

Tolland Board of Education  
Finance and Facilities Committee Minutes  
February 23, 2022

Members present: Dr. Walter Willett, Christine Griffin, Jacob Marie, Dana Philbin (arrived at 5:40)  
Members absent: Tony Holt

Meeting called to order at 5:32 pm

Reviewed the 1/31/22 appendix F-1. Discussed the following line items:

1. 118 - Maintenance/custodian salaries, we have open positions
2. 133 – Overtime para salaries, even with the open positions, overtime is still necessary for current paras
3. 138 – Overtime maintenance/custodian, same as paras
4. 195/197 – Severance and pensions, most payouts are at the end of the year
5. 310 – Benefits consultants, will investigate why it's not encumbered
6. 341 – Audit, will investigate the current encumbrance
7. 346 – Other professional services, will investigate why there's no encumbrance
8. 351 – Athletic officials, will investigate why encumbered
9. 420 – Cleaning/rubbish, will investigate why the overage dating back to the first few months of the year
10. 564 – Tuition education agency within state, possibly swing of \$80K related to students who transferred to magnets and charters mid-year. Will investigate further.
11. 592 – School resource officer, we are still unable to fill the second position.

Reviewed the presentation for the joint meeting with the town council on 2/24/22. Dr. Willett will incorporate the waterfall graph, a pie chart showing the breakdown of all expenses and adding the use of the ERF to the narrative when presented to the town council.

Discussed the audit report from CliftonLarsonAllen LLP. Auditors commented on student activity accounts, food services and family resource center. Committee would like to see procedures for how the students activity accounts are accounted for as well as reviewing financial statements for food services and FRC semi-annually.

Mrs. Griffin updated the committee on the capital budget request. Upon review of the town manager's proposal, she noticed the articulating lift was scheduled to be approved and purchased in FY23. As was discussed numerous times in FFC and the full board, the board had decided to push the lift out to FY24 and research potential other options and in its place move up to FY23 the classroom upgrades that the board felt should be a priority. Mrs. Griffin was unable to speak at the public hearing on 2/10/22 about the capital budget and instead sent an email to the town council and Ms. Hancock explaining the boards decisions. She has not heard back from Ms. Hancock yet and will also give the full board an update on this at the board meeting later tonight.

Meeting was adjourned at 6:42 pm

Respectfully submitted,  
Christine Griffin