

Tolland Board of Education  
Finance and Facilities Committee

Minutes – October 8, 2013

Members Present: Andy Powell, Tom Frattaroli, Karen Kramer

Administrators and Staff Present: William D. Guzman, Superintendent, Jane Neel, Business Manager

The meeting was called to order at 6:02 p.m.

Mr. Guzman reviewed the request for bids for the cleaning of Parker School. There were three bids and the lowest bid in the amount of \$11,000 was submitted by Transfer Enterprises of Manchester, Connecticut.

Mr. Powell wanted to ensure that District security procedures are in place. Mr. Guzman stated that all schools practice fire drills and lockdown drills as required by law. Public Safety Director, John Littell and the Resident State Trooper are at lockdown drills to critique the practice and suggest improvements. Mr. Guzman also reviewed the State's Safety equipment grant commenting that the District plan to be ready to submit a grant proposal when the next round of grants are announced.

The Committee members requested that Chief Littell attend the next Board meeting to review safety procedures.

Mr. Guzman stated that there were approximately 40 residents that attended the Facility Study Workshop held on Thursday, October 3, 2013 in the Middle School. Once Drummey Rosane Anderson (DRA) architects produces its summary of the meeting, it would be placed on the District website. Mr. Powell commented that the workshop produced great interest and provided a platform for residents to contribute to the process.

Mr. Guzman reported that the State Department of Education will announce recipients of the Technology grant in late October.

Mr. Powell reported that several Board members responded to his request for budget priorities. These will be discussed at the October 9, 2013 Board meeting in preparation for the 2014/2015 District budget.

Mrs. Neel reviewed the School Dude software program that would allow residents to file the Use of School Facilities application on-line. Mr. Frattaroli commented that the on-line process would allow for greater ease in developing use of data.

Mr. Guzman distributed copies of Honeywell's work schedule for upgrading the energy management program in all four schools. The project is estimated to be 14 months in duration. Honeywell will hold meetings every two weeks with District and Town personnel to report on the progress of the project.

The Committee reviewed the revised job description for the Information Systems Specialist position that reflected changes from the responsibilities of the current Information Systems Specialist. The committee will discuss these proposed changes with the full Board and its next meeting.

Mr. Powell stated that he will ask the Board to hear the Superintendent investigate coordination of Board and Town maintenance and custodial functions with the Town Manager.

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

William D. Guzman  
Superintendent of Schools