funds may lawfully be invested. All income derived from such investments shall be paid into the Town's General Fund and become a part thereof. The Board of Education Business Manager shall exercise control and administration of the Board of Education Special Reserve Fund on the Board of Education's general ledger in accordance with Board of Education policies.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: POCD

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

For BOE meeting: May 9, 2018

ITEM SUMMARY:

Discuss POCD.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Discuss POCD as requested

SUPPORTING MATERIALS ATTACHED:

None

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Shared Services Committee

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

For BOE meeting: May 9, 2018

ITEM SUMMARY:

Consideration of the addition of Sam Adlerstein to the Share Services Committee

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review prior attached minutes on Shared Service Committee composition (TC November 28, 2017 and BOE December 13, 2017) and discuss.

SUPPORTING MATERIALS ATTACHED:

2018 Shared Service Committee Info.pdf

SPECIAL MEETING MINUTES

TOLLAND TOWN COUNCIL TOLLAND HIGH SCHOOL – AUDITORIUM APRIL 23, 2018 – 7:00 P.M.

ANNUAL BUDGET PRESENTATION

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair; Tammy Nuccio; Paul Reynolds

MEMBERS ABSENT: Brenda Falusi; John Reagan and Christine Vincent

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Christopher Jordan, Assistant Finance Director; Walter Willett, Superintendant

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. **ANNUAL BUDGET PRESENTATION**

- 4.1 Pursuant to C9-9 of the Town of Tolland Charter, the Town Council shall arrange for an annual budget presentation. The annual budget presentation is intended to provide information and encourage public discussion.

Mr. Eccles gave a presentation with the use of a PowerPoint. He said tonight's meeting will be more of a story. He will not be reading from charts. The purpose of tonight's meeting was to disseminate information, meet the Charter requirement, stimulate discussion and help the voters make an informed decision. He reviewed the budget process timeline. As of now, they are in the informational phase, where the budget cannot be changed.

He explained that the budget is the means by which the town provides programs and services to the residents, sets levels of service, authorizes necessary spending and is executed for less when possible. By voting in favor of the budget, the residents are giving their consent for the town to provide those services, and they are telling the town the maximum price they are willing to pay for them. When the town can spend less and deliver the same level of services, the town will do so.

He outlined what the budget goals are: maintain or improve services, hold taxes at a reasonable amount, maintain creditworthiness; and make progress towards self-reliance. While the fund balance could be drained to pay for capital items that would work against Tolland's credit rating. A good credit rating helps Tolland get low interest rates when it does need to borrow. Also, Tolland is reliant on a state government which sees financially well managed towns, with higher than average incomes like Tolland, as a way to fund towns which have poor management or lower than average incomes. This funding mechanism will deprive Tolland state grants, which funds a large part of its education system, among other things.

Mr. Eccles reviewed the budget expenditures. The 2018-2019 budget is \$56,170,697. He showed a pie chart outlining where the dollars will be applied, and commented that the pie chart does not show what has changed. He showed the expenditures numbers, and outlined what we are getting for the increase: adding back in two Resident Troopers, adding back in one free bulky waste pickup, and funded the BOE per its' request. The BOE has added five positions, and maintains other services and cost avoidance programs like LEAP.

Mr. Eccles said the total cost of the budget is \$56.1m. That is the amount that needs to be raised in revenues in order to pay for the services that Tolland gets. Revenue is income. It is what the town receives from the state or collects in taxes to fund the services. He reviewed the breakdown of the numbers. He added that the state budget and the grants are changing. The State may take forever to set a budget, and the grants will be guesswork. Mr. Werbner estimated ECS grant dollars at \$9,308,625, and based the budget on last year's actual and estimate of the legislature budget. If extra funds are received, they will go into fund balance. If there is a shortage in funds, it will be negotiated between the BOE and Council. He explained the effect this will have on the mill rate. With no fund balance use, the mill rate increases 1.40 mills, or 4.07%. With \$690,000 fund balance used, the mill rate increase would be 0.86 mill, or 2.49%.

A slide was shown depicting how the tax increase would affect three homes at low, medium and high market value. The monthly differences are \$8.42, \$13.50 and \$25.75 respectively.

He spoke about being more self-reliant, and explained how the BOE was starting to do so. They are implementing LEAP, which keeps special needs students in-district; increasing early intervention; starting Tolland Business Academy; and adding a science coordinator to strengthen STEM. The Town Council is examining regionalization opportunities; considering alternate policing strategies; and advocating for homeowners with crumbling foundations. He outlined what types of buildings Tolland would need in order to make up for \$1m loss in state aid. Tolland may need to hang its hat on its commercial development.

They are running efficiently by:

- Sharing grounds and building maintenance between BOE and Town;
- Increasing building energy efficiencies;
- Retaining dedicated staff; maintaining a mixed volunteer/paid fire department; and
- Using Resident State Troopers and more.

He said Tolland is a great place to live, but remaining a great place to live will depend on the referendum passing.

Mr. Eccles reviewed the referendum question.

**Voting will take place at the Library Program Room
on Tuesday, May 1, 2018, 6 a.m. to 8 p.m.**

Residents can go on-line to the tax calculator to figure out their tax payments, and review the budget documents.

5. PUBLIC PARTICIPATION:

Deb Goetz of 176 Kate Lane: She thanked Mr. Eccles for his presentation. She said she hopes they support the Charter Committee's Revision recommendation to maintain our budget referendum process just as it is now. She asked if the recent budgets being discussed separately by the Democrats and

Republicans have given them any reason to believe that the impact in Tolland for FY 18/19 has been over estimated.

Tammy Nuccio commented that both plans being presented are bringing them back to the 18/19 number and they don't fill the hole or the back log. Also, she hasn't seen any language that states the Governor can't make his decision on how he wants to fill that hole.

Ms. Goetz commented that she sent the Council an e-mail with questions regarding the BOE budget. She asked if they thought the schools would need an increase for next year.

Mr. Eccles said he doesn't understand the \$2.7m well enough to answer the question, but there were representatives from the BOE that might be able to explain it.

Dr. Willett spoke. He said they are currently at \$2.3m. They usually do have an unencumbered balance at this point. This year some factors were different, such as the budget not being approved until November 2017. That has put the District behind in the allocation process. The budget was frozen a number of times to be conservative. He referred Ms. Goetz to the November 14th BOE meeting minutes for the capital requests. There are a number of factors as to why it is at \$2.3m now. He expects there will be an adjustment at some point.

Discussion continued between Ms. Goetz and Dr. Willett regarding the BOE's budget.

Sam Adlerstein of 164 Pine Hill Road: He liked Mr. Eccles presentation. It was straight forward. He thanked the Council for their work in the difficult year. Reflecting on Ms. Goetz's questions, he said she would need to go back at least a year. They can't just look at it in a one year snapshot. If you've been living here for the last two years, there has been a lot of disruption to our schools. He asks that people maintain perspective.

Karen Moran of 50 Merlot Way: She thanked them for the presentation given tonight. She thought it reflected a nice balance for the whole community. As far as perspective, she spoke of the large class sizes in the high school. She asked the Council to talk about providing a monthly financial report. The BOE does this, and it shows transparency.

Colleen Yudichak of Blueberry Hill Road: She commented that it was a great presentation tonight. She also added that the budget requested by the BOE will bring some valuable resources to the town.

6. **ADJOURNMENT:** Tammy Nuccio moved to adjourn the meeting; Seconded by David Skoczulek at 7:48 p.m. All were in favor.

William N. Eccles, Chairman

Michelle A. Finnegan
Town Council Clerk