



**TOLLAND BOARD OF EDUCATION**

Hicks Municipal Center  
Council Chambers  
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

**VISION STATEMENT**

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

**2018-2019 GOALS**

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

**AGENDA**  
**May 8, 2019**

**A. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

**B. APPROVAL OF MINUTES**

- April 24, 2019
- April 29, 2019 (Special Meeting)

**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 – Fisher Thompson and Summer Zahid

G. SUPERINTENDENT'S REPORT

- G.1 CABE Student Leadership Awards-Fisher Thompson, Will Glaser and Zoe Livingston (Zoe Livingston not able to attend) (No enclosure)
- G.2 Monthly Financial Report
- G.3 Superintendent Evaluation (No enclosure)
- G.4 End of Year Reconciliation (No enclosure)

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 Special Meeting Minutes-April 22, 2019  
Town Council Meeting Minutes – April 23. 2019

M. FUTURE

N. NEW BUSINESS

O. ADJOURNMENT

## **TOLLAND BOARD OF EDUCATION**

Hicks Municipal Center  
Council Chambers  
Tolland, CT 06084

REGULAR MEETING – April 24, 2019

Members Present: Ms. Colleen Yudichak, Chair; Ms. Karen Moran, Vice Chair; Ms. Michelle Harrold, Secretary (arrived at 7:56PM); Mr. Sam Adlerstein, Mr. Bob Pagoni, and Ms. Kate Howard-Bender

Members Absent: Ms. Christina Plourd, Mr. Jeff Schroeder, Ms. Jane Pasini

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Yudichak called the meeting to order at 7:31PM. The Pledge of Allegiance was recited. A video of Staff Appreciation Day from the Tolland Public Schools television series was presented.

Ms. Moran and the Board expressed thanks to the teachers, paraprofessionals, administrators, custodians, food service, administrative assistants, counselors, and everybody in our schools.

B. APPROVAL OF MINUTES

- April 10, 2019

Mr. Pagoni motioned to adopt the minutes of the April 10<sup>th</sup> meetings. Mr. Adlerstein seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. CORRESPONDENCE - none

E. POINTS OF INFORMATION

Ms. Moran noted that Representative Wilson-Pheanious was not able to attend this evening but has some bills coming up on which she would like the opinion of the Board. In turn, she would like to reschedule. Representative Wilson-Pheanious will hold office hours tomorrow evening in Council Chambers (6:00PM – 7:30PM).

Ms. Yudichak noted that currently there is a petition in the public that is neither being directed by nor run by the BOE or the Superintendent's office. She believes the petition is being run by volunteers and wanted to ensure that this is clear. Further, signage regarding the Birch Grove foundation has been placed in Town. This too is not sponsored by or being run by the BOE or the Superintendent's office and is being run by volunteers. It was also noted that materials for both of these items were not provided by the Tolland Public Schools and the Board, as a group, cannot advocate for either project.

Mr. Adlerstein commented that he has seen the petition and believes community involvement and residents standing up for their schools should be what the Board wants. While he does not have students in the district, he would be concerned if people in Tolland did not care more about the schools than he does. He would hope to see indications of people who care passionately about the schools and community.



Mr. Pagoni commented that he is "officially not running for the Board of Education next time around". He made the decision this evening to make the announcement and to explain why. He is "fed up" with certain people who speak, in particular, "I am talking about the Republican Party" and "when they speak it is like the Messiah is about to say something (or the Prophet). There is a hush that falls over the crowd and everybody listens because what they say is absolutely true. When anyone on the Board speaks, they're lying and I am fed up with it. It is not just the Party, it is a lot of people in this community. I am fed up with the keyboard warriors, and they know who they are, they get on social media every day and I do not have access to it ... but I get enough information. They continuously go after us on the Board. They are a bunch of ignorant people and I will say it because I am not running and I don't care what anybody thinks. They say stupid stuff. We have a lot of sharp people in this community that are not on the Board that do bring good thoughts and good information and good observations and suggestions. We have a lot of ignorant people out there. We don't get paid. There are three or four people in this community that I am not going to name but they are probably the four most strongest people in this community that throw out vitriol at us on a regular basis about how incompetent we are, how stupid we are, how narrow minded we are and we have no business being here." Mr. Pagoni went on to say, "We are here as volunteers because we care. I wouldn't be here for fourteen years if I didn't give a darn about this community." Mr. Pagoni cited a social media post and commented the author was "absolutely ignorant" and "he has no clue what he is talking about". Mr. Pagoni stated, "when you compare people in this community to the gestapo, that crosses the line." He added that he does not care if the author retracted it or apologizes; he has already crossed the line. Mr. Pagoni explained that he is done and will do the best he can to represent the community through the end of November.

Mr. Adlerstein addressed Mr. Pagoni. To put things in perspective, Mr. Pagoni has been on the Board for fourteen years. When he started almost six years ago, Mr. Pagoni explained how everything worked and set the code of conduct. He taught them to come together, not be "Rs" and "Ds" and to put the students first. Without this, the Board would not be what it is today. He has made a huge difference that has positively affected the students of Tolland. Further, Mr. Pagoni imparted that if you are not part of the energy supporting the youth of Tolland then for what do you advocate? Mr. Adlerstein thanked Mr. Pagoni for his service and inspiration.

Ms. Moran commented that Mr. Pagoni should be very proud of his fourteen years at the desk and as a volunteer for the community.

Mr. Pagoni clarified that nothing he said this evening was directed toward any of the Board members.

F. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson & Summer Zahid - none

Ms. Moran noted that many student groups are participating in events including:

- Band is in Chicago, IL
- DECA is headed to the Nationals in Orlando, FL
- RAGE Robotics Team is at the World Championships
  - A live stream of the competition will be held at the Tolland Public Library in the Program Room on Thursday 2-5:30PM and Friday 2-5PM.

The Board wishes everyone its very best and thanks the students and staff for representing Tolland.

G. SUPERINTENDENT'S REPORT

*Item G2 was addressed first.*

G1. Tim Ackert, Dan Champagne, and Pat Wilson-Pheanious – Update on State Budget (No enclosure)

Tim Ackert and Pat Wilson-Pheanious were not in attendance.

Senator Champagne addressed questions and concerns posed by the Board.

The following includes items that were discussed as well as information that was provided:

- The district is looking at a depleted budget which is not what the Board set out to do. In part this is due to the ECS reductions, the Town facing the construction of a school, a reduction in revenues due to crumbling foundations, and a sewer plant expense.
- In regard to the sewer plant expense, Senator Champagne noted that the construction portion came in at \$16M less.
- Senator Champagne along with Representative Wilson- Pheanious and Representative Ackert sent a letter seeking more funding for the building of Birch Grove and they have the backing of a large crumbling foundation caucus made up of both parties. Further, the caucus will also send (if it has not already done so) a letter to try to get an offset of the losses from the crumbling foundations (based on the grand list). This would be to offset any losses from the state including ECS. Due to the crumbling foundations the community cannot be looked at as others are in the State.
- In regard to the State budget, Senator Champagne commented that he is not sure the Governor's budget will go forward. There are a lot of bills right now (approximately 600 in the Senate alone) and a lot of those have price tags attached so he is keeping a close eye on those and fighting any with price tags that are not absolutely necessary.
- Dr. Willett noted that it seems that the Legislature got together and did a ten year walk down of ECS. This is something districts could predict and manage. With the Governor's proposal to change the walk down to three years is "devastating" to a Town like Tolland and "irresponsible". In response to this, Senator Champagne noted the district is not alone and this is affecting a lot of districts. He added, "Just because the Governor proposed it does not mean it is going to happen."
- Senator Champagne noted that a budget will be coming out of the Legislature and hopes they can come up with something that will work for everyone.
- Mr. Adlerstein commented that the Board used to work with \$20K or \$80K being a "huge deal" and now they have to add a zero to it. It is "unfathomable and affects every student in our district". They are looking at an \$800K ECS reduction in one year.
- Senator Champagne commented that he watched the Town Council's budget presentation on Monday evening. When one starts to take money from savings to pay for everyday expenses it starts to hurt.
- Dr. Willett thanked Senator Champagne for attending this evening and is encouraged by what he has heard. The difficult part about the Town not having other numbers to work with means that the district loses significant resources



which would provide help for the students in the general education population who are struggling. This is something the district has been trying to build for the past two years and is now taking a step back.

- Senator Champagne noted that the crumbling foundation caucus is shooting for 100% for the rebuilding of Birch Grove.
- In regard to how the community can be most effective, Senator Champagne recommended that letters be sent to the Governor, the Lieutenant Governor, and the Appropriations Committee. He encouraged having parents send letters as well and recommended that they be personalized.
- Mr. Pagoni asked Senator Champagne for his opinion on the proposed tolls. Senator Champagne explained that he asks how many people think the highways will be fixed with all the money from the tolls vs. it going into the general fund. Everyone knows the answer and once you put a funding source in place it keeps increasing year after year to make up for lost budget funding. Further, they do not yet know if buses and municipal vehicles will be exempt.
- Representative Champagne will communicate with the Chair if he hears of other bills that may affect education in Tolland.

G2. Possible cancellation of summer meetings

Dr. Willett reviewed attachment G2.

A brief discussion took place regarding what the Board has done in the past for its summer meeting schedule. Members of the Board expressed a desire to keep the August 14<sup>th</sup> meeting on the schedule.

Mr. Pagoni motioned to move item G2 to item J1 for action. Mr. Adlerstein seconded the motion. All were in favor. Motion carried.

G3. Recognitions (No enclosure)

Dr. Willett congratulated the RAGE Robotics team on going to the World Championship and DECA, under the leadership of Lynne Bridge, for its trip to the Nationals.

Many wonderful things happen in the Tolland Schools daily and Dr. Willett highlighted the following:

- Noah Field did an amazing job with two sell-out productions of *Grease*
- Softball players Carolyn Sutton, Shanley McCaffrey, and Lily Contreras volunteered their time to assist with a pitchers' and catchers' clinic for Tolland Little League
- The Girls' Lacrosse Team won a Sportsmanship Award under the coaching of Kate Tellers
- Eight students from TEAMS will be heading to the National TEAMS Competition under the direction of Beth Penney. The students are: Quinn Brody, Anna Cadman, Beryl Chen, James Conlin, Nick Machuga, Sophia Marzialo, Alan Mermelshteyn, and Meghan Myles.
- Two students, Alex LaPorte and Karena Sazo, were witness to a medical emergency on the morning of April 23<sup>rd</sup>. Both responded quickly and appropriately to get a fellow student the medical attention and help needed. They got the attention of a teacher who was able to get to the student and they ran to get the nurse. Their swift response to help one of their peers is

appreciated. Recognition also goes to Kim Quirk who slid under the bathroom stall to be with the student while the nurse was in route and unlocked the stall to get access to the student more quickly.

Ms. Moran noted the Women Build group participated in a project for Habitat for Humanity as well.

G4. ERF Request to Town Council

Dr. Willett reviewed attachment G4.

Mr. Pagoni motioned to move item G4 to item J2 for action. Ms. Harrold seconded the motion. All were in favor. Motion carried.

H. COMMITTEE AND LIAISON REPORTS

Birch Grove Building Committee – the Town Council voted in the Birch Grove Building Committee which was recommended; they had a very talented pool of applicants and it was challenging to get to the final eight

Communications – the last meeting was held on April 10<sup>th</sup>; the district calendar was discussed (last day of school - June 13<sup>th</sup>, TMS Promotion Ceremony - June 12<sup>th</sup>, THS Graduation - June 13<sup>th</sup>); suggestions for updates to the Superintendent's Bulletin were discussed; a conversation took place regarding PTOs and promoting involvement

Negotiations – custodian negotiations are currently underway

Town Council Liaison – discussion regarding the Birch Grove building committee; an executive session in regard to the town manager search

I. CHAIRPERSON'S REPORT - none

J. BOARD ACTION

J1. Possible cancellation of summer meetings

Mr. Pagoni motioned to cancel the Board of Education meetings for July 10<sup>th</sup> and July 24<sup>th</sup>. Mr. Adlerstein seconded the motion. All were in favor. Motion carried.

J2. ERF Request to Town Council

Mr. Pagoni motioned that in accordance with Ordinance 86 to officially, and in writing, make this written request of the Town Council to transfer \$393,339 from the 2017-2018 fiscal year into the Education Reserve Fund. Ms. Harrold seconded the motion. A brief discussion took place regarding why money cannot be requested for the current budget. This is explained in the attachment. All were in favor. Motion carried.

K. PUBLIC PARTICIPATION

Kate Vallo, 80 Tolland Green, thanked the Board members for all they do. This evening, given Mr. Pagoni's announcement, Ms. Vallo took the opportunity to thank him for his service; specifically for always elevating and amplifying the voice of the public. It is a strength he has brought forward over the years. Ms. Vallo explained that she is not surprised that Mr. Pagoni is upset right now as he is very passionate about what he does. He listens and takes what the public says to heart. She thanked him for this. Whoever sits in his place will have large shoes to



fill and she hopes they take a page out of his book and listen deeply to what people have to say. Taking this a step further, Ms. Vallo hopes the community as a whole can find it within themselves to show respect to the volunteers on all of the boards and commissions.

L. POINTS OF INFORMATION

▪ Town Council Meeting Minutes – April 9, 2019

Dr. Willett commented on getting people involved in community groups such as the PTOs. It is important not to be reckless and use disparaging terminology when speaking about people who are giving their time. A respectful discourse can be had, when disparaging remarks are made, people who would have gotten involved with a PTO or run for a seat may decide not to do so and this hurts the community. It is important to be supportive and respectful of each other.

Mr. Adlerstein asked Dr. Willett to review the impacts of the budget, specifically in regard to the middle school. There has always been concern about the teams at TMS and that reductions could impact the ability to sustain them. Ms. Moran commented that this situation feels a bit like when the eighth grade ELA teachers were lost.

Dr. Willett explained the greatest impact is the loss of the two ELA teachers. These are two positions that are being lost, two people who will not have jobs and are losses to the district. He explained that the hardest part is that the district is desperately working to provide support to students who are challenged in the general education population. These positions were going to be directly working with those students. This is where the district is struggling to adjust and making a plan to do so did not make the staff superfluous. These are actual kids who are struggling who will not have the support they would have otherwise had. This is the most devastating aspect but at this point if it is not those positions it would be others. The rest of the budget adjustments were based on trend, items identified by the Board, and items that can otherwise be addressed. Professional development, such as training teachers for the Spire program, is being curtailed but is something the staff needs and provides the best support possible for students which can help avoid outplacements. The district will do what it has to but is it very difficult. Dr. Willett added that while he is very encouraged by what was said by Senator Champagne, damage is still done and there is concern when the staff reads statements regarding reductions in force in the newsletter. Dr. Willett explained they have been trying to help struggling students in the general population and not having the resources to do so is very disappointing as an educator. That said, he is working hard to try to remedy this and some items need to be done in phases due to a lack of staff. Dr. Willett noted that this is an amazing district which is strong but is taking a hit and they are doing the best they can to adjust.

Mr. Adlerstein inquired if it was fair to say that this affects all students in that now the classroom teacher has to work with everyone which slows down the entire class. Dr. Willett explained that via metrics they can now identify a large population of students who need support. SRBI/RTI is designed to help students in the general population so there are less special education designations. Ms. Howard-Bender explained that it will be up to the classroom teachers to provide intervention.

Ms. Yudichak noted that Senator Champagne made it sound like the district may do better than expected and inquired what the options would be. Ms. Harrold explained that this is something that would need to be discussed with the Town Council. Dr. Willett added that in terms of



timing the damage has been done but noted that it is a great district with very hard working educators which includes all of the staff and administration.

Mr. Adlerstein commented that if folks do not like what is happening in their child's school life, blame should not be on the administration and teachers. It is due to the changes being made to the system due to having to work without the necessary resources.

Mr. Pagoni added that it will not be better until 50%+ of the community says that it has had enough.

Mr. Adlerstein commented that this is not business as usual. This budget is exasperating the situation and he wants people to be aware of it.

Ms. Howard –Bender commented that she thinks of Dr. Martin Luther King and that budgets are moral documents. What is it that is being said? It is about choices and how people want to run the town and schools. She encouraged people to be heard.

Dr. Willett noted that voting will be held on May 7<sup>th</sup>. If the budget passes they will be able to contain the situation.

M. FUTURE

- Dr. Willett will create programs for the Board members annually (this includes school tours)
- Pathways
- 21<sup>st</sup> Century Learning
- Strategic Prevention Framework
- Mental Health Services
- Budget
- Regionalization
- Invite Representative Ackert and Representative Wilson- Pheanious to the next meeting

N. NEW BUSINESS – none

O. ADJOURNMENT

Mr. Pagoni motioned to adjourn the meeting at 9:02p.m. Ms. Harrold seconded the motion. All were in favor. Motion carried.

Respectfully submitted,  
Lisa Pascuzzi  
Clerk

## **TOLLAND BOARD OF EDUCATION**

Hicks Municipal Center  
Council Chambers  
Tolland, CT 06084

SPECIAL MEETING – April 29, 2019

Members Present: Ms. Colleen Yudichak, Chair; Ms. Karen Moran, Vice Chair; Ms. Michelle Harrold, Secretary; Mr. Bob Pagoni, Ms. Kate Howard-Bender, Ms. Jane Pasini, and Mr. Schroeder

Members Absent: Ms. Christina Plourd, Mr. Sam Adlerstein

Administrators Present: Dr. Walter Willett, Superintendent of Schools

**A. CALL TO ORDER**

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

**B. DISCUSSION CONCERNING NON-RENEWAL OF THE NON-TENURED TEACHERS FOR BUDGETARY REASONS**

Dr. Willett explained that as part of the process of teacher non-renewals, whenever a non-renewal is done for financial purposes there is a sequence of events that need to take place. This evening is one of the processes involved.

Dr. Willett explained that they have gone through the process to determine which two teachers, as discussed at the last meeting, by contract would be reduced. One of the teachers resigned so the process of non-renewal is not needed for that person. The district will not rehire that position. The other individual has not resigned and in turn this evening Dr. Willett needs a motion to non-renew the following non-tenured teachers for budgetary reasons. The individual is the seventh grade ELA teacher Mr. Max Bakke. Dr. Willett noted that all non-tenured teachers need to be informed of their non-renewal status by May 1<sup>st</sup>.

Ms. Pasini motioned to non-renew the following non-tenured teachers for budgetary reasons: Mr. Max Bakke. Ms. Moran seconded the motion. A discussion took place.

Ms. Howard-Bender inquired why the Board needed to do this. Dr. Willett explained that they are following the non-renewal process of CT General Statute 10-151. The RIF of the two seventh grade ELA positions has to do with the budget reduction provided to the BOE. The Board wanted a 2.98% budget increase but landed at a .84% increase. Mr. Pagoni asked what Mr. Bakke does and how the reduction in force will affect the system. Dr. Willett explained that this teacher was going to be used for SRBI/RTI which provides services for students who are struggling in the general education population so they may perform better and keep up with their peers. One of the most important pieces of SRBI/RTI is to prevent students from needing to be designated as students of special education. The district has been trying to build its SRBI/RTI program. Over the past year, each of these two positions taught ELA to about 100 students. Next year they would have been tier 1, 2, and 3 support personnel for SRBI/RTI and would have had contact with approximately 100 students each providing support, co-teaching, and other services. One teacher would have gone to TMS to extend the Reading Academy at that location while the other teacher would serve at TMS.



Ms. Yudichak inquired if the district will provide a recommendation for Mr. Bakke if needed. Dr. Willett noted that staff may always ask for recommendations. Ms. Howard-Bender asked if it would be clear in the personnel file that the reduction was due to budgetary reasons. Dr. Willett explained that it is a financial reduction in force under statute 10-151. The individual has already received a letter from the Superintendent that he was subject to a reduction in force as per statute 10-151 for financial reasons. The individual will receive another letter informing him of the Board's action.

A brief discussion took place regarding any recall rights. Mr. Pagoni commented that he would reluctantly vote in favor of this because he does not see any other options but "would love once again to call on those social media keyboard warriors who every week and every day bash us for not doing a good job and blame us for this, this is our fault this is happening tonight to once again step up, run for office in November, and show us how it's done." Ms. Moran commented that what the Board is doing tonight is the opposite of what she has in mind that the Board should be doing. The Board should be sustaining the education system and making it better. She does not feel they are doing that tonight but their hand was forced. Mr. Schroeder noted that he is not happy about this being done. Ms. Yudichak commented that it is awkward to be voting on something that they do not believe is the right thing to do but it has to be done.

All were in favor. Motion carried.

C. ADJOURNMENT

Mr. Pagoni motioned to adjourn the meeting at 7:44p.m. Mr. Schroeder 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.2

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

**RE:** Monthly Financial Report for April 2019

**Date:** May 6, 2019

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

Please find attached the financial report for the FY 2018-2019 fiscal year. The month of April 2019 is the 10th month of the 2018-2019 fiscal year. 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, 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 decreased by \$747,730K from last month. May is the next month in which the state typically distributes excess cost payments.

The attached April 2019 financial report shows an available balance of \$288,106 or .73% of the BOE's current budget. As previously stated, the budget balance will continue to be reduced as we head towards the end of the year. Currently, the timing of budget spending needs of the students and expense patterns are cyclical in nature. Health Insurances and substitute balance will continue to be reduced, special education student tuitions will be paid each month, the utility transfer has taken place, transportation routes are on track, general supplies 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.

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 they be transferred to the Educational Reserve Fund upon final approval.



# Tolland Public Schools

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

From Date: 4/1/2019

To Date: 4/30/2019

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	\$1,723,830.02	\$16,672,090.23	\$4,427,327.77	\$4,747,514.56	(\$320,186.79)	-1.52%
0100.0000.120.00.000.1	Substitutes	\$464,044.00	\$27,848.83	\$238,776.87	\$225,267.13	\$3,330.00	\$221,937.13	47.83%
0100.0000.130.00.000.1	Overtime	\$203,542.00	\$11,171.08	\$152,014.28	\$51,527.72	\$476.40	\$51,051.32	25.08%
0100.0000.150.00.000.1	Stipends	\$352,569.00	\$33,207.79	\$220,347.06	\$132,221.94	\$207,738.97	(\$75,517.03)	-21.42%
0100.0000.190.00.000.1	Pension/Severance	\$154,950.00	\$0.00	\$32,611.96	\$122,338.04	\$58,860.00	\$63,478.04	40.97%
0100.0000.200.00.000.1	Employee Benefits	\$722,050.00	\$3,474.99	\$639,033.36	\$83,016.64	\$94,416.67	(\$11,400.03)	-1.58%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,930,707.00	\$446,095.11	\$4,075,615.91	\$855,091.09	\$672,127.53	\$182,963.56	3.71%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$626,919.00	\$46,545.69	\$468,767.50	\$158,151.50	\$118,392.05	\$39,759.45	6.34%
0100.0000.240.00.000.1	Retirement (ICMA)	\$236,653.00	\$18,522.32	\$190,198.81	\$46,454.19	\$41,531.32	\$4,922.87	2.08%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$0.00	\$20,320.50	\$29,679.50	\$33,940.50	(\$4,261.00)	-8.52%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$1,256.73	\$21,081.73	\$35,599.27	\$26,918.27	\$8,681.00	15.32%
0100.0000.270.00.000.1	Workers' Compensation	\$273,612.00	\$0.00	\$263,060.00	\$10,552.00	\$0.00	\$10,552.00	3.86%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$53,362.00	\$293.00	\$57,605.06	(\$4,243.06)	\$1,410.00	(\$5,653.06)	-10.59%
0100.0000.310.00.000.1	Benefits Consultant Services	\$53,750.00	\$3,791.67	\$37,916.70	\$15,833.30	\$7,583.34	\$8,249.96	15.35%
0100.0000.320.00.000.1	Prof Educ Svcs	\$294,870.00	\$177,762.81	\$262,032.76	\$32,837.24	\$181,862.80	(\$149,025.56)	-50.54%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$1,472.80	\$25,902.93	\$8,579.07	\$5,853.70	\$2,725.37	7.90%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$243,287.00	\$5,059.72	\$100,904.32	\$142,382.68	\$83,205.52	\$59,177.16	24.32%
0100.0000.350.00.000.1	Tech Services	\$427,124.00	\$52,264.76	\$362,633.83	\$64,490.17	\$311,396.52	(\$246,906.35)	-57.81%
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	\$14,341.12	\$62,994.18	\$67,755.82	\$41,896.82	\$25,859.00	19.78%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$259,789.00	\$16,257.96	\$78,514.28	\$181,274.72	\$44,522.27	\$136,752.45	52.64%
0100.0000.440.00.000.1	Rentals	\$148,964.00	\$14,049.98	\$125,362.56	\$23,601.44	\$50,316.62	(\$26,715.18)	-17.93%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,676,463.00	\$455,588.39	\$1,694,473.86	\$981,989.14	\$825,099.51	\$156,889.63	5.86%
0100.0000.520.00.000.1	Property/Liability Insurance	\$196,336.00	\$0.00	\$204,448.02	(\$8,112.02)	\$0.00	(\$8,112.02)	-4.13%
0100.0000.530.00.000.1	Telephone/ Postage	\$65,781.00	\$2,864.66	\$46,705.13	\$19,075.87	\$15,591.75	\$3,484.12	5.30%
0100.0000.540.00.000.1	Advertising	\$5,065.00	\$0.00	\$1,526.91	\$3,538.09	\$2,351.34	\$1,186.75	23.43%
0100.0000.550.00.000.1	Printing and Binding	\$24,065.00	\$7,440.12	\$13,837.47	\$10,227.53	\$8,096.61	\$2,130.92	8.85%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,965,200.00	\$240,594.03	\$1,788,314.39	\$1,176,885.61	\$696,251.70	\$480,633.91	16.21%
0100.0000.580.00.000.1	Travel and Conference	\$32,807.00	\$6,447.78	\$43,613.70	(\$10,806.70)	\$18,592.04	(\$29,398.74)	-89.61%
0100.0000.590.00.000.1	Public Officers & State Troope	\$86,002.00	\$9,355.85	\$50,268.69	\$35,733.31	\$35,502.91	\$230.40	0.27%
0100.0000.600.00.000.1	General Supplies	\$196,652.00	\$6,898.23	\$70,584.02	\$126,067.98	\$92,179.34	\$33,888.64	17.23%
0100.0000.610.00.000.1	Instr Supplies/Mat'l's	\$337,120.00	\$51,089.57	\$319,680.12	\$17,439.88	\$153,435.03	(\$135,995.15)	-40.34%
0100.0000.620.00.000.1	Energy	\$1,664,837.00	\$35,294.40	\$1,597,767.78	\$67,069.22	\$64,842.66	\$2,226.56	0.13%
0100.0000.640.00.000.1	Textbooks	\$212,049.00	\$48,514.03	\$163,428.96	\$48,620.04	\$121,527.43	(\$72,907.39)	-34.38%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$0.00	\$0.00	\$550.00	\$500.00	\$50.00	9.09%
0100.0000.660.00.000.1	Computer Software	\$73,719.00	\$359.20	\$44,579.71	\$29,139.29	\$760.26	\$28,379.03	38.50%
0100.0000.690.00.000.1	Misc Supplies	\$55,645.00	\$8,135.03	\$28,396.16	\$27,248.84	\$26,288.46	\$960.38	1.73%
0100.0000.730.00.000.1	Equip Instruct - New	\$148,958.00	\$117,578.40	\$209,847.99	(\$60,889.99)	\$86,423.43	(\$147,313.42)	-98.90%
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	\$6,143.61	\$51,857.92	(\$2,068.92)	\$5,442.39	(\$7,511.31)	-15.09%
<b>Grand Total:</b>		<b>\$39,642,607.00</b>	<b>\$3,593,549.68</b>	<b>\$30,468,321.66</b>	<b>\$9,174,285.34</b>	<b>\$8,886,178.72</b>	<b>\$288,106.62</b>	<b>0.73%</b>

End of Report



## **SPECIAL MEETING MINUTES**

### **TOLLAND TOWN COUNCIL LIBRARY PROGRAM ROOM APRIL 22, 2019 – 7:00 P.M.**

#### **ANNUAL BUDGET PRESENTATION**

**MEMBERS PRESENT:** William Eccles, Chair; Tammy Nuccio and John Reagan

**MEMBERS ABSENT:** David Skoczulek; Brenda Falusi; Paul Reynolds and Christine Vincent

**OTHERS PRESENT:** Steven Werbner, Town Manager; Lisa Hancock, Director of Finance and Records; Walter Willett, Superintendant

1. **CALL TO ORDER:** No quorum, so the meeting was not called to order. The meeting began at 7:01 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 his presentation with the use of a PowerPoint. He advised that he was going to present the budget in the form of a story. The goal of this meeting is to disseminate information, meet charter requirement, stimulate discussion and help voters make an informed decision. The budget process timeline was shown. As of now, the developmental phase has been completed, and they are in the informational phase. We are at the point where the budget cannot be changed. An explanation of 'the budget' was given. It funds programs and services for residents, sets levels of services, authorizes necessary spending and is executed for less when possible. The budget goals are to maintain or improve services, hold taxes at a reasonable amount, maintain creditworthiness and make progress towards self-reliance.

This year v. last year: There is a new Governor in place, unknown legislature, BOE requested an increase and there was a town increase of \$210,000. Mr. Eccles reviewed the increases needed to sustain town services by showing various graphs. In this year's budget, restoring services to what we had last year is estimated to cost us a mill rate increase of 0.79, or 2.26%—just to maintain status quo, where we were last year.

Why 3%, and why not 0% or 1%? That would require enormous (\$2m-2.5m) cuts or tremendous use of fund balance. This would gut many, if not all, services and it's unsustainable.

Why not 5.43%? Stability: homeowners and businesses alike need stable taxes and sustainability, homeowners need to be able to continue to live here, and it's unsupportable.



He reviewed the changes to expenditures, and the budget highlights. They include keeping town services essentially unchanged, partially funded the BOE increase, and required the use of \$300,000 of fund balance.

Pie charts were reviewed outlining:

The budget expenditures:

Town Operations: 21.36%  
Capital Improvements: 0.213%  
Debt Service: 8.01%  
BOE: 70.41%

The budget revenues, total need \$56,772,735:

Education Grants: 15.62%  
Other Grants: 0.93%  
Permits, fees, interest, etc.: 1.36%  
Contribution from Fund Balance: 0.53%  
Property Taxes: 81.56%

By itself, the spending increases of the town and BOE would cause the tax rate to increase by 0.26 mills. The estimated loss of grants from the state would cause an increase of 0.79 mills. With regard to the services, there are no increases to speak of, but the decreases include possible cuts in programs and positions in the school system, and the elimination of one free bulky waste pickup. As a reminder, residents can pay \$35 to have your own private pickup at any time.

A chart was shown outlining what the impact would be for low, middle, and high value homes. For some, these numbers will be hard to accommodate, which he understands. This could be a meal out, or even a meal in. For some, these amounts would be easily absorbed, but it's hard to accept on principle. He understands that, too. He commented that nobody likes raising taxes—not one of us. The monthly impact ranges anywhere from half a pizza to one-and-a-half pizzas, based on Tolland's pizza prices. He recognizes that for some, this is an unaffordable increase, and for others, it's not a big deal. He requests that each end of the spectrum respect the other end of the spectrum.

Mr. Eccles spoke of what neighborhood communities are doing. Some examples are: Ellington +4.7%, Coventry +1.24%, Stafford +0.9%, Vernon +0.38%.

With regard to creditworthiness, he believes we are in good shape. Last year, Tolland used a greater (and unsustainable) amount of fund balance, put in place a policy to prevent depletion of the fund, and were not downgraded. This year, we're using only \$300K.

He showed a slide outlining what it would take in terms of commercial real estate to make up for \$1,000,000 loss of state aid, Tolland would need:

- 8 Star Hills
- 6 Norwegian Woods
- 2 Big Y Plazas
- 12 CL&P buildings (the big one on Route 74); or
- an apartment complex with hotel and restaurant

Tolland remains a great place to live. The things which we were recognized for in the last few years have remained largely unchanged, and we're still a great place to live. Staying a great place to live will depend, in part, on our budgets.

The budget referendum is coming up. The budget referendum questions were reviewed:

**Referendum Question #1** - Shall the Town of Tolland's proposed 2019-2020 budget of \$56,772,735, reflecting a spending increase of \$602,038 or 1.07% which requires a tax rate of 36.05 mills for an increase of 1.05 mills or 3%, be adopted?

**Referendum Question #2** - Shall the Town of Tolland appropriate \$46,000,000 for the Birch Grove Primary School Project and authorize the issue of bonds and notes in the same amount to finance said appropriation?

The budget referendum will be held in the **Library Program Room** on **Tuesday, May 7, 2019, 6 a.m. – 8 p.m.**

Mr. Eccles reminded the residents that there are on-line resources to help residents in their deliberations between now and then. Resources include the tax calculator as well as all of the budget information.

## 5. PUBLIC PARTICIPATION

**William Bode of 338 Shenipsit Lake Road:** He thanked the Council for their work. He also thanked the BOE for sharpening their pencils. He is concerned that the Council did not sharpen their pencils though. He thinks it's time to stop protecting their interests groups. He is concerned about the Birch Grove School. He questioned what the Council is doing to bring in new businesses. What is this Council's history with regard to bringing in new businesses? What is the long range plan to address bringing in new businesses? What is being done about building apartments, so that all of this is not dropped on all the property owners? What is the Council doing to lower the debt services? People want to move here, but not if taxes are increased every year.

**Deb Goetz of 176 Kate Lane:** She thanked Mr. Eccles for his budget presentation. She asked if it will be on-line, along with the video from tonight

*The PowerPoint will be on tolland.org. They will see if they can get the video on-line as well.*

She thanked Mr. Werbner, Ms. Hancock and the Council members. She appreciates the efforts put into this. She thanked the BOE as well. She commented that Ellington is actually down to a 3.1% increase.

*Mr. Eccles said the other town numbers reflected in the PowerPoint were current as of last week.*

**Donna Allegro of 128 Peter Green Road:** She read that there is a petition going around that the referendum may consist of three questions.

*Mr. Werbner said nothing can be added to the referendum at this time.*

6. **ADJOURNMENT:** No quorum was present, so no adjournment. The meeting ended at 7:35 p.m.

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William N. Eccles  
Town Council Chair

Michelle A. Finnegan  
Town Council Clerk



# MEETING MINUTES

## TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM APRIL 23, 2019 - 7:00 PM

**MEMBERS PRESENT:** William Eccles, Chair; Brenda Falusi; Tammy Nuccio; John Reagan; Paul Reynolds and Christine Vincent

**MEMBERS ABSENT:** David Skoczulek

**OTHERS PRESENT:** Steven Werbner, Town Manager; Lisa Hancock, Director of Finance and Records; Michael Wilkinson, Director of Administrative Services

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:** None.
4. **PROCLAMATIONS/PRESENTATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

**Michele Harrold of 256 Mount Spring Road:** She wished the Council good luck in choosing the next Town Manager. She hopes they make a great selection for someone who will be able to lead them through all the challenges they are currently facing, and will face in the future.

6. **PUBLIC HEARING ITEMS:** None.

- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **Brenda Falusi, BOE:** The Executive Director of True Colors came and did a presentation, which was very informative. Dr. Willett explained some staff cuts. **PZC:** Goman + York were present and they discussed the POCD. The presentation is on-line, along with a lot of supporting data and maps. **Tammy Nuccio, BOE:** She was not present at the meeting, but saw in the minutes that Mr. Adlerstein went through a review of the general fund. There seems to be some confusion around the growth of the general fund in the last year. She asked if Mr. Werbner could put something together to show that the growth in the fund was the \$1.2m that the BOE did not spend, and how it is being allocated back for capital projects. It is not available money. May be another quick review of the fund would be helpful.

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

8.1 Appointments to vacancies on various municipal boards/commissions.

8.1.a Appointments to Birch Grove Primary School Building Committee

Brenda Falusi motioned to accept the following appointments for the:

Birch Grove Primary School Building Committee – Regular Members

**Term 04/23/19 – Until Project Completed**

Christopher Scheidel, 91 Deerwood Road;  
Katie Murray, 8 Lisa Lane;  
Jeffrey Palmer, 3 Cortland Drive;  
Ryan Cooley, 113 Chardonnay Lane

Joe Matteis, 124 Browns Bridge Road;  
Josh Urrutia, 72 Pepperwood Drive;  
Linda Rallo, 38 Barbara Road;

Birch Grove Primary School Building Committee – Alternate Member

Alison Skinner, 160 Bald Hill Road, term 04/23/19 – Until Project Completed

Birch Grove Primary School Building Committee – Additional Members

Beverly Bellody, Town Staff  
David Skoczulek, Town Council Liaison

Michele Harrold, BOE Liaison  
Peter Sztaba, Facility Manager

Seconded by Christine Vincent.

Ms. Falusi commented on how the team interviewed 30 people for the committee. It was a very hard decision to narrow the pool down to eight individuals. It was wonderful to see so many people step up. They reviewed all the individuals' backgrounds, asked various questions, and asked how they would deal with fast paced decision making. They also discussed the time commitment.

Ms. Nuccio asked if those not selected would be notified somehow. Ms. Harrold said the individuals were informed that some may not be selected due to the amount of interest when the interviews were completed. Ms. Falusi agreed with her. She said they had thirty great qualified people. Mr. Eccles thanked all those that applied, and encouraged them to seek out other ways to volunteer within the town.

All in favor. None opposed.

Mr. Werbner commented that they met with the architect today, and the organization meeting of the Birch Grove Primary School Building Committee will be on May 13<sup>th</sup> @ 6:30 p.m., and regular meetings will be the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays from 6:30 – 8:00 p.m. for the foreseeable future.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** Mr. Werbner asked that the Council consider waiving the building permit fee for the Birch Grove project. Traditionally, they have waived the building permit fees associated with municipal projects. This is a very sizable project, and the combined building and fire permit fees are close to \$1m. Mr. Reynolds asked how the high school was dealt with. Mr. Werbner said he would look into that. Ms. Nuccio asked if they could put it through, get the 52% from the state, and waive the 48% from us. Mr. Werbner said that's what he was thinking. It doesn't make sense for us to bond for that. Mr. Eccles said getting the 52% makes sense. Mr. Werbner will look into the 52%, and he will also weigh in with the Building Committee.

11. **ADOPTION OF MINUTES**

11.1 April 9, 2019 Regular Meeting Minutes: Brenda Falusi moved to adopt the minutes; Seconded by Tammy Nuccio. All in favor. None opposed. William Eccles abstained.



- 11.2 April 16, 2019 Special Meeting Minutes: Brenda Falusi moved to adopt the minutes; Seconded by Tammy Nuccio. All in favor. None opposed. John Reagan and Christine Vincent abstained.

12. **CORRESPONDENCE TO COUNCIL:**

- 12.1 Emails re: the budget and town manager process.

13. **CHAIRMAN'S REPORT:** None.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Tammy Nuccio said they will be having a sub-committee meeting on April 30<sup>th</sup> with the EDC regarding the business plan.

Ms. Falusi commented that the local museums will be opening up for the season shortly; and they will be having an event, *Where Two Worlds Meet Returns*, on May 4<sup>th</sup> and 5<sup>th</sup> from 10-4 p.m. at the Benton Homestead on Metcalf Road. The other museums will be opening in June and July. You can look at the [tollandhistorical.org](http://tollandhistorical.org) web page for more information.

15. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*)  
(3 minute limit):

**Sam Adlerstein of 164 Pine Hill Road:** With regard to Ms. Nuccio's comment regarding the general fund, he wanted to clarify. The Superintendent was asking the Board about the reductions that he was going to go ahead and make. He wanted the Board to go ahead and say make those reductions. Within that discussion, Mr. Adlerstein started talking about the unassigned fund balance, not the general fund. The number one point of that whole discussion was the impact on the schools. This is not business as usual. This is all new territory. It is called the *unassigned* fund, because the funds are *unassigned*. He asked if there are going to paint the Benton Homestead.

*Ms. Nuccio commented that she thought they were doing a fundraiser for it.*

**Lisa Burns of Slater Road:** She hasn't heard anything more about the Double Dutch Event since they attended the Council meeting. She hopes that it is still going forward, and she suggested inviting them to the Memorial Day Parade.

*Mr. Werbner will communicate this suggestion to the PCC.*

16. **EXECUTIVE SESSION**

- 16.1 Town Manager Search

Brenda Falusi motioned to go into Executive Session for the purpose of discussing the town manager search at 7:32 p.m., ending the Regular Meeting of the Town Council. Invited to attend were Michael Wilkinson and Doug Thomas, SGR via telephone. David Skoczulek also participated via telephone. Seconded by Christine Vincent. All in favor. None opposed. The Executive Session ended at 9:00 p.m.

17. **ADJOURNMENT:** Tammy Nuccio moved to adjourn the meeting; Seconded by Brenda Falusi at 9:00 p.m. All were in favor.

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William N. Eccles  
Town Council Chair

Michelle A. Finnegan  
Town Council Clerk