

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
May 9, 2012

VISION STATEMENT

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

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. APPROVAL OF MINUTES
 - April 25, 2012 – Joint Meeting Town Council/Board of Education
 - April 25, 2012 – Regular 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. POINTS OF INFORMATION
- E. STUDENT REPRESENTATIVE REPORT
- F. SUPERINTENDENT'S REPORT
 - F.1. Board Policy 6030 – Parent –Teacher Communication
 - F.2. Status of the Budget – April 26, 2012
 - F.3. 2012/2013 Budget – (no enclosure)
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT
- I. BOARD ACTION
 - I.1. Obsolete and Surplus Equipment – Technology
- J. PUBLIC PARTICIPATION (2 minute limit)
Comments must be limited to items on this agenda.
- K. POINTS OF INFORMATION

L. CORRESPONDENCE

- ♦ Town Council Special Meeting April 24, 2012 – Annual Budget Presentation

M. FUTURE AGENDA ITEMS

N. EXECUTIVE SESSION – Personnel Matters

N. ADJOURNMENT

MEETING MINUTES

BOARD OF EDUCATION/TOWN COUNCIL JOINT MEETING HICKS MEMORIAL MUNICIPAL CENTER 6TH FLOOR COUNCIL CHAMBERS APRIL 25, 2012 – 6:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; Richard Field, Vice Chair; Sam Belsito; Joshua Freeman; Mark Gill; Jan Rubino and Benjamin Stanford

MEMBERS ABSENT: None

BOARD OF EDUCATION MEMBERS PRESENT: Andy Powell, Chairman; Robert Pagoni, Vice-Chair, Christine Riley Vincent, Secretary, Steve Clark, Thomas Frattaroli, Karen Kramer, Dr. Gayle Block, and Frank Tantillo

BOARD OF EDUCATION MEMBERS ABSENT: Althea Gill

OTHERS PRESENT: Steve Werbner, Town Manager, Mike Wilkinson, Director of Administrative Services, Lisa Hancock, Director of Finance and Records, William Guzman, Superintendent of Schools, and Steve May, Milliman Insurance Consultant

1. Call to Order – Jack Scavone called the meeting to order at 7:35 p.m.
2. Special meeting to discuss health insurance matters and possible authorization for the Town and Board of Education to enter into a health insurance collaborative and approval of the Eastern Connecticut Regional Health Cooperative By-Laws

Mr. Werbner explained that the Town and Board of Education have been working with EASTCONN and member Towns to explore the option of forming a Coalition to purchase and administer health benefits. Tolland will be one of the first Towns in the State to take advantage of legislation passed last year which allows the formation of these types of Coalitions.

At this time some six towns within the Coalition that all use CIGNA as a benefit provider have received pricing to join together and move from a fully insured (Administrative Services Only) type plan. This type of plan allows for much lower administrative fees (about 8% lower) since the Towns are responsible for paying bills, handling cash flow, investing funds, etc and there is no premium tax, no built in claim fluctuation margin and no risk margin. The advantage of this type of set up is that if there is better than expected claim experience the Towns get to keep the money rather than the insurance company and any cash flow during the year can be invested to our benefit. The down side is that we are immediately responsible for any unexpected claims rather than that experience being built into future rates which means you must at all times have sufficient cash reserves. The Coalition is including within the pricing stop loss insurance in the amount of \$160,000 for any large claims.

East Conn has agreed to handle all the administrative responsibilities including setting up individual reserve accounts for each of the towns which we would fund at a certain percentage level each year. Currently the group is looking at about 4% reserve margin. Initially the rates between the fully insured plan and self insurance are comparable at the rate of 8.9% vs. the 10% which was budgeted for the next fiscal year. It is our hope that in the future the lowering of administrative expenses, along with more movement toward HSA plans and a greater emphasis on wellness programs will lead to reductions in the types of increased premiums we have experienced in recent years.

Mr. May, Milliman Insurance Consultant, further explained the savings on the administrative side of the insurance plan and also with respect to the premium tax. He also explained that there is more risk to the Board when the program is self-insured, but conservative decisions with respect to creating a mature rate level and adding a 4% margin was realized a healthy future and stabilizing the cost of health insurance. Mr. May responded to additional questions concerning the stop loss arrangement.

Ms. Rubino motioned and Mr. Field seconded that is be resolved by the Tolland Town Council that it hereby approves a resolution authorizing the Town in conjunction with the Board of Education to become a member of the Eastern Connecticut Regional Health Cooperative effective July 1, 2012 and approval of the by-laws for the Cooperative. All in favor. Motion carried.

Ms. Riley Vincent motioned and Mr. Frattaroli seconded that is be resolved by the Tolland Town Council that it hereby approves a resolution authorizing the Town in conjunction with the Board of Education to become a member of the Eastern Connecticut Regional Health Cooperative effective July 1, 2012 and approval of the by-laws for the Cooperative. All in favor. Motion carried.

3. Adjournment: Steven Werbner adjourned the meeting at 6:20 p.m. All in favor.

Steven R. Werbner
Town Manager

Cheryl J. Abbott
Board Clerk

**TOLLAND BOARD OF EDUCATION
Tolland, CT****MINUTES – April 25, 2012**

Members Present: Mr. Andy Powell, Chairman; Mr. Robert Pagoni, Vice Chairman; Ms. Christine Riley Vincent, Secretary; Mr. Steve Clark; Dr. Gayle Block; Mrs. Karen Kramer; Mr. Thomas Frattaroli; and Mr. Frank Tantillo.

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; and Mrs. Jane Neel, Business Manager.

The meeting was called to order at 7:30 p.m.

APPROVAL OF MINUTES

Mrs. Kramer motioned and Mr. Frattaroli seconded to approve the minutes of the Special meeting of March 30, 2012. Mrs. Kramer and Mr. Frattaroli in favor. Dr. Block, Mr. Clark, Ms. Riley Vincent; Mr. Powell, Mr. Pagoni, Mr. Tantillo abstained. Motion carried.

Mr. Frattaroli motioned and Dr. Block seconded to approve the minutes of the Special meeting of April 10, 2012. Dr. Block, Mr. Clark, Mr. Powell, Mrs. Kramer, Mr. Tantillo in favor. Mr. Pagoni, Ms. Riley Vincent and Mr. Frattaroli abstained. Motion carried.

PUBLIC PARTICIPATION

None

POINTS OF INFORMATION

None

STUDENT REPRESENTATIVE REPORT

Kim Kostant reported that the Student Council will be hosting a Cupcake Wars event on May 11, 2012 at 2:00 p.m. Teams sign up and decorate cupcakes to be judged by three judges.

Kate-Lynn Walsh reported that the Junior class is hosting the prom themed “Dancing in the Rain” to be held at the Aqua Turf on May 18, 2012. The 2011’s class gift of a stone wall in front of the school is under construction. Eventually picnic tables will be added and students will be able to eat outside. It is a beautiful asset to Tolland High School. The Poetry Slam is this Friday at the Tolland Public Library.

SUPERINTENDENT’S REPORT**F.1. Healthy Food Certification – July 1, 2012 through June 30, 2013**

Section 10-215f of the Connecticut General Statutes allows public school districts (including the vocational-technical school system, charter schools, interdistrict magnet

schools and endowed academies) that participate in the National School Lunch Program to receive additional funding if food items sold to students meet the Connecticut Nutrition Standards. Eligible districts that opt for the healthy food certification are currently receiving 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district in the prior school year. If a district chooses to receive this additional funding, it must certify that all food items sold to students separately from a reimbursable school breakfast or lunch will comply with the Connecticut Nutrition Standards. These food items include food offered for sale to student at all times, in *all schools*, and from *all sources*, including, but not limited to school stores, vending machines, school cafeterias and any fundraising activities on school premises.

If a district certifies for the healthy food option, foods that do not meet the Connecticut Nutrition Standards can only be sold to students at school if permitted by the local board of education or school governing authority and the following three conditions are met: (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; (2) the sale is at the location of the event; and (3) the food items are not sold from a vending machine or school store.

It is anticipated that amount of reimbursement for 2011-2012 will be between \$23,000 and \$24,000. It has declined with the decline in enrollment.

Mr. Clark motioned and Mrs. Kramer seconded to move item F.1. to item I.1. under Board Action. All in favor. Motion carried.

F.2. Leave of Absence Report

As per Board of Education resolution adopted on July 11, 2007, below is a status report on requests for unpaid Leaves of Absences since the beginning of the school year.

POSITION	DATES OF REQUEST	RATIONALE	GRANTED /REJECTE D
Paraprofessional	September 9 – 22, 2011	Honeymoon	Granted
Paraprofessional	October 4 - 19, 2011	Trip with Husband	Granted
Paraprofessional	December 16, 2011	Family Illness	Granted
Paraprofessional Nurse	January 5, 2012 March 16, 2012	Trip with Husband Chaperone for Robotics Competition	Granted Granted
Paraprofessional	April 12, 2012	Family Illness	Granted

Please note that none of these leaves resulted in a cost to the District. There was a cumulative savings to the District of \$867.23.

F.3. Evaluation System

The Superintendent asked the members of the Board that in light of the current controversy about tenure and evaluation, if they would be interested in a report from Dr. Eidson on the teacher evaluation process. The members of the Board indicated that they would appreciate the information.

Dr. Eidson indicated that there are three categories of teachers:

- Non-Tenured Beginning Teacher Program
- Non-Tenured Not Beginning Teacher
- Tenured Teacher

All three groups are observed on a schedule with the non-tenured beginning teacher being held more frequently. All teachers participate in PLC teams and are required to develop a SMART Goal. The third part of the evaluation process is the teaching rubrics. There are qualities looked for in a teacher and growth is based on whether the students are learning.

In addition, intradistrict walkabouts have been established on specific dates in each of the schools. Administrators and other teachers participate in the observation of different classrooms and provide feedback to the teacher in ways to improve and also what was seen as positive teachings methods.

Principals are also responsible for evaluating all other staff in their schools.

All evaluations are kept private and confidential.

COMMITTEE & LIAISON REPORTS

- **EASTCONN – March 27, 2012**

Mrs. Kramer reported on the EASTCONN meeting of March 27, 2012. Mr. Adamo from Windham reported that Head Start would be receiving an additional \$20,000 and Early Head Start would receive an additional \$129,000.

There was discussion concerning SB 24, the Governor's Education bill. One of the main issues is around teacher evaluation, tenure and certification. The State Department of Education and the Governor are asking for a NCLB waiver.

The annual meeting will be held on May 22, 2012.

- **Finance and Facilities Committee Meeting – April 23, 2012**

The Finance and Facilities Committee met on April 23, 2012 at 6:00 p.m. at the Tolland High School Library Media Center.

Chris Wardrop, Insurance Consultant, met with the Committee to discuss the use of volunteers to act as coaches for athletic teams or as drivers to transport

students to practice and/or games. Mr. Wardrop reviewed elements of risk involved when using volunteers.

Mr. Guzman reviewed a variety of printouts prepared in preparation for meeting with parents on athletic accounts. Mr. Guzman stated that accounts are reviewed by BlumSharpiro as part of the annual audit. Mrs. Neel reviewed the specific gate receipt account as well as fundraising accounts.

The Committee reviewed a spreadsheet outlining expenditures and revenues for each sport at the high school and at the middle school.

- **Policy Committee Report – April 25, 2012**

The Policy Committee met on April 25, 2012 at 1:30 p.m. in the Board Office. The Committee reviewed a new Board Policy 5082, Cyberbullying and proposed changes to Board Policy 6030 Parent-Teacher Communication. The proposed changes include language to improve parental involvement. The Superintendent distributed a copy of the Master Focus Group Grid schedule for the Strategic Planning Process.

- **Town Council Liaison Report**

Mr. Clark indicated that most of the Town Council and Board of Education meetings had been held on the same date, so that he was unable to attend. There is a Town Council/ Board of Education Hour to be held May 31, 2012 at the library.

CHAIRPERSON'S REPORT

Mr. Powell stated that May 1, 2012 was an opportunity to approve or not approve the current spending plan. The current plans are based on the passing of the referendum. If it does not pass, they will have to be further reductions. He thanked the parents for coming to the meetings.

BOARD ACTION

I.1. Healthy Food Certification – July 1, 2012 through June 30, 2013

Ms. Riley Vincent motioned and Dr. Block seconded to approve the Healthy Food Certification for July 1, 2012 through June 30, 2013. All in favor. Motion carried.

PUBLIC PARTICIPATION

Beth Whitman of 195 Eaton Road came to the meeting to listen with no intention of speaking. She would, however, like clarification concerning what she felt was her understanding that had been reached the previous evening that a number for pay to play would be agreed upon and would be communicated at the meeting of the Board. They had expected an answer.

POINTS OF INFORMATION

Dr. Block stated the Board of Education represents the entire town and less than 50% of the students play sports. She believes that the pay to play fee is outrageous, but it is

the per student spending that needs to be raised. You can't cut programs for pay to play.

Mr. Frattaroli indicated that he felt the same as Dr. Block.

Mr. Clark felt that the Board has to wait and see what happens to the referendum and what money is left over at the end of the fiscal year.

Ms. Riley Vincent agreed that they would have to wait until the referendum on May 1, 2012.

Mr. Tantillo also agreed with the need to see what happens at referendum and what is in the budget at the end of the year.

Mrs. Kramer spoke about a law in Arizona that allows parents who pay for extracurricular activities to take a tax credit.

Mr. Pagoni said that the group needed to look at the entire picture and would have to wait and see.

CORRESPONDENCE

- Minutes from Town Council Meeting of April 10, 2012
- School Calendars for May

FUTURE AGENDA ITEMS

1. Status of the Budget
2. Board Policies
3. Energy Program Report

ADJOURNMENT

Mr. Pagoni motioned and Dr. Block seconded to adjourn at 8:50 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott
Board Clerk

F.1.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: May 9, 2012

SUBJECT: Board Policy 6030 – Parent-Teacher Communication

Attached please find Board Policy 6030 – Parent-Teacher Communication which was reviewed by the Policy Committee on April 25, 2012.

Board Policy 6030 is revised. The new language is in caps and is bolded.

WDG:ca

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Parent-Teacher Communication

Number: 6030
Instruction

Approved: 2/28/01

REVISED:

The Board of Education believes that parents should be knowledgeable about the education that the school district provides to enrolled students. This Board believes that parents are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of the Board of Education to encourage parent-teacher communication. The Superintendent or his/her designee shall be responsible for developing procedures in furtherance of this policy.

THE SUPERINTENDENT IS FURTHER REQUIRED TO INCLUDE INFORMATION ABOUT PARENTAL INVOLVEMENT AND ACTIONS TAKEN TO IMPROVE PARENTAL INVOLVEMENT, IN THE STRATEGIC SCHOOL PROFILE HE OR SHE SUBMITS ANNUALLY TO THE BOARD OF EDUCATION AND COMMISSIONER OF EDUCATION. SUCH ACTIONS TO IMPROVE PARENTAL INVOLVEMENT MAY INCLUDE METHODS TO ENGAGE PARENTS IN THE PLANNING AND IMPROVEMENT OF SCHOOL PROGRAMS AND TO INCREASE SUPPORT TO PARENTS WORKING AT HOME WITH THEIR CHILDREN ON LEARNING ACTIVITIES. THESE POLICIES AND PROCEDURES MAY INCLUDE MONTHLY NEWSLETTERS, REQUIRED REGULAR CONTACT WITH ALL PARENTS, DROP-IN HOURS FOR PARENTS, HOME VISITS AND THE USE OF TECHNOLOGY SUCH AS HOMEWORK HOT LINES TO ALLOW PARENTS TO CHECK ON THEIR CHILDREN'S ASSIGNMENTS AND STUDENTS TO GET ASSISTANCE IF NEEDED. SUCH POLICIES AND PROCEDURES SHALL REQUIRE THE DISTRICT TO CONDUCT TWO FLEXIBLE PARENT-TEACHER CONFERENCES FOR EACH SCHOOL YEAR.

Legal reference:

Connecticut General Statutes:

§ 10-221(f)

§ 10-221(F) BOARDS OF EDUCATION TO PRESCRIBE RULES, POLICIES AND PROCEDURES

PUBLIC ACT 10-111, AN ACT CONCERNING EDUCATION REFORM IN CONNECTICUT

TO: Members of Board of Education

**FROM: William D. Guzman
Jane A. Neel**

DATE: May 9, 2012

SUBJECT: Status of the Budget – April 26, 2012

In accordance with Board of Education policy 3010, attached is a status report of the budget for fiscal year 2011-12 as of April 26, 2012.

The adjusted budget for fiscal year 2011-12 is \$34,666,821. As of this report the anticipated expenditures and encumbrances total \$34,241,830, leaving a projected balance of \$424,991.

The most recent review of the Utility accounts (program 663) shows a new projected balance of \$158,180, an increase of \$23,151 since the last projection.

Special Services Program (131) needs and expenses continue to occur and the current projected balance shows a deficit in the amount of \$232,866. Included in the calculation of this deficit are the balance of grant funds from the Excess Cost Grant and the Student Based Supplement Grant based on the most recent communication from the State Department of Education.

The deficit is calculated as follows:

Adopted budget	\$ 1,805,875
Year to Date Expenses and Encumbrances	-3,131,873
Excess Cost Reimbursement - 1 st Payment	+ 754,718
Excess Cost Reimbursement Balance	+ 218,034
Student Based Supplement	+ <u>120,380</u>
Projected Balance	(\$282,866)

In June 2011, the Student Based Supplement Grant was estimated for fiscal year 2011-2012 to be \$91,883 which the Town Manager committed to return to the Board. The amount is now \$120,380 which we anticipate receiving.

It is important to note that the following considerations should be taken into account with the development of this budget projection:

- ♦ The budget freeze implemented in November is still in effect
- ♦ Purchase orders have been decreased or increased to encumbrances which in turn affects the current projected balance; the review process of all purchase orders is ongoing
- ♦ The utility accounts will be reviewed again prior to the next budget projection.

There are no budget transfers required at this time.

TOLLAND PUBLIC SCHOOLS
 Business Services
 April 26, 2012
 Fiscal Year 2011-12 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April Budget Transfers	Balance	%
101	Language Arts	\$ 98,376	\$ -	\$ 98,376	\$ 78,143	\$ -	\$ 20,233	20.6%
102	Math	\$ 40,632	\$ (162)	\$ 40,470	\$ 39,441	\$ -	\$ 1,029	2.5%
103	Social Studies	\$ 19,700	\$ (3,818)	\$ 15,882	\$ 10,994	\$ -	\$ 4,888	30.8%
104	Science	\$ 74,700	\$ -	\$ 74,700	\$ 64,818	\$ -	\$ 9,882	13.2%
105	Art	\$ 28,992	\$ -	\$ 28,992	\$ 25,522	\$ -	\$ 3,470	12.0%
106	Music	\$ 20,404	\$ (2,600)	\$ 17,804	\$ 15,943	\$ -	\$ 1,861	10.5%
107	Physical Education	\$ 13,238	\$ -	\$ 13,238	\$ 11,817	\$ -	\$ 1,421	10.7%
108	World Language	\$ 7,268	\$ -	\$ 7,268	\$ 6,977	\$ -	\$ 291	4.0%
109	Family and Consumer Science	\$ 14,917	\$ 1,300	\$ 16,217	\$ 15,772	\$ -	\$ 445	2.7%
110	Technology Education	\$ 21,128	\$ 1,300	\$ 22,428	\$ 19,575	\$ -	\$ 2,853	12.7%
111	Business Education	\$ 6,472	\$ -	\$ 6,472	\$ 6,146	\$ -	\$ 326	5.0%
112	Computer Education	\$ 11,947	\$ -	\$ 11,947	\$ 9,192	\$ -	\$ 2,755	23.1%
114	Skills for Adolescence	\$ 750	\$ (750)	\$ -	\$ -	\$ -	\$ -	100.0%
115	TALC	\$ 1,345	\$ -	\$ 1,345	\$ -	\$ -	\$ 1,345	100.0%
131	Special Services	\$ 1,805,875	\$ -	\$ 1,805,875	\$ 2,038,741	\$ -	\$ (232,866)	-12.9%
132	Special Education	\$ 82,574	\$ -	\$ 82,574	\$ 83,569	\$ -	\$ (995)	-1.2%
133	Interdistrict Programs	\$ 158,997	\$ -	\$ 158,997	\$ 166,055	\$ -	\$ (7,058)	-4.4%
134	Student Athletics	\$ 95,328	\$ -	\$ 95,328	\$ 95,328	\$ -	\$ -	0.0%
136	Student Activities	\$ 17,025	\$ 6,934	\$ 23,959	\$ 23,959	\$ -	\$ -	0.0%
142	Guidance Services	\$ 9,948	\$ (453)	\$ 9,495	\$ 6,405	\$ -	\$ 3,090	32.5%
144	Nursing	\$ 16,601	\$ -	\$ 16,601	\$ 14,132	\$ -	\$ 2,469	14.9%
145	Library	\$ 17,620	\$ -	\$ 17,620	\$ 15,532	\$ -	\$ 2,088	11.9%
146	Audiovisual	\$ 5,914	\$ (500)	\$ 5,414	\$ 5,096	\$ -	\$ 318	5.9%
710	Principals' Office	\$ 85,937	\$ 4,319	\$ 90,256	\$ 67,270	\$ -	\$ 22,986	25.5%
701	Transportation	\$ 2,347,622	\$ (33,119)	\$ 2,314,503	\$ 2,240,213	\$ -	\$ 74,290	3.2%
755	Superintendent's Office	\$ 20,384	\$ -	\$ 20,384	\$ 16,453	\$ -	\$ 3,931	19.3%
756	Business Office	\$ 182,558	\$ (84)	\$ 182,474	\$ 174,348	\$ -	\$ 8,126	4.5%
757	Technology Services	\$ 113,206	\$ -	\$ 113,206	\$ 112,122	\$ -	\$ 1,084	1.0%
661	Custodial Services	\$ 173,518	\$ -	\$ 173,518	\$ 173,518	\$ -	\$ -	0.0%
667	Comm/Ins	\$ 195,161	\$ -	\$ 195,161	\$ 201,074	\$ -	\$ (5,913)	-3.0%
663	Utilities-Energy Mgt	\$ 1,347,820	\$ -	\$ 1,347,820	\$ 1,189,640	\$ -	\$ 158,180	11.7%
666	Energy Management	\$ 2,195	\$ -	\$ 2,195	\$ 2,195	\$ -	\$ -	0.0%
662	Maintenance	\$ 378,703	\$ 20,350	\$ 399,053	\$ 389,993	\$ -	\$ 9,060	2.3%
770	Prog/Prof Development	\$ 52,993	\$ -	\$ 52,993	\$ 52,993	\$ -	\$ -	0.0%
790	Adult Education	\$ 29,674	\$ -	\$ 29,674	\$ 29,674	\$ -	\$ -	0.0%
791	Board of Education	\$ 81,039	\$ 2,236	\$ 83,275	\$ 38,093	\$ -	\$ 45,182	54.3%
xxx	Program Total	\$ 7,580,561	\$ (5,047)	\$ 7,575,514	\$ 7,440,743	\$ -	\$ 134,771	1.8%

TOLLAND PUBLIC SCHOOLS
 Business Services
 April 26, 2012
 Fiscal Year 2011-12 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April Budget Transfers	Balance	%
177	Staff Services - Other	\$ 1,194,108	\$ (2,236)	\$ 1,191,872	\$ 1,186,943	\$ -	\$ 4,929	0.4%
177	Staff Services - Health Insurance	\$ 5,219,463	\$ -	\$ 5,219,463	\$ 5,094,732	\$ -	\$ 124,731	2.4%
178	Certified Regular Ed	\$ 12,366,268	\$ (41,188)	\$ 12,325,080	\$ 12,225,008	\$ -	\$ 100,072	0.8%
179	Certified Special Ed	\$ 2,701,786	\$ (19,536)	\$ 2,682,250	\$ 2,631,621	\$ -	\$ 50,629	1.9%
180	Non-Certified	\$ 1,148,115	\$ 27,769	\$ 1,175,884	\$ 1,133,196	\$ -	\$ 42,688	3.6%
181	Building Operations	\$ 850,879	\$ -	\$ 850,879	\$ 846,017	\$ -	\$ 4,862	0.6%
182	Building Maintenance	\$ 175,337	\$ -	\$ 175,337	\$ 171,767	\$ -	\$ 3,570	2.0%
183	BOE Clerk	\$ 1,240	\$ -	\$ 1,240	\$ 862	\$ -	\$ 378	30.5%
184	Business Services	\$ 287,675	\$ (1,207)	\$ 286,468	\$ 286,413	\$ -	\$ 55	0.0%
185	Superintendent's Office	\$ 263,129	\$ 3,857	\$ 266,986	\$ 267,030	\$ -	\$ (44)	0.0%
186	Principals' Office	\$ 1,485,822	\$ (2,650)	\$ 1,483,172	\$ 1,479,273	\$ -	\$ 3,899	0.3%
187	Substitutes	\$ 354,612	\$ 41,188	\$ 395,800	\$ 485,590	\$ -	\$ (89,790)	-22.7%
188	Systemwide Services	\$ 1,033,362	\$ 3,514	\$ 1,036,876	\$ 992,635	\$ -	\$ 44,241	4.3%
xxx	Personnel Total	\$ 27,081,796	\$ 9,511	\$ 27,091,307	\$ 26,801,087	\$ -	\$ 290,220	1.1%
xxx	Unallocated Reserve Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Original Appropriation Total	\$ 34,662,357	\$ 4,464	\$ 34,666,821	\$ 34,241,830	\$ -	\$ 424,991	1.2%
	<u>Additional Appropriations:</u>							
179	Medicaid Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Addt'l Appropriations Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Grand Total	\$ 34,662,357	\$ 4,464	\$ 34,666,821	\$ 34,241,830	\$ -	\$ 424,991	1.2%

TO: Members of Board of Education
FROM: William D. Guzman
DATE: May 9, 2012
SUBJECT: Obsolete and Surplus Equipment – Technology

The attached list from Adam Sher, Director of Technology, shows those items which are in disrepair and obsolete.

The Administration requests that the Board of Education declare these items as obsolete and turn it over to the Town Council in accordance with Board of Education Policy 3040, Disposal of Obsolete or Surplus Equipment/Materials.

WDG:ca

Device	Brand	Model	Serial #
fax	Brother	3800	u60060l2j771916
laptop	Gateway	5300	624458517
laptop	Gateway	5300	bqb01375940
laptop	Toshiba	tecra9000	62028154plj
pc	aMax		803099949
pc	aMax		803099951
pc	AOS		2006204
pc	AOS		2006199
pc	AOS		2006186
pc	AOS		2006176
pc	AOS		2006179
pc	AOS		2006221
pc	AOS		2006202
pc	AOS		2008911
pc	AOS		2006169
pc	AOS		2006241
pc	AOS		2006162
pc	AOS		2006182
pc	AOS		2008912
pc	AOS		32604298
pc	AOS		32604079
pc	AOS		2008897
pc	AOS		2008895
pc	AOS		2008907
pc	AOS		2008912
pc	Asus		5902ht9
pc	Compaq	deskpro	6046cy83d390
pc	Compaq	deskpro	6046cy83d442
pc	Compaq	deskpro	6046cy83e105
pc	Compaq	deskpro	u310kn9xa982
pc	Compaq	deskpro	l285b0afjq00g
pc	Compaq	deskpro	6005dkz2a116
pc	Compaq	deskpro	6005dk72a463
pc	Compaq	evo	v3d4kn9xad68
pc	Compaq	presario	3h99ct9570w7
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pc	Dell	gx110	6k1cj01
pc	Dell	gx260	sb1905975
pc	Dell	gx260	fwss721
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pc	Dell	GX280	7xcmt71
pc	Dell	gx280	5vdmt71

Received April 25, 2012
Margaret DeVito
Town Clerk

MEETING MINUTES

SPECIAL MEETING

TOLLAND TOWN COUNCIL TOLLAND HIGH SCHOOL – AUDITORIUM APRIL 24, 2012 – 7:30 P.M.

ANNUAL BUDGET PRESENTATION

RECEIVED
APR 25 2012
Tolland Public Schools

MEMBERS PRESENT: Jack Scavone, Chairman; Richard Field, Vice-Chair; Sam Belsito; Joshua Freeman; Mark Gill; Jan Rubino and Benjamin Stanford

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **ANNUAL BUDGET PRESENTATION**
 - 2.1 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. Scavone advised that prior to the Annual Budget Referendum the Town Council is required by Charter to arrange for an Annual Budget Presentation. He reviewed all the public meetings held on the budget to date, and advised that a presentation will be given on April 25th at the Senior Center. A PowerPoint was used.

The budget referendum will be on Tuesday, May 1st. The question on the ballot will be:

“Shall the Town of Tolland’s proposed 2012-2013 budget of \$51,362,234, reflecting a spending increase of \$934,572 or 1.85% which is equal to a .87% tax increase of .26 mills compared to the current mill rate and requiring a tax rate of 29.99 mills, be adopted? Yes/No”

The Council’s goals for 2012-2013 was to maintain important services, continue to provide a quality education for our children and be fiscally responsible for our citizens. The Council worked on a framework of an idea that was developed over four months. They had multiple meetings with the Town Manager, Superintendent, town staff, BOE staff, BOE members and various Boards/Commissions.

Mr. Scavone outlined what the framework included (*some bullet points are listed here*):

Long Range Opportunities: improving and expanding critical programs and services, cost reduction in the town-wide infrastructure, expand the amount of State and Federal tax dollars that come back to Tolland and engage citizens in the process;

Improve & Expand Critical Programs & Services: enrich the learning experience and prepare our students for the future and improve road infrastructure;

Drive Out Infrastructure Costs: utilize technology, explore the consolidation of common Town and BOE functions and support services, look for ways to slow the growth of health care costs, town wide

vendor consolidation, updated facility plan, long term plan for roads and long term sustainability program.

Drive the Effective Use of Technology: establish a new town Technology Taskforce, maximize the technology available today, and consolidate networks with associated HW & resources;

Consolidation of Common Functions: within the town and BOE: IT, HR, Finance, Accounting, Maintenance, infrastructure and support services;

Slow the Growth of Health Care Cost: maximize the enrollment in the HSA plan, move from a fully funded HC plan to a self-funded plan and initiate a wellness program;

Town-wide Vendor Consolidation: maximize the town's purchasing power where possible;

Consolidation of Town Facilities: Currently, there are 19 facilities. They are looking at consolidating Highway and Parks into a single facility, as well as, the Fire Training Center at a similar location and consolidating management roles;

Other Key Components: Sustainability Taskforce, incorporate facilities as part of the Energy Taskforce and possibly develop a Pay for Play Taskforce. The possible charter for the Pay for Play would be to develop a sustainable funding plan for Tolland Athletics, explore the 'turf project' as a possible funding source and a long range plan for sewer and water operations.

Mr. Scavone reviewed the FY2012/2013 Budget Expenditure Summary - Expenditures total: \$51,362,234. A pie was shown depicting how the expenditures are allocated: Education is 69.51%, Debt Service is 9.04%, Capital is .33% and Municipal Operating is 21.12%.

The Town Council made adjustments to the budget recommended by the Town Manager: The Council reduced the amount of General Fund dollars allocated to the Capital Budget by \$60,000 and instead used a portion of the State Property Tax Relief Grant to fund necessary Capital Projects and they delayed until year two of the Capital Budget the paving of the TIS driveway and used the debt service allocated for the project to increase the amount of road repairs by \$130,000.

With regard to the BOE, they had requested a 4.64% increase, the Town Manager recommended a 3.0% increase and the Town Council adopted a 3.0% increase. The difference between what was adopted and what was requested by the BOE can be made up in the BOE's surplus from the current fiscal year. It is the Council's anticipation that no current BOE programs will be negatively impacted by the adoption of this budget.

A slide showing the tax impact for three average assessments was shown. If the public would like to see what their new tax rate will be, they can access a tax calculation form through the town's website. The difference between tax dollars from last year to this year is: \$32 - \$98.00, using three different scenarios.

What can citizens do going forward: become involved, be informed, sign-up for E-Blast, like us on Facebook and follow us on Twitter, volunteer for various Boards/Commissions and submit suggestions, questions or comments via the town's website. The town needs you to share your knowledge, ideas and time.

The Annual Budget Referendum is Tuesday, May 1st. Polls are open 6:00 AM to 8:00 PM.

"Shall the Town of Tolland's proposed 2012-2013 budget of \$51,362,234, reflecting a spending increase of \$934,572 or 1.85% which is equal to a .87% tax increase of .26 mills compared to the current mill rate and requiring a tax rate of 29.99 mills, be adopted? Yes/No"

Mr. Scavone asked that everyone please vote.

3. PUBLIC PARTICIPATION:

Pat Curylo of 17 Oakwood Lane – She asked if the BOE’s salary increases are for one year only or are they making up for what they forewent two years ago? *Mr. Gill said it is technically one year’s worth of increase. The contract called for a 0% increase in year one, and a 2% increase in year two.*

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk