



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

SPECIAL 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

June 17, 2019

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- May 22, 2019

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 Monthly Financial Report

G.2 EOY Reconciliation (no attachment)

G.3 Lunch Price Proposal for School Year 2019-20

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 Minutes –May 28, 2019

M. FUTURE

N. EXECUTIVE SESSION – SUPERINTENDENT EVALUATION

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – May 22, 2019

Members Present: Ms. Colleen Yudichak, Chair; Ms. Karen Moran, Vice Chair; Ms. Michelle Harrold, Secretary (arrived at 8:10 p.m.); Mr. Sam Adlerstein, Mr. Jeff Schroeder, Ms. Kate Howard-Bender, and Mr. Bob Pagoni

Members Absent: Ms. Christina Plourd, 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 7:38PM. The Pledge of Allegiance was recited. A photograph of Dr. Willett and State Representatives visiting Birch Grove Primary School was presented.

B. APPROVAL OF MINUTES

- May 8, 2019

Mr. Pagoni motioned to adopt the minutes of the May 8th meeting. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Resident – She encouraged everyone to watch the weather on NBC Connecticut. The Snow Monster visited TIS today and one of the students was featured.

D. CORRESPONDENCE

- An item suggesting that administration be reduced so teachers may be brought back; additionally, there is space in other buildings for Birch Grove students.

E. POINTS OF INFORMATION - none

F. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson & Summer Zahid

- DECA at THS is holding an Olympic Fundraiser for the Muscular Dystrophy Association
- The Prom and Prom Safety week were both successful
- Student Council is hosting Mental Health Week May 28th – 31st in support of the Anxiety and Depression Association of America
- The NHS' Mark Twain Chapter is hosting a Snack Drive for Tolland Human Services May 29th – June 5th. Donations are being accepted in the THS Library.
- The THS Band and RAGE Robotics will be in the Memorial Day Parade
- The THS Band will play the National Anthem at the Yard Goats' game on May 29th
- Representatives from the THS Band will go to TIS for the Introduction to Instruments Assembly
- THS Music Concert will be held on June 6th

- Students who have kept themselves educated in regard to the budget are disappointed. This is not due to the Board but the decisions of others and that the district is not being supported.

G. SUPERINTENDENT'S REPORT

G1. Rockville Vo-ag Graduate Recognition – Hayden Morris

Dr. Willett reviewed attachment G1.

Dr. Willett introduced Hayden Morris who is being honored this evening for successfully completing the rigorous Rockville Vocational-Agricultural Program.

Dr. William Pomper and Mr. Archie Tanner were in attendance; they are members of the consulting committee that represents students from Tolland who attend the Vo-ag program. Dr. Pomper provided an overview of the program and introduced Hayden Morris.

Mr. Morris highlighted some of his experiences in the program which included exploratory programs. Following the exploratory components, he decided to follow the path of studying plants with an interest in mechanics. He also participates in the rapidly expanding aqua program where he manages the salt and freshwater tanks. This includes hand feeding sharks and Mr. Morris also has an interest in aquaponics. Further, on the technology side, he is learning how to use UV imaging to discover bad crops and faults. After graduation, he will attend college where his studies will include climate change and the future of agriculture.

G2. TEAMS Recognition

Dr. Willett reviewed attachment G2 and introduced Ms. Penny.

Ms. Penny introduced the following students who were in attendance: Anna Cadman, Sophia Marzialo, Quinn Brody, James Conlin, and Alan Mermelshteyn.

Ms. Penny explained that the club qualified for the national competition which is part of the Student Technology Association and in their division they were ranked 22nd overall nationwide and in the three-part competition, the design/build portion, they were ranked 7th nationwide.

Ms. Cadman explained that the club worked on a series of questions and then built a device capable of saving an animal from a secluded area. The latter was built in less than 15 minutes and the mission was completed in less than 40 seconds. Following this, an essay was presented that included their views on future items such as self-driving cars, the evolution of medicine, and safety.

Ms. Penny presented certificates to the students and thanked the Board for providing this opportunity for the students to be recognized.

G3. DECA Recognition (no enclosure)

Dr. Willett reviewed the THS DECA Program's summary statistics for the 2018/19 school year:

THS chapter members	114
Students competing at State Competition	69

State Finalists	35 (51%)
National Qualifiers	23 (33%)
National Certificate of Excellence Awards	19
International Medalists	7
International Finalists	4
International Top 10 Performers	2

Dr. Willett introduced Mrs. Bridge.

Mrs. Bridge thanked the Board for recognizing all of the students from the different programs this evening and provided information about the DECA program at THS as well as its growth, the testing process, and rounds of competition.

CT State Officer and senior at THS Allyse Ernest thanked the Board for recognizing the students this evening and presented an overview of her journey with the program and experiences at the competitions. She thanked Mrs. Bridge for all she does for the club.

The THS DECA Chapter President Emily Bliss provided information on how meetings are structured to optimize engagement and focus on the club's goals, which include growing the chapter's membership and developing the members to be professional in whatever career they may choose. While a business club, DECA teaches a wide range of skills including leadership and is for students interested in a wide range of subjects.

Mrs. Bliss presented a parent's perspective. She explained that not only is there a lot of camaraderie through traveling but also by having the students run the meetings they are able to perfect skills that help them stand out when compared to other students. The activities performed reflect what happens in business and include case studies. The program is not just for business majors but is for all students. Mrs. Bliss added that Mrs. Bridge runs the program professionally. She thanked the Board for having DECA available.

Certificates were distributed to the following members of the DECA chapter who received recognition at the international level: Matthew Coleman, Adriana Rhodes, Dominic Boutot, Bryan Kelly, Ryan Casellini, Brianna Angelotti, Makayla Marandino, Dia Fotos, Katie Kennedy, Katie Dutton, Grace Wlodarczyk, Hamzah Hassan, Kevin Shorey, Sonika Kohli, Will Simler, Jeff Weaver, Nathan Paolangeli, Nicholas Younge, Emily Bliss, Allyse Ernest, and Jayden Regisford.

Mrs. Bridge thanked the Board for its support as well as the Tolland Education Foundation for paying for the DECA blazers.

Mr. Pagoni commented to Ms. Penny and Mrs. Bridge. It is amazing to watch the growth of both groups which exude poise, confidence, and a presence. It is great that both Ms. Penny and Mrs. Bridge take the time to support the students. They are both doing a fabulous job. Mr. Schroeder and Mr. Adlerstein expressed similar opinions and thanked both for all they do. Lastly, Fisher Thompson commented that it is great to see students who are passionate and it shows the passion of the individuals who lead them.

G4. Proposal for Business Office Restructuring

Dr. Willett reviewed attachment G4.

It was noted that while Board approval is not necessary, Dr. Willett would like the Board's support. Ms. Howard-Bender, Mr. Adlerstein, and Ms. Moran voiced their support. Ms. Harrold reaffirmed the information presented by Dr. Willett and expressed support. Ms. Yudichak commented that while she supports the position many may inquire as to why a teacher cannot be hired while an accountant position is available. Dr. Willett explained that this opportunity only recently arose and the funds available to do this would be insufficient to hire a teacher. This situation allows for continuity and institutional transfer time. Mr. Adlerstein noted that it is an important public conversation for people to understand why they are hiring this position and not one of the necessary teachers. It shows the complexity of the budget and its prioritization and reprioritization. He added that perhaps the State budget will allow the district to fill some of the positions which were lost. Mr. Schroeder voiced his support and noted that a transition with overlap for a necessary employee position makes sense.

A straw poll was taken. All were in support of the business office restructuring.

G5. Renewal Extension of Superintendent Contract

Dr. Willett reviewed attachment G5.

Mr. Adlerstein motioned to move item G5 to item J1 for action. Ms. Moran seconded the motion. All were in favor. Motion carried.

G6. Educational Specs (BGP Forms for Approval)

Dr. Willett reviewed attachment G6.

Dr. Willett explained that an approval is necessary to apply for state reimbursement.

Ms. Harrold motioned to move item G6 to item J2 for action. Mr. Schroder seconded the motion. All were in favor. Motion carried.

H. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – next meeting June 3rd to discuss year end reconciliation

Negotiations – currently negotiating custodians' contract; joint meeting on June 11th with the Town Council to discuss teacher negotiations

Birch Grove Building Committee – the Committee was created and the chair and vice chair were elected; at the first official meeting the architect provided a timeline for the project; the Committee will tour Birch Grove on June 4th

CABE – Ms. Harrold, Ms. Moran, and Mr. Adlerstein attended the CABE workshop on collective bargaining and labor relations

Town Council – Ms. Moran, Ms. Yudichak, and Dr. Willett attended the last meeting where the educational reserve fund was approved; capital projects will be put to a public hearing next Tuesday; the mill rate was established; discussions regarding fire station 140 took place

I. CHAIRPERSON'S REPORT

Ms. Yudichak noted that not all of the Board members need to attend the joint meeting on June 11th. The TMS promotional ceremony is on June 12th and the THS graduation ceremony is on June 13th.

J. BOARD ACTION

J1. Renewal Extension of Superintendent Contract

Ms. Harrold motioned to approve a three-year agreement with the superintendent, specifically July 1, 2019 – June 30, 2022. Upon execution, this agreement shall supersede any and all prior agreements between the parties. Further, the board authorizes the Board Chair(s) to negotiate the contract terms for BOE approval. Mr. Schroeder seconded the motion. A brief discussion took place regarding possibly making it longer than a three year agreement but it was determined that the three year term is optimal for both parties. All were in favor. Motion carried.

J2. Educational Specs (BGP Forms for Approval)

Mr. Schroder motioned to approve the Educational Specifications document for the Birch Grove Primary school foundation project under renovate as new status, and to accept and authorize this project to be executed. Mr. Pagoni seconded the motion. A discussion took place. It was noted that this is one of many documents that will be created and it could be amended at a later time if needed. If modifications are needed it will be presented to the Board for another vote. Ms. Moran noted that tremendous amount of work that everyone is doing in regard to this project and thanked them. All were in favor. Motion carried.

K. PUBLIC PARTICIPATION - none

L. POINTS OF INFORMATION

- Town Council Meeting Minutes – May 14, 2019

Ms. Harrold noted that Spring Fling for TEPTO was on Saturday and was a wonderful event with amazing weather.

Mr. Schroeder noted that Fisher Thompson has been instrumental in bringing mental health resources to THS and would like to keep him involved with this item.

It was noted that school tours will likely be scheduled in the fall and a discussion regarding curriculum will be held at a later time as well.

M. FUTURE

- Dr. Willett will create programs for the Board members annually (this includes school tours)
- Pathways
- 21st Century Learning
- Strategic Prevention Framework
- Mental Health Services
- Budget
- Regionalization
- Birch Grove Update

- N. EXECUTIVE SESSION – SUPERINTENDENT EVALUATION
Mr. Schroeder motioned to go into executive session at 9:15 p.m. for the purpose of discussing the superintendent's evaluation and invited Dr. Willett to attend. Ms. Harrold seconded the motion. All were in favor. Motion carried.

The Board exited executive session at 9:45 p.m.

- O. NEW BUSINESS – none

- P. ADJOURNMENT
Mr. Schroeder motioned to adjourn the meeting at 9:50 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 May 2019

Date: June 3, 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 May 2019 is the 11th 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/subs, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, tuition, transportation, maintenance & repairs, etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance has increased slightly by \$59,837 from last month. This slight increase is due to the annual timing & receipt of the excess cost payment. The actual state payment was slightly higher than previously anticipated. The district received \$270,415 in its final excess cost payment.

The attached May 2019 financial report shows an available balance of \$347,943 or .88% of the BOE's current budget. As previously stated, the budget balance will continue to be reduced as we finish 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: 5/1/2019

To Date: 5/31/2019

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	\$1,778,192.73	\$18,450,282.96	\$2,649,135.04	\$3,008,742.34	(\$359,607.30)	-1.70%
0100.0000.120.00.000.1	Substitutes	\$464,044.00	\$31,184.49	\$269,961.36	\$194,082.64	\$1,530.00	\$192,552.64	41.49%
0100.0000.130.00.000.1	Overtime	\$203,542.00	\$11,461.85	\$163,476.13	\$40,065.87	\$238.20	\$39,827.67	19.57%
0100.0000.150.00.000.1	Stipends	\$352,569.00	\$12,869.41	\$232,860.32	\$119,708.68	\$133,014.78	(\$13,306.10)	-3.77%
0100.0000.190.00.000.1	Pension/Severance	\$154,950.00	\$60.00	\$32,671.96	\$122,278.04	\$58,860.00	\$63,418.04	40.93%
0100.0000.200.00.000.1	Employee Benefits	\$722,050.00	\$416.67	\$639,450.03	\$82,599.97	\$47,104.17	\$35,495.80	4.92%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,930,707.00	\$458,117.98	\$4,533,733.89	\$396,973.11	\$251,840.49	\$145,132.62	2.94%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$626,919.00	\$52,255.15	\$521,022.65	\$105,896.35	\$65,937.50	\$39,958.85	6.37%
0100.0000.240.00.000.1	Retirement (ICMA)	\$236,653.00	\$20,786.25	\$210,985.06	\$25,667.94	\$19,986.57	\$5,681.37	2.40%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$6,129.82	\$26,450.32	\$23,549.68	\$23,549.68	\$0.00	0.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$2,567.27	\$23,649.00	\$33,032.00	\$24,351.00	\$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	\$180.00	\$57,785.06	(\$4,423.06)	\$1,230.00	(\$5,653.06)	-10.59%
0100.0000.310.00.000.1	Benefits Consultant Services	\$53,750.00	\$3,791.67	\$41,708.37	\$12,041.63	\$3,791.67	\$8,249.96	15.35%
0100.0000.320.00.000.1	Prof Educ Svcs	\$294,870.00	\$36,072.27	\$298,105.03	(\$3,235.03)	\$197,921.88	(\$201,156.91)	-68.22%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$1,263.50	\$27,166.43	\$7,315.57	\$4,590.20	\$2,725.37	7.90%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$243,287.00	\$4,962.60	\$105,866.92	\$137,420.08	\$80,339.92	\$57,080.16	23.46%
0100.0000.350.00.000.1	Tech Services	\$427,124.00	\$17,163.68	\$379,797.51	\$47,326.49	\$277,786.38	(\$230,459.89)	-53.96%
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	\$6,141.12	\$69,135.30	\$61,614.70	\$35,755.70	\$25,859.00	19.78%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$259,789.00	(\$1,746.54)	\$72,967.74	\$186,821.26	\$40,620.19	\$146,201.07	56.28%
0100.0000.440.00.000.1	Rentals	\$148,964.00	\$16,673.55	\$142,036.11	\$6,927.89	\$33,643.07	(\$26,715.18)	-17.93%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,676,463.00	\$328,491.56	\$2,022,965.42	\$653,497.58	\$501,607.95	\$151,889.63	5.68%
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	\$5,851.96	\$52,557.09	\$13,223.91	\$9,910.27	\$3,313.64	5.04%
0100.0000.540.00.000.1	Advertising	\$5,065.00	\$119.62	\$1,646.53	\$3,418.47	\$2,452.22	\$966.25	19.08%
0100.0000.550.00.000.1	Printing and Binding	\$24,065.00	\$278.00	\$14,115.47	\$9,949.53	\$7,836.61	\$2,112.92	8.78%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,965,200.00	(\$40,507.98)	\$1,747,806.41	\$1,217,393.59	\$486,710.01	\$730,683.58	24.64%
0100.0000.580.00.000.1	Travel and Conference	\$32,807.00	\$10,410.29	\$54,023.99	(\$21,216.99)	\$41,329.20	(\$62,546.19)	-190.65%
0100.0000.590.00.000.1	Public Officers & State Troope	\$86,002.00	\$7,568.98	\$57,837.67	\$28,164.33	\$28,534.07	(\$369.74)	-0.43%
0100.0000.600.00.000.1	General Supplies	\$196,652.00	\$28,074.74	\$98,658.76	\$97,993.24	\$54,584.82	\$43,408.42	22.07%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$337,120.00	\$65,353.03	\$385,033.15	(\$47,913.15)	\$105,944.82	(\$153,857.97)	-45.64%
0100.0000.620.00.000.1	Energy	\$1,664,837.00	\$16,330.91	\$1,614,098.69	\$50,738.31	\$48,511.75	\$2,226.56	0.13%
0100.0000.640.00.000.1	Textbooks	\$212,049.00	\$75,084.33	\$238,513.29	(\$26,464.29)	\$106,108.05	(\$132,572.34)	-62.52%
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	\$0.00	\$44,579.71	\$29,139.29	\$759.26	\$28,380.03	38.50%
0100.0000.690.00.000.1	Misc Supplies	\$55,645.00	\$8,195.78	\$36,591.94	\$19,053.06	\$22,855.77	(\$3,802.71)	-6.83%
0100.0000.730.00.000.1	Equip Instruct - New	\$148,958.00	\$12,816.67	\$222,664.66	(\$73,706.66)	\$118,813.04	(\$192,519.70)	-129.24%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$2,840.00	\$0.00	\$0.00	\$2,840.00	\$1,140.00	\$1,700.00	59.86%
0100.0000.810.00.000.1	Dues and Fees	\$49,789.00	\$2,162.99	\$54,020.91	(\$4,231.91)	\$3,292.39	(\$7,524.30)	-15.11%
Grand Total:		\$39,642,607.00	\$2,978,774.35	\$33,442,939.86	\$6,199,667.14	\$5,851,723.97	\$347,943.17	0.88%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Lunch Price Proposal for School Year 2019-20

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

FOR BOE MEETING: June 17, 2019

ITEM SUMMARY:

Tolland Schools Food & Nutrition Services continues to meet or exceed all of the required standards of the National School Lunch Program.

The Tolland Food Service Program is a self-supporting program of the Board of Education. Revenue from the lunches we serve must cover expenses including wages, insurance benefits, a retirement plan for those who are eligible, food costs, equipment and repair, technology, training, and supplies. Participation in school lunch has dropped dramatically nationwide, particularly in the "paid" lunch category representing approximately 74% of Tolland students. The school enrollment trend here and in other districts has had a negative impact on program participation.

Two major expenses, food and labor, are below or well within industry standards. Excellent management of the program by our Director has reduced labor costs by adjusting for district changes as well as extensive cross training. Food costs are reduced by participating in a buying cooperative, minimizing waste and using a perpetual inventory. The program takes strides to increase participation through marketing, creative meal ideas and taste testing. In addition, many regionally and locally sourced foods are utilized. In the interest of student health, the program continues to introduce cleaner label options and reduce food additives, and these contribute to added costs.

The State increase in minimum wage and subsequent wages are projected to cost the Tolland Food Service Program over \$30,000 next year. The overall cost of food has risen 10-15% for next year also having a dramatic impact on the Tolland Food Service budget.

Due to these cost drivers, we must increase prices to maintain the program. Breakfast (at BG) will need to increase by .20 cents. Regular lunches at all schools will need to rise by .25 cents. Premium lunches, available at TMS & THS will rise by .50 cents. Ala carte milk purchases will increase by .05 cents. It is estimated that these increases will provide the necessary revenue to maintain a sustainable budget and independently funded program.

FINANCIAL SUMMARY:

Current Prices:	Elementary Breakfast (BG Only)	\$1.75		
FY 18-19	Elementary Lunch	\$2.90		
	Middle School	\$3.10		Deli Lunch \$3.25
	High School	\$3.25		Deli Lunch \$3.50
	Milk	\$.70		

Proposed Prices:	Elementary Breakfast (BG Only)	\$1.95		
FY 19-20	Elementary	\$3.15		
	Middle School	\$3.35		Deli Lunch \$3.75
	High School	\$3.50		Deli Lunch \$4.00
	Milk	\$.75		

BOARD ATTORNEY REVIEW:

BOE ACTION DESIRED:

Review and discussion, and addition to next agenda as action item to increase prices for school lunches.

SUPPORTING MATERIALS ATTACHED:

None

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM MAY 28, 2019 – 7:00 P.M.

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; Tammy Nuccio; Paul Reynolds and Christine Vincent

MEMBERS ABSENT: John Reagan

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

1. **CALL TO ORDER:** Bill Eccles called the meeting to order at 7:03 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 allocate the appropriation of \$460,124 from the General Fund - Fund Balance to the Capital Improvements Fund for Capital projects included in the October 1, 2018-BOE project list.

Mr. Werbner commented that the BOE has an audited unexpended balance of \$1,220,826 at the end of FY 2017-18. A request has been made to use \$393,339 of this amount to be deposited in the Education Reserve Fund. At their June 20, 2018 Board of Education meeting, they also requested to have some of these unexpended balances to be appropriated for capital projects. The original amount of that request was \$591,457. This request is being reduced to \$416,724 in order to leave a surplus in the General Fund-Fund Balance to aid in maintaining a sufficient Fund Balance. In addition to this request, is \$43,400 that was to be included in the FY 2019-20 Capital Plan. The total revised request is \$460,124.

The BOE project list also included \$24,000 for the Birch Grove School Fire Panel Device and loop card updates and \$18,414 for security window film at Birch Grove. These projects have been excluded from this request and are being replaced with a request for \$42,414 for funding towards the TMS & THS Computer 1 to 1 Initiative Grade 6. The Town Manager and Superintendent of Schools agreed that all of these projects would not be included within the CIP plan but would be requested as part of the overall capital request from the unexpended funds. There are sufficient funds from unexpended appropriations for FY 17-18 to cover this request. The funds have increased the General Fund – Fund Balance at year end.

The list of projects to be funded is as follows:

High Priority Projects:

TMS Paving of parking lot (excluding access road and exit) 259,310
TMS new concrete front sidewalk 45,000

THS Gym floor 35,000
TMS Gym floor 25,000
District Wide IT School Surveillance & Access Control System 35,000

Medium Priority Projects:

District wide Board of Education office window replacement 8,400
THS VCT Tile replacements multi-areas 10,000
TMS & THS Computer 1 to 1 Initiative Grade 6 42,414
Total Requested Projects \$460,124

Ms. Vincent asked how many students in Grade 6 would be accessing the devices.

Ms. Moran said 200 +/-.

Vincent asked what the cost was per device.

Mr. Werbner didn't have that information readily available.

Ms. Falusi said she doesn't think the cost is just for the device. It may contain the software licenses, etc.

Mr. Reynolds asked if the number for the paving was an estimate. If it is, and the number comes in under, what happens with the unused portion?

Mr. Werbner said it would stay in this reserve account for BOE facilities use. This goes for all the other estimates.

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

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

Ms. Nuccio said her concern is that the Computer 1 to 1 item is not a capital item. It is actually an ongoing every year expense, an operational expense. She believes that other things are being postponed that are capital items. Mr. Eccles said if the program isn't a capital item, it shouldn't be here. Mr. Werbner said they could appropriate it to the operational budget. Ms. Falusi said this is an investment into our kids' future. It has been something that the BOE has been talking about for years with great support. Mr. Eccles is not going to argue the merits of the program. Is this a capital expenditure, and if it is not, it doesn't belong in the capital improvements fund. Mr. Werbner said they can appropriate the amount to the operating budget.

David Skoczulek motioned to accept the following *amended* resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates from the General Fund Unassigned Fund Balance the amount of \$460,124 for Board of Education Capital Projects as outlined, **with the exception of the dollar amount allocated for the 1 to 1 technology which is not a capital item. That allocated amount is to be used for other capital items as determined by the BOE and Town Manager.**

Seconded by Tammy Nuccio.

Mr. Werbner said he would work with the Superintendent to get an item on a July agenda for consideration regarding the computers.

All in favor. None opposed.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS: David Skoczulek, PCC:** The parade was held. It was a great event, and they had wonderful weather. He appreciates all the work, and how smoothly this event runs year after year. He will miss being a participant in it next year. **Building Committee:** They discussed the timetable, the plans for the portables, and various miscellaneous items. **Karen Moran, BOE:** They recognized the following individuals / groups: Haden Morris, a Tolland Student who is with the Rockville VoAg Program; The Teams Club, advised by Beth Penney and the DECA participants. **Brenda Falusi, PZC:** They released the draft of the POCD. The Plan is intended to be a strategic "update" of the 2009 POCD, with specific focus on economic development and meeting the new housing plan requirements. The Commission felt that much of the substance in the 2009 Plan is relevant today and focused on updating strategies for each issue area rather than rewriting a lengthy narrative. She also congratulated the Eagle Scouts in our area.

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

- 8.1 Consideration of a resolution authorizing use of funds in the amount not to exceed \$73,320 from the Solid Waste Program Capital Account (20000072-755398) in FY19-20 for the purpose of addressing a potential shortfall in the Refuse and Recycling operating budget for FY19-20.

Mr. Werbner summarized this item: In 2017, China decided to limit drastically the amount of recyclables they take from other countries, including the United States. The reduction is based on the amount of contamination in the recyclable materials. The market for recyclables has fallen severely based on this China policy change called "National Sword". Our current contract with WWP calls for a \$25 per ton reimbursement for recyclables. We have generated \$321,116 in the last decade from this revenue stream. We originally negotiated this agreement when the recyclable market was very high. As you know, we extended WWP's contract to FY23-24 when we went to every other week pick-up for recycling with the reimbursement rate for recyclables going down to \$10 (starting in FY20).

Our refuse and recycling vendor, Willimantic Waste Paper (WWP) recently came and met with the Town over the current state of the recycling market. They have proposed a year-long moratorium on paying the \$10 per ton for recycling to the Town starting in July with the FY19-20 budget. There are several clauses in the contracts that allow this under the area of "Uncontrollable Circumstances" relating to market conditions. Town Attorney Rick Conti reviewed these clauses and agreed it is allowed under the contract language. In addition to the moratorium, WWP plans to charge Tolland a \$30 per ton tipping fee relating to recyclables. Most Towns in Connecticut are facing some type of disposal fees for recycling. For example, WWP has a contract with Mid-NEROC Towns (15 Towns including Mansfield, Ellington, Coventry, Bolton, Willington and others) at \$30 currently. Other Towns across the state depending on region are paying anywhere from \$30 to \$80 to dispose of recycling. The estimate for these unanticipated costs in the FY19-20 budget is approximately \$57,000. There is no loss of revenue because we reduced the recycling revenue to zero because of the uncertainty in the market. The Town and WWP will revisit the moratorium in one year to see if there is any change in the market for recyclables. The State DEP thinks that there may be a change to a more favorable situation next year.

To soften the burden of these unanticipated costs, WWP agreed to keep our per household cost at 5,200 units opposed to the current audited figure of 5,297 for the year. This saves the Town approximately \$11,233. WWP will also not be charging the Town a fee on any contaminated recycling loads unless the entire load is fully contaminated. In addition, WWP has offered to wave the fee portion (\$14,716) of one free month of bulky waste pick-up, with the cost of disposal to be paid by the Town estimated at \$16,320. As you know, the one free month of bulky waste pick-up was eliminated from the FY19-20 budget.

Therefore, based on the above, we are requesting to use funds from the Solid Waste Program Capital Account (20000072-755398) with a current balance of \$276,446.77 to cover the unbudgeted estimated costs of the one year moratorium. Approximate costs are \$57,000 for the one year moratorium or up to \$73,320 if you also approve the one free month of bulky waste pick-up. This Capital Account is mainly used as a replacement fund for our refuse and recycling carts when they reach their end of life cycle.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED, by the Tolland Town Council that it hereby approves as follows:

Authorizes use of funds in the amount not to exceed \$73,320 from the Solid Waste Program Capital Account (20000072-755398) in FY19-20 for the purpose of addressing a potential shortfall in the Refuse and Recycling operating budget for FY19-20.

Seconded by Tammy Nuccio. All in favor. None opposed.

8.2 Approval of the continuation of present hours of operation at the Town Hall.

Mr. Werbner said since 2008 they have had a reduction built into our annual budget by going to the current four day work schedule at the Town Hall through lower budgeted utility expenses. Tolland has been able to reduce the number of days the Town Hall is open while at the same time employees continue to work their full contractual hours per week and the Town overall saves money and provides an improved service to the residents. It should be remembered that the previous work schedule that we would revert back to if the four day work week is not continued had shorter hours Monday through Thursday and the Town Hall was open until 12:30 on Fridays. This schedule proved to be problematic to residents who could not easily access Town Hall after work and the hours on Friday were not productive. To change the standard work week would require negotiations with the Union. Programs such as this that save the Town money while providing a comparable or enhanced service are what we are looking to implement elsewhere to make the cost of government more sustainable into the future. This program stands as a model for other municipalities.

They are working out a tentative agreement with the Town Hall union to continue the four day work week through June 2020, subject to the Council's approval tonight (the current agreement expires June 30, 2019). They are also working on this issue in CSEA union labor negotiations to put it into the agreement, as the Town Council instructed.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the continuation, subject to Town Hall (CSEA) bargaining unit agreement, the following hours of operation for the Hicks Memorial Municipal Center Town offices:

Monday: 8:00 a.m. to 4:30 p.m.
Tuesday: 8:00 a.m. to 4:30 p.m.
Wednesday: 8:00 a.m. to 4:30 p.m.
Thursday: 8:00 a.m. to 7:30 p.m.
Friday: Closed

Hours of work for 40 hour per week employees shall be adjusted accordingly.

BE IT FURTHER RESOLVED that the hours of operation for the Tolland Public Library, the Public Works Department, the Fire Department and the Tolland Senior Center are not altered and remain in effect as currently defined.

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

8.3 Appointments to vacancies on various municipal boards/commissions.

8.3.a. Reappointments to Technology Advisory Board

David Skoczulek motioned to reappoint the following to the Technology Advisory Board:

George Ecabert, new term 5/28/19 – 5/28/21
Andrew Powell, new term 5/28/19 – 5/28/21
Kyle Daigle, new term 5/28/19 – 5/28/21
Anthony Holt, new term 5/28/19 – 5/28/21
Manuel Medeiros, new term 5/28/19 – 5/28/21
Mike Pennington, new term 5/28/19 – 5/28/21
John Livingston, new term of 5/28/19 – 5/28/21

Seconded by Brenda Falusi. 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):** Mr. Werbner said they are waiting for the end of the legislative session. There has been some indication that the teacher retirement contribution may not be going forward.

11. **ADOPTION OF MINUTES**

11.1 May 7, 2019 Special Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Tammy Nuccio. All in favor. None opposed. Paul Reynolds and Christine Vincent abstained.

11.2 May 14, 2019 Regular Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Tammy Nuccio. All in favor. None opposed. Paul Reynolds abstained.

12. **CORRESPONDENCE TO COUNCIL:** None.

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

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Falusi informed that the Resident State Troopers office now has a Facebook page. Ms. Nuccio asked the date for the Double Dutch Championship. Ms. Falusi said it was three days, June 13 – 15, 2019. Nuccio asked if Project Graduation was at the Bubble (Star Hill) as well (Graduation is June 13, 2019). Ms. Moran said she isn't sure where it is being held.

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

Lisa Burns of 214 Slater Road: With regard to recycling, she mentioned that Bolton had a program for composting. That might be an option for us to save some money if we can't do it in recycling. People would purchase the compost bins, rather than recycling bins.

Ms. Vincent, the Ag Commission Liaison, will mention this to the Commission.

16. **ADJOURNMENT:** Brenda Falusi moved to adjourn the meeting; Seconded by Tammy Nuccio at 8:00 p.m. All were in favor.

William N. Eccles, Chairman

Michelle A. Finnegan
Town Council Clerk