

Tolland Board of Education
Finance and Facilities Committee Minutes
April 20, 2022

Members present: Dr. Walter Willett - Superintendent, Christine Griffin, Jacob Marie, Mark McLaughlin - Business Manager

Members absent: Tony Holt, Dana Philbin

Meeting called to order at 5:35 pm

We reviewed the Federal Clean School Bus Program regarding electric vehicles. While the entire program has \$500M in grants for clean school buses for the entire country, it is very unlikely that Tolland will get any significant funds for this program. One electric school bus is around \$340,000, compared to about \$110,000 for a diesel bus, and this does not take into account infrastructure costs to power these buses. Dr. Willett and/or Mr. McLaughlin will be attending a webinar next week and will report to the full board at the next meeting. At this time, the committee suggests not to spend too much time on this grant.

We reviewed the district credit card policy and procedures. Dr. Willett has revamped the procedure to include a credit card request form from the staff. The new procedures seemed to have appropriate internal controls in place. We discussed the possibility of looking into a new credit card company other than AMEX that might meet the needs of the district better. We also reviewed the current Amazon purchasing procedures. The district has switched to a business account with Amazon which will eliminate the need for a credit card and more in line with a traditional purchase order method.

We followed up from our February meeting about the Student Activity Accounts at each school. These have their own separate checking account per school with each principal being responsible for the fund. There is a dual signature required from another staff member for all disbursements from the account. Separate finance records are kept which record each deposit into the appropriate account (i.e. field trips, class dues, club fees). Any athletic fundraising monies are also accounted for in this fund by the particular sport. In the case of "go fund me" type fundraisers, the coach or person who initiated the fundraiser sends the final amount raised directly to the account. The district itself does not initiate these types of fundraisers. The committee felt these internal controls and procedures were appropriate.

Reviewed the 3/31/22 appendix F-1. Discussed the expected expenses regarding special education for the remainder of the year. With the final excess cost grant coming in May, Dr. Willett felt we should be ok with our remaining budget. Mr. McLaughlin is going to follow up with the committee for the larger changes in lines 346, 359 and 616. We still have many open positions and Dr. Willett is actively trying to fill them. He expects the balance in repairs and maintenance to be expended by year end as Mr. Sztaba, facilities director, is planning end of the year projects. The committee will follow up on this at the May meeting with Mr. Sztaba.

Meeting was adjourned at 6:52 pm

Respectfully submitted,
Christine Griffin