

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
April 10, 2013

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

March 8, 2013 – Special Meeting at 1:00 p.m.
March 8, 2013 – Special Meeting at 1:45 p.m.
March 13, 2013 – Regular Meeting
March 19, 2013 – Special Meeting
March 25, 2013 – Special 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. Tolland Intermediate School Fire Prevention Poster Contest
- F.2. Educator Evaluation and Support Plan
- F.3. Healthy Food Certification
- F.4. Tolland High School Athletic Trainer – Proposal Award
- F.5. Obsolete and Surplus Equipment – Parker Memorial School and Birch
Grove Primary School

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

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 Minutes Board of Education/Town Council Joint Meeting from March 5, 2013
- Town Council Meeting Minutes from March 12, 2013
- Town Council Special Meeting Minutes from March 20, 2013
- Town Council Meeting Minutes from March 26, 2013
- Town Council Special Meeting Minutes from March 27, 2013
- Town Council Special Meeting Minutes from April 2, 2013

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

**Tolland Board of Education
Special Meeting**

Minutes – March 8, 2013

Members Present: Andy Powell, Steve Clark, Tom Frattaroli

Administrators Present: Mr. William D. Guzman, Superintendent of Schools, Mrs. Margot Martello, Assistant Principal Tolland High School

Mr. Powell called the meeting to order at 1:36 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Mr. Clark motioned and Mr. Frattaroli seconded to go into executive session and invite the parent of Student A, Mr. William Guzman, Superintendent of Schools, and Mrs. Martello, Assistant Principal, Tolland High School for the purpose of conducting an expulsion hearing. All in favor. Motion carried.

The Board returned to public session at 2:10 p.m.

Motion

Mr. Clark moved, based on the evidence in the record, that the Board expel Student A, from school effective March 11, 2013 and continue through March 10, 2014 under the following conditions:

- a. During the period of expulsion, the Board will provide Student A with an alternative educational program deemed appropriate by the Administration.
- b. During the period of expulsion, Student A will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the exception of Student A's participation in the alternative education program as described in the preceding paragraph.
- c. Prior to the end of the second semester of the 2012/2013 school year, the Superintendent will review Student A's conduct, as well as Student A's attendance and effort level in the alternative education program, for the purpose of determining, in the Superintendent's sole discretion, whether Student A should be readmitted to Tolland High School for the start of the first semester of the 2013/2014 school year.

- d. If the Superintendent determines that Student A should be readmitted to the Tolland High School early in accordance with the preceding section, and if Student A subsequently commits any offense that would warrant office detention, suspension and/or expulsion under the policies of the Tolland Board of Education, the Superintendent may reinstate Student A's expulsion for the remainder of the expulsion period through March 10, 2014 without the need for any further proceedings before the Tolland Board of Education.

The motion was seconded by Mr. Frattaroli. All in favor. Motion carried.

Mr. Clark motioned and Mr. Frattaroli seconded to adjourn the meeting at 2:11 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman
Superintendent of Schools

WDG:ca

**Tolland Board of Education
Special Meeting**

Minutes – March 8, 2013

Members Present: Andy Powell, Steve Clark, Tom Frattaroli

Administrators Present: Mr. William D. Guzman, Superintendent of Schools, Dr. Linda Yankowski, Assistant Principal Tolland High School

Mr. Powell called the meeting to order at 2:25 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Mr. Clark motioned and Mr. Frattaroli seconded to go into executive session and invite the Superintendent and Dr. Yankowski, Assistant Principal, Tolland High School for the purpose of conducting an expulsion hearing. All in favor. Motion carried.

The Board returned to public session at 2:54 p.m.

Motion

Mr. Clark moved, based on the evidence in the record, that the Board expel Student A, from school effective March 11, 2013 and continue through March 10, 2014 under the following conditions:

- a. During the period of expulsion, the Board will provide Student A with an alternative educational program deemed appropriate by the Administration.
- b. During the period of expulsion, Student A will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the exception of Student A's participation in the alternative education program as described in the preceding paragraph.
- c. Prior to the end of the first semester of the 2013/2014 school year, the Superintendent will review Student A's conduct, as well as Student A's attendance and effort level in the alternative education program, for the purpose of determining, in the Superintendent's sole discretion, whether Student A should be readmitted to Tolland High School for the start of the second semester of the 2013/2014 school year.
- d. If the Superintendent determines that Student A should be readmitted to the Tolland High School early in accordance with the preceding section, and if Student A subsequently commits any offense that would warrant

office detention, suspension and/or expulsion under the policies of the Tolland Board of Education, the Superintendent may reinstate Student A's expulsion for the remainder of the expulsion period through March 10, 2014 without the need for any further proceedings before the Tolland Board of Education.

The motion was seconded by Mr. Frattaroli. All in favor. Motion carried.

Mr. Clark motioned and Mr. Frattaroli seconded to adjourn the meeting at 2:56 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman
Superintendent of Schools

WDG:ca

TOLLAND BOARD OF EDUCATION
Tolland High School
Library Media Center
Tolland, CT 06084

REGULAR MEETING – March 13, 2013

Members Present: Mr. Andy Powell, Chair; Mr. Robert Pagoni, Vice Chair; Ms. Christine Vincent, Secretary; Mr. Thomas Frattaroli, Mrs. Karen Kramer, Dr. Gayle Block, Mr. Joe Sce, and Mr. Steve Clark.

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:30 P.M.

B. APPROVAL OF MINUTES

February 27, 2013 – Regular Meeting

Ms. Vincent motioned to approve the minutes of the February 27, 2013 Regular Meeting.

Mr. Clark seconded the motion. The following changes should be made: none. All were in favor. None opposed. None abstained. Motion carries.

C. PUBLIC PARTICIPATION (2 minute limit)

Ken Kittredge, 37 Farm Brook Drive, noted that the district is now working with a 1% budget (approximately \$1M). He inquired as to what would be the impact on the current budget and noted that the public would like to see a vision of this information. The public hearing is on March 27th; he recommended holding a Special Meeting prior to this to discuss the budget and noted that this evening's agenda did not include a discussion on this point. If a Special Meeting is held next week, he would like the vision of the budget before the end of the week so that a message could be crafted and sent out on Monday. This would allow him to get some people to go to the public hearing and make people aware of what they are voting for.

Sam Adlerstein, 164 Pine Hill Road, distributed a document including what they see happening in the best of all worlds to the Board members and noted that what he wished to say could not be conveyed within the two minute limit. He spoke of the joint meeting with the Town Council and referenced a young man who spoke of his concerns regarding music being cut. He was told that the Board would not have an answer until the end of June. He would like the Board to devote time to presenting information so that people will know what is in the budget before that time; it is difficult for people to cast a vote if they do not know what they are voting on.

D. POINTS OF INFORMATION

Mr. Powell noted that although the budget conversation is not part of the agenda, it will be discussed during the Points of Information. The Board understands the need for a vision and will have a document that outlines 1% and 1.5% budget increases. This evening, the Board will consider scheduling a secondary meeting to discuss the budget. The part about not knowing all of the information until June is partially true but the Board will provide more clarity prior to that time. An honest answer of knowing what is in place before June 30th would be incorrect; factors including weather events and other variables cannot be predicted. The Board does not want to

be trapped without knowing how much money it will actually have. Going forward, the Board can reflect on the Town Manager's number and work on prioritization. From there, the Board will go back to the superintendent and the administration to see what can be done. The experts on what can and cannot be delivered are Mr. Guzman, the building administration, and the curriculum team. The different components need to be weighed and explained; the Board does not want to arbitrarily pull items out simply because something is administrative.

The Chair entertained a motion to have a substantive budget conversation under the second Points of Information item. Ms. Vincent motioned to have a substantive budget conversation under the second Points of Information item. Dr. Block seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

E. STUDENT REPRESENTATIVE REPORT

Ms. Dave noted that the donations collected for the animals were delivered to Tolland Animal Control. The second showing of the Tolland High School musical, Little Shop of Horrors, will be held next Friday. Additionally, last Monday and Tuesday, members of the National Honor Society (NHS) called members of the community and encouraged them to donate to the Tolland High School Scholarship Fund.

F. SUPERINTENDENT'S REPORT

F.1. Distributive Education Clubs of America (DECA)

Mr. Guzman introduced Ms. Lynne Bridge and invited her to speak in regard to the DECA program and introduce the students noted in the attachment.

Ms. Bridge is a teacher at Tolland High School. She was approached by a group of students who were interested in having an after-school business club. In turn, the High School affiliated itself with DECA and topics discussed include management, marketing, retail, business law, and ethics. The chapter was started this year and has 35 participants. While some community outreach work is done, the mission is to prepare students for a future in business. DECA holds competitions and the 10-15 students participated in one of the events held at the University of New Haven. The students did great and are well spoken. Ten Tolland High School students were state finalists. These students are: Chance Foster, Tyson Bridge, Ray Tetreault, Kelsey Lewis, Shaheer Hassan, Hunter Muhlhauser, Jake Fenner, Mike Zimmerman, Mackenzie Dunham, and Matt Holyst. Some of the finalists will move on to compete at the International DECA Competition in Anaheim, CA. Ms. Bridge complimented all of the students on their efforts and will let the Board know the outcome of the competition in Anaheim.

F.2. Tolland Art Students Earn Top Honors at Scholastics Art Competition

Mr. Guzman introduced Ms. Dominique Fox, principal of Tolland High School, and asked her to present the students who received awards.

Ms. Fox thanked Ms. Bridge for all of her work and energy. The new DECA chapter is a great success. Ms. Fox spoke on behalf of Mr. Blais. At the Scholastic Art Competition, Tolland art students garnered two gold, three silver, and three honorable mention awards. The following students received awards:

- Gold: Brianna Ricciardone and Bailey Fontaine
- Silver: Nathan Files, Genevieve Hoyt, Bailey Fontaine

- Honorable Mention: Nick Olson, Jillian Mackenzie, Bailey Fontaine

Additionally, Bailey and Jillian each earned a \$20,000 merit scholarship to the Hartford Art School.

Ms. Fox is very proud of the students, Mr. Blais, and the staff of the Art Department who work hard to help students be successful. Mr. Clark confirmed that the artwork is on display at the High School.

Mr. Powell congratulated the students and asked what the District could have done to help them consider art as a career or as a point of expression and if the students' needs were served well enough. Mr. Fontaine commented that the teachers have done an amazing job and that the students have supplies. Another student commented that the teachers have been great at keeping students open-minded even if a student does not plan to major in art. Mr. Powell noted that he is aware of about \$300K in scholarships that Tolland students have received at very prestigious universities. He wants to be sure the students are provided with opportunities. Mrs. Kramer added that her daughter is at the University of Hartford and is a junior. She excelled because of Mr. Blais and this was one of the reasons the family chose to live in Tolland. She wished the students the best of luck.

F.3. District Communication – Quick District Facts

Mr. Guzman provided a sample of the Quick District Facts. The intent is to send this to the parents of children in the district via the digital backpack. The items will include several short data points about academic programming, fiscal data, the budgetary process, achievements, and other items. With the Board's approval, he would like to distribute this twice a week. Ms. Vincent would like to see the Quick District Facts also posted on the Board of Education website so that the entire community may access the information. Mr. Powell explained that this is something that has been discussed and the Board requested sample facts. Mr. Frattaroli wished to ensure that the information sent would not be subjective in nature. It was confirmed that it would be factual and objective. Mr. Powell entertained a motion to make this action item I.3. Ms. Vincent noted that she would like to see student achievements and success stories included as well. Dr. Block motioned to make this action item I.3. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

F.4. 2012/2013 School Calendar Proposal

Mr. Guzman provided the members with the school calendar, revised February 13, 2013. Thus far, there have been nine school cancellations due to inclement weather. Three were recovered by adjusting the calendar. In turn, there are six days that need to be made up. Five of those six days have been made up by adding them to the calendar as originally established. The original last day was scheduled to be June 14th; it is now June 21st. Due to the storm this past Friday, a day needs to be made up either on June 24th or April 15th. He recommends, in order not to impact the April vacation and the last week of June, that the Board considers authorizing him to reduce the academic year by up to three days. The district's current academic year is three days above the state minimum of 180 days. If approved, the school calendar would be reduced by one day to 182 days. The teachers will still work a day and the intention is to have them come in once school is out in June. A full day of professional development will be provided

which will cover the state mandated teacher evaluation program. Additionally, the teachers will have an opportunity to work relative to the common core state standards. Mr. Guzman asked for the approval of up to three days since he does not know what the future will hold in terms of inclement weather.

Mr. Pagoni inquired as to why the district has 183 days and why it was thought to be important. Mr. Guzman provided a history of this topic which was based on decisions made during a prior teacher negotiation. The Chair invited a motion to move on the recommendation to give the Superintendent the flexibility on the three additional days. Mr. Clark motioned to move on the recommendation to give the Superintendent the flexibility on the three additional days. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carries. This is now item I.4.

F.5. List of Districts with All Day Kindergarten

At the last meeting, there was a request for a list of districts with all-day kindergarten and those in District Reference Group C (Tolland is in this group). These lists were provided to the members. Mr. Pagoni requested a percentage of those offering the program in DRG C. Mr. Guzman estimated it to be 33%. Dr. Eidson confirmed that the schools on these lists are those which currently offer all-day kindergarten or plan to do so next year.

F.6. Tolland High School Presentation – Drug, Alcohol, Teens and Truth

On April 3rd at 7:00 P.M. at Tolland High School, the program *Drugs, Alcohol, Teens and Truth* will be held. It will feature a panel discussion with Supreme Court Justice Peter Zarella, State's Attorney Matthew Gedansky, Griffin Hospital ER Doctor Cliff Wagner, and parent Lisa Manville. This is a drug and alcohol awareness program that will look at the legal, physiological, and emotional implications of use. Based on the ERASE Survey conducted in 2010, the vast majority of middle and high school students felt they could get marijuana or alcohol from a peer. Mr. Powell would like to see a report on the number of drug and alcohol instances this year compared to previous years to determine if there has been a change.

F.7. State Geography Bee

Mr. Guzman noted that both of the school winners in the geography bee did well enough on the qualifying test to earn a spot in the State Geography Bee next month. Eric Hohenthal (TIS) and Charles Perosino (TMS) will both participate. Mr. Guzman will continue to follow up on their progress. Mr. Powell noted that this is great information for a Quick District Fact.

G. COMMITTEE & LIAISON REPORTS

EASTCONN - None

Great Path Academy - None

Finance & Facilities Committee

Mr. Powell explained that the committee had a conversation regarding the bus contract in terms of looking at options for the upcoming year. Ms. Neel is speaking with the current provider and looking at options for a new contract. Further, a conversation took place

regarding extending the term of the contract and included a discussion regarding first aid certification for the bus drivers. Additionally, run reductions are being examined so there is the potential of two runs rather than three. Further, they are seeking clarification of the state mandate requiring that transportation be provided for every student. A two run system would require a community conversation.

Mr. Powell explained that the committee gave the superintendent the ability to look at having a use and consolidation study performed. Three bids were received. When looking at the district over time, it becomes evident that it is already consolidated. Due to decreasing enrollment one needs to try to determine if the district could be configured better going forward. This is a long-term conversation.

In regard to the budget, the committee reviewed the document provided by Mr. Werbner. The \$994,000 is the target for the district. It is a lot of money and will take a great effort. While the district has experts in administration in regard to developing, implementing, and delivering curriculum, the Board owes it to the district to provide some initial prioritization and a description of what it believes to be important. A special meeting needs to be held before March 27th to have this conversation. This will allow Mr. Guzman to build out a structure of a program that can be delivered to the Town Council so residents can see what they are voting on. The Chair entertained a motion to discuss scheduling a special meeting before March 27th. Ms. Vincent motioned to discuss scheduling a special meeting before March 27th. Dr. Block seconded the motion. All were in favor. None opposed. None abstained. Motion carried. This is now item I.5.

Ms. Neel is continuing to work on the questions posed by Mr. Sce regarding line item account objects so that more information can be provided. Mr. Sce looked at the numbers strictly from an accounting standpoint, not on what each item entails.

The committee had a follow up conversation regarding emergency preparedness. It has full confidence in Mr. Guzman and his staff both at the building and district levels that they are focused and able to deliver a safe learning environment. At no time did they feel that the administration or staff was putting students at risk. The policy will be reviewed and sent to Mr. Guzman to determine where there may be any issues. Then a conversation will take place with Chief Littell to ensure a process is in place and that it is clear how it will work. Mrs. Kramer noted that her concern is that the onus is on the district and not the state to step in and set policies. She is disappointed with her colleagues in Hartford in this regard. Mr. Powell did not disagree but based on the FEMA map, Storrs, CT was the safest place in the United States so they got caught up in this and now are playing catch-up. The Town is doing a good job working with the district which is all part of the process. Mr. Guzman has a list of building concerns which will be prioritized based on cost and impact. The district is serious about security and it is in its mission statement. Mr. Sce noted that a resident asked him why the resident state trooper's office is not at the high school; this would allow the resident state trooper building to be closed. Mr. Powell noted that the Board will take this under advisement.

Policy Committee

Ms. Vincent noted that the committee had a robust discussion regarding the artificial turf agreement. They clarified language in section F regarding the revenue and section H

regarding contracting out the management of the field to ensure the Board and Town would be doing this together. The Committee took out the redundant and repetitive language. They would like clarification of the definition of “major” as noted in section D. In turn, the agreement is still pending. Further, they discussed advertising and reviewed some sample policies of local schools. Included in the discussion was the topic of permanent and temporary advertising. The policy committee is looking more at the temporary option.

Mr. Frattaroli noted that four potential contractors for the management of the project will be interviewed tomorrow. He would like to see some of the criteria decided upon so that some of the management companies could offer a perspective. This project is on an accelerated track. Mr. Pagoni cautioned about putting something together that is iron-clad as the next Board will have to live with it. Mr. Clark added that in any case, the Board will not approve the project until the funding to be provided is guaranteed.

Negotiation Committee

Dr. Block noted that some meetings with the custodians are scheduled for the end of March.

Town Council Liaison

Mr. Clark noted that he mentioned that the artificial turf agreement and advertising policy is under review. Two of the Council members explained that the agreement was approved because it would bring in revenue from advertising. If the decision is made not to have advertising, it is meaningless to go forward. He did not know if this was meant in regard to temporary or permanent advertising.

The Town Council can now allocate up to 1% of funds at the end of year to be carried over for non-recurring items. This will be on the next Town Council meeting’s agenda.

Ms. Vincent, in regard to the four companies being considered for field management, asked who wrote the specifications on the RFQ. Mr. Frattaroli explained that it was based upon the culmination of Ms. Bellody’s experience in putting together other projects for the Town. He, and others who have gone through the process, have put their confidence in Ms. Bellody. Ms. Vincent confirmed that Ms. Bellody has not worked on an artificial turf project previously. Mr. Frattaroli explained that she knows the process and does due diligence. The RFQ is for a management company, not the construction. Mr. Frattaroli discussed some of the experience the selection committee will be looking for in the management company. He will provide further information as the process moves forward.

Mr. Sce asked about the allocation of funds. Mr. Guzman will get a copy of the statewide statute and will run it by its accounting firm Blum, Shapiro and Company to see if there are any restrictions. A brief discussion of accounting procedures took place.

A discussion of the budget took place.

Mr. Powell explained that the Board needs to give the District points of priority. Dr. Block noted that she finds it to be very difficult to tell Mr. Guzman that he should cut anyone without a direct impact on students. Just because someone does not have direct contact with the students does not mean they do not have an impact. While she can recommend keeping small art and music programs in place, other than that it’s very difficult for her to

specify where to take it from. The word “prioritize” is great but she would find it impossible to prioritize in specific ways. In regard to the comment of why a Board of Education is needed, Dr. Block would not belabor this point but believes Mr. Guzman needs the Board to bounce ideas off of and the Board needs him as well. In turn, she will look to Mr. Guzman for guidance first. People come in with very specific needs and wants. When Pay-To-Play was raised, it personally affected Dr. Block but she would not vote “no” on the issue because it was in the best interest of the district. It is about what is best for the children of the Tolland School District, not personal requests. In addressing the document distributed by Mr. Adlerstein, she respects it but believes it is very hard to be so specific with the superintendent. One item is in regard to people coming to speak to the Board and being critical of what they do/do not want to see. She examines issues and this is why she agreed with Pay-To-Play. In terms of music and art, there are many things in schools that cannot be addressed 100% such as sports. If you want your child to excel at something and the district cannot provide sufficient instruction, private lessons are available for this purpose. One has to pay more; it is the way of the world. The district cannot afford to provide music lessons to every child so that he can become an accomplished musician. The goal is to provide instruction so that a child is well-rounded.

Mr. Pagoni noted that in the military, one does not see the thousands who support those in the front lines. People say they do not want to touch anyone directly impacting the children. One cannot decimate those people who support the teachers in the classroom such as administrators and paraprofessionals without pulling the fabric. The fabric will unravel. In terms of Dr. Block’s comment on those who wish their children to excel in music and art, Mr. Pagoni does not believe, based on the e-mails that he has received, that the goal is excelling, just providing a well-rounded education. The programs have been gutted. Some of these programs are the one item that keeps some students engaged. There will be problems and issues. The Board’s job is to take care of everyone.

Mr. Sce commented that both the front lines and those supporting the front lines have to be analyzed. Teachers have already been cut from the budget but the supporting staff has not while enrollment has decreased. It is a balancing act. As a Board, they have to provide guidance and represent the people in the Town, not be “yes” people. In terms of the specifics, that is where the superintendent, administration, staff, and teachers come in.

Mr. Guzman explained that the intent for the special meeting is to go through the list of accounts Mr. Sce provided and noted that they were quantifiably identified. The intent is to take each line item and review what it entails. Mr. Sce noted that his concern is not so much the programs but why it increased so much over the past 18 months; what changed. Mr. Guzman explained that sometimes it is a purely contractual increase and that the items will be addressed. Mr. Sce noted that cuts need to be made. Every position and dollar spent can be justified; priorities need to be set. Mr. Pagoni commented that at the special meeting the Board will collectively do this.

Mr. Guzman explained that there is a call to solidify this by May 7th but this does not take into account what happens when employees come in on June 15th and announce their retirement plans. If they come in in May, then voters would know but not all retirees will make this information available at that time. Mr. Sce commented that the Board needs to

commit to something and state its intentions. Dr. Block confirmed that this is done every year.

Mr. Guzman explained that the idea is for the Board to look at the numbers and what they represent at the special meeting. The Board will then take that in a collective judgment to say what can be cut. Mr. Sce noted that the school budgets have cut as much as possible. In turn, one needs to focus on system-wide services and the huge cost increase. Unless there are good circumstances to justify these, this is where the cuts need to come from. It is up to Mr. Guzman to sit with his staff to figure it out. Mr. Guzman disagreed. He explained that the Board has given them some numbers without regard to programs and services that impact students and you need to know the impact. The budget presented of 4% is what Mr. Guzman believes is needed to run the district. A brief discussion regarding who is responsible for cutting positions took place. Mr. Pagoni explained that the Board must provide guidance and priorities to the superintendent. Mr. Sce compared the district to a business – a CEO has the managers make the decisions, he does not make them himself. Likewise, the Board provides guidance to the superintendent who is responsible for taking action. Dr. Block noted that she did not feel comfortable looking at it in this manner and in terms of percentages; she wants to see the whole picture. Mr. Pagoni commented that in terms of a business, if a poor decision is made it can make up for it. The Board deals with people and cannot function this way. If something is amiss in the first year, there will be trouble. A discussion took place regarding whether decisions would be made at the special meeting and if not, why it is being held. The meeting will be held so it can be discussed. Mr. Sce believes budget decisions need to be made based on established priorities and objectives.

Mr. Powell explained that the Board has to take a middle ground. There are points that will need to be prioritized. Early intervention needs to be protected but will be flexible on other things so the building administrators can make the decisions. The Board will never tell the superintendent to cut a specific person but will tell him what programs and services are priorities.

Mr. Guzman, to Mr. Sce, explained that it is important as a new Board member that he knows what the items represent. The district is looking at non-programmatic items such as utilities, insurance, and other items which do not impact anyone. To the degree that it can impact a non-programmatic and non-instructional account it will. These are large-ticket items. After this review, then they will look to accounts in Mr. Sce's list. The list is a good process to go through but if there is not enough there then they will have to look at the schools.

Mr. Powell explained that the Town Council and residents want to know how the District is spending the money. Priorities provide clarity.

Mr. Frattaroli commented that the numbers are predicated on ideal systems in past years. Every year they try to make up for what was lost the year before. The Town dictates where it wants to go and what it wants to spend. There needs to be vision and latitude. His priority is to listen to those who deliver the content to the students. He trusts them and that they will do their due diligence.

Mr. Pagoni received a number of e-mails and will provide a copy of them to the Board. All names have been removed. These topics were raised and deserve to be addressed. The questions, suggestions, and comments included: why the district is not at the state minimum of 180 days; consideration of an experienced transportation committee to deal with the bussing issues and drive the conversation; what savings could be realized if there was consolidation of financial services and the BOE office moved to the Hicks building; savings by outsourcing IT; an outline of different percentage increases in the budget and the associated cuts at each level so the voters can see what would happen; elimination of 4th and 5th grade band will be a profound setback to the music program; given how all is IT driven there is concern regarding cutting the computer position; a request for clarification of the insurance cost and increase expenses; in terms of special education outplacement, is any type of in-district amelioration possible; the newsletter design and ideas for sharing information; tell the superintendent to bring in a budget that in no way cuts programs is a start; the cutting of \$30K from the music program out of a \$37M budget; a Board member who with significant experience in budgets has done a lot of work to find savings – work with him; the Board has to set the budget that does not affect programs before the referendum in June; make bus service opt-in rather than automatic; why two school nurses are needed at each school; wait for a sale at Lowes or Home Depot to buy motion detecting light switches – do not go through slow and expensive purchase order process; allow teachers to buy from the less expensive Sam's; allow teachers, when purchasing out of pocket, to buy anywhere instead of the outrageously expensive Lakeshore and just submit a receipt rather than going through the purchase order process; can kindergarten class sizes be increased; it is only a matter of time before the state stops helping with outplacement; schools must be more open to the public, especially parents; form a non-profit and create a wish list where the public can view it and choose to donate; recruit a healthy food alternative service to rent in the cafeteria and charge a percentage; do not ask parents to shovel snow without an iron-clad release; implement a plan where each employee must have a physical every year or be penalized by paying more every month; are the computers needed for the upcoming test in the plan; set thermostats to conserve; only cut grass as needed and no irrigation of fields; shut down old Tolland High School and use a different school; increase class sizes; reduce the number of paraprofessionals.

Mr. Pagoni noted that Mr. Tantillo could not be in attendance due to military service but noted that his priorities once Mr. Sce's plan has been exhausted are that no programs or front-line educating teachers be cut and that as many services as possible should be consolidated.

Mrs. Kramer inquired about certified teachers who are not in the classroom. Mr. Guzman explained that curriculum coordinators, counselors, psychologists, and social workers are certified teachers.

H. S. Turf Field Committee Liaison

See discussion under the Policy Committee

H. CHAIRPERSON'S REPORT

Mr. Powell noted that visibility, clarity, and robust conversation are what will put stakes in the ground. The Board will do all that it can.

I. BOARD ACTION

I.1. Proposed School Calendar – 2013/2014

Ms. Vincent motioned to approve the proposed school calendar provided by the administration. Dr. Block seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

I.2. Board Policy 1041 – Green Cleaning Programs

Board Policy and Administrative Regulation 4142 – Retention of Electronic Records and Information

Ms. Vincent motioned to approve policies 1041 and 1042. Dr. Block seconded the motion. Mrs. Kramer requested clarification of bullet point #4 on policy 1041. Mr. Guzman explained that the only change is the elimination of the date. Mrs. Kramer inquired what constitutes “green”. Mr. Guzman explained that these products are less potent but more environmentally friendly. All were in favor. None opposed. None abstained. Motion carries.

Ms. Vincent motioned to accept regulation 4142. Dr. Block seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

I.3. District Communication – Quick District Facts

Ms. Vincent motioned to approve the distribution of the Quick Facts. Dr. Block seconded the motion. Mr. Powell added that positive accolades should be included and the district should steer clear of issues that would involve taking a position. All items must be factual. All were in favor. None opposed. None abstained. Motion carries.

I.4. 2012/2013 School Calendar Proposal

Ms. Vincent motioned to allow the superintendent the flexibility to move to 180 days for the school year. Dr. Block seconded the motion. A general discussion took place regarding the making up of days during the last week of June, how the teachers would make up the time, and the overall savings. All were in favor. None opposed. None abstained. Motion carries.

Mrs. Kramer motioned to extend the meeting past 10:00 P.M. Mr. Clark seconded the motion. Mr. Powell, Mr. Frattaroli, Mrs. Kramer, Mr. Sce, and Mr. Clark were in favor. Ms. Vincent opposed. Mr. Pagoni and Dr. Block abstained.

I5. Discussion of Scheduling a Special Meeting

Ms. Vincent motioned to hold a Special Meeting for budgetary 2013/14 discussion. Dr. Block seconded the motion. A discussion of possible dates took place. The meeting will be held on March 19th at 7:30 P.M. at Tolland High School in the Media Center. All were in favor. None opposed. None abstained. Motion carries.

Mr. Sce inquired as to what the goals and objectives would be for the meeting on March 27th. Mr. Powell explained that it would best serve the Board on the 27th to have as clear of a direction in regard to what is going to be adopted and what should be changed based on the conversation on the budget. The Board wants to provide information regarding what different options would look like and a best estimate. A general

discussion of when the information could be provided to the Council took place and the variables involved such as the reserve fund and a discussion of risk.

J. PUBLIC PARTICIPATION

A resident clarified that the Special Meeting would be open to the public. He inquired about how the document explaining what would be coming down the pike would be distributed. The people who attend the public hearing need to know what the budget represents.

Karen Moran, 50 Merlot Way, asked how many students take AP courses and if the families of students who take AP courses at the high school could contribute to the cost of those courses rather than only the tests.

Sam Adlerstein, 164 Pine Hill Road, noted that what the Board plans to do to inform voters for the March 27th meeting is invaluable. This is the best opportunity for residents/stakeholders to think about where they want the Town to go and what they want it to become. Done really well means that you cannot have people think that there will be \$300-400K showing up in June. If people think you have not looked at shared services and other items adequately, this will be another obstacle.

Jackie Kolb, 34 Susan Drive, thanked the Board for planning the special meeting. Difficult choices need to be made. She offered suggestions for the list of questions. She inquired about when the last time the cost of lunch was increased and if the cost could be raised by .50. At the last Town Council meeting, the members asked for something they could sell or use; Ms. Kolb would like to know if this has been created. Additionally, she would like to know where a parent should go to advocate for a program. The Town Manager, while he recommended a 1% increase, he expects to get feedback and will react to it.

K. POINTS OF INFORMATION

Mr. Powell replied that the document would be in electronic and other formats to reach as many people as possible. Mr. Powell added that he does not see this as being a particular group or special interest group that is asking the Board for this. He sees this as being for the main interest group which is the taxpayers so the Board can provide a clear understanding of what is going on.

Mr. Powell explained that while someone could come in and speak regarding music, there is a bigger systemic issue that the Board needs to look at. Mr. Pagoni explained that the school system has been cut too much and back it up with facts. Mr. Powell reversed his statement. Anyone may come in and speak for the 2 minutes on any topic such as music, physics, culinary arts, etc.

Mr. Powell noted that Mr. Guzman and Mr. Werbner have been having discussions to look at joint services. It is unknown if this is something that can be accommodated for the 2013/14 budget cycle. Consolidation could mean that more people need to be added.

Mr. Powell confirmed that something would be provided to the Town Council. He recommended that a parent interested in advocating for a program attend the meeting on March 19th. Mr. Guzman added that a parent could also come to the Board after the referendum. Further, while the Town Council does not want to hear about a particular program, they do want to hear from

parents that the funding in the district has been low and that they are advocating for a higher budget for greater services for their child.

Mrs. Kramer spent "A Day on the Hill" sponsored by CABE.

Mr. Powell will speak at the CABE event on April 22nd regarding the impact of the Common Core Curriculum.

L. CORRESPONDENCE

- Town Council Meeting Minutes from February 26, 2013
- School Calendars for April
- State Department of Education, Bureau of Education Standards and Certification
- The Family and Consumer Science Department Luncheon Information

M. FUTURE AGENDA ITEMS

None for Special Meeting

N. EXECUTIVE SESSION – Personnel Matter

Mr. Clark motioned for the Board to go into Executive Session at 10:15 P.M. and invite Mr. Guzman. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

The Board returned to Public Session at 10:52.

Mrs. Kramer motioned and Mr. Pagoni seconded to approve the request of the petitioner for an additional 9.5 sick days with the provision that the petitioner first utilize the 3 personal days available. Mr. Powell, Mr. Pagoni, Mr. Frattaroli, Mrs. Kramer and Mr. Clark in favor. Dr. Block, Ms. Riley Vincent and Mr. Sce against. None abstained. Motion carried.

O. ADJOURNMENT

Mr. Pagoni motioned to adjourn the meeting at 10:54 P.M. Dr. Block seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TOLLAND BOARD OF EDUCATION
Tolland High School, Media Center
Tolland, CT 06084

Special Meeting – March 19, 2013

Members Present: Mr. Andy Powell, Chair; Mr. Robert Pagoni, Vice Chair, Ms. Christine Vincent, Secretary; Mr. Thomas Frattaroli, Mrs. Karen Kramer, Mr. Joe Sce, Mr. Frank Tantillo, and Mr. Steve Clark

Administrators Present: Mr. William Guzman, Superintendent of Schools; Mrs. Jane Neel, Business Manager; Dominique Fox, Principal, Tolland High School; Mr. Tom Swanson, Principal, Birch Grove Primary; Mr. Jim Dineen, Principal, Tolland Intermediate School; Mr. Adam Sheer, Director of Information Technology; Kathleen Raymond, Director of Pupil Services

CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:30 P.M.

Discussion

Mr. Powell explained that the meeting's purpose is to have a conversation and possibly take action on the 2013/14 proposed budget.

Public Participation

Mr. Bob Rubino, 296 Weigold Road, commented that it was not until toward the end of the last meeting that budgetary discussion took place and he has seen that the most important conversations take place at the end of the meeting too often. There was a glimmer of hope that the Board would discuss some of the budget items when Dr. Block asked about the reserve. The reserve is an important tool but not a panacea for the \$1M shortfall. It should be used next year to build credibility for the Board and the administration and priority. Lastly, he asked if there they Board was going to do status quo in the avoidance of the transportation budget. Although there has been some reaching out to the bus company, until it is put out for bid, the Board is behaving as though it is the only game in town. It is time to take a different path.

Mr. Sam Adlerstein, 164 Pine Hill Road, commented that he did not understand what is in the \$1.3M increase from budget to budget. He would appreciate a summary of what made up the increase. He believes some of it may be in special education and the money that was prepaid from last year into insurance; not Systemwide services or other words that do not help him identify what is in the budget but very specifically makes up that increase. This would help him and others know what the Board is reducing from.

Ms. Jan Rubino, a member of the Town Council, spoke on behalf of herself and not the Council. She is an adamant supporter of public education. She believes that education is the single biggest differentiator in one's life. It defines income, health and happiness, life expectancy, and quality of life. Teachers are on the front lines much like firefighters in that they save lives. It is incumbent that leaders do everything in their power to help them carry out their mission. As the Council liaison to the Board, she has not seen due diligence from the majority of members; nor is she convinced that all has been done toward this mission. The result is that the Superintendent looks to his principals and teachers to solve district-wide problems by cutting front line teaching positions resulting in a loss of programs to get

a community reaction. This is an issue of credibility in leadership in the eyes of the community. When it came time to vote for the budget, many who voted against it did not say why. Why did you not start with the 45% of the budget that does not relate to the front line of education? The conversations regarding transportation and consolidation of services should have happened way back. Ms. Rubino believes in giving students universally the best that the town can afford but when one looks at the modest inflation rate of 2.1% and the decrease in enrollment of more than 3%, it does not add up to the budget presented particularly when it is being presented with nothing gained. It is her opinion that the process and lack of substantive discussion by the majority of the members of the Board and the Superintendent does not reflect the thinking, leadership, and management that children in the community deserve. Further, it does not earn the support of the voting community at large. As a Town Council woman she will go to the mat to provide a quality education for the children and does care. She wants to proudly support the Board and asked the Board to consider tearing the budget apart again.

Ms. Patty Martineck, 60 Doyle Road researched the State Board of Education looking for information regarding music programs. One document she found was the Art Profile Data Table with district by district information. It provided a good deal of information on 3rd, 4th, and 5th grade music, instrumental, band, and choral with statistics for each district in CT regarding who provides the services. From the tables, she noted that 13 did not offer any choral, band, or instrumental and 190 offered some degree of music education. She inquired if the district was compromising on quality if it fell back to the 10th percentile by offering nothing.

Mr. Powell thanked everyone for their thoughts and courage to come forward and speak. There was a request for a review of the information Mr. Sce had put forward. Mr. Guzman distributed the document and explained that Mr. Sce put together a series of object accounts that are in the budget. The notes in the attachment explain what the numbers reflect.

In regard to the athletic director position, last year the Board changed it from part time to full time. Previously, it was a .5 position with teaching responsibilities. The position was created to have responsibilities of both the middle and high schools and hence is listed under Systemwide. Mr. Pagoni clarified that last year the athletic director was paid a certain amount as a teacher and received a small stipend for taking on the athletic director responsibilities; this was in the high school budget and clarified the path of the money. Ms. Neel noted that there was a stipend at the middle school for someone who did the athletic directing there – that money is no longer there since the FTE was created. Mr. Sce asked if \$100K was needed for the athletic director position. Mr. Pat Cox, the Athletic Director, offered to clear up the questions. His salary from last year to this year to last did not change; he is still on the teachers' contract. There may have been a change due to having to have a teacher cover the two blocks he was required to teach before he became full time. Mr. Powell asked where the district falls in comparison to other districts. Mr. Cox handles the entire athletic program for the middle school and the high school – approximately 1,000 student athletes and the responsibilities are numerous. Mr. Sce confirmed that these are purely after-school activities and does not include physical education. Mr. Pagoni asked Mr. Cox to explain his duties. Mr. Cox replied that the reality is that if the position were to be cut he would still have income because of when he was hired and is not overly concerned about this and noted that he is passionate about his job. He believes he does a solid, if not excellent and efficient job and that the administrators would say he does a dynamite job. He added that at the end of the night he is either going to bed with the athletic director job or he will be back in the physical education department. Mr. Pagoni inquired as to the difference from what he did last year. Mr. Cox explained that he is now able to delve into a massive program with a high participation rate, quality coaches, and coaching education in place. He is handcuffed with only having two busses available in the afternoon

given the number of athletic teams. Additionally, being able to align what is done in the middle school and the high school is crucial. Mr. Powell noted that the role will also need to work with the Parks & Rec department when the new field is installed. Mr. Sce asked if prior to 2012, there were any after-school sports programs that were denied due to lack of resources. Mr. Cox responded that there were not. Mr. Powell clarified that it was not the Board's purpose for Mr. Cox to have to "sing for his meal" but to be as transparent as possible; this is educational for the Board. Mr. Powell asked Ms. Fox how having a full time athletic director has helped her role. Ms. Fox responded that it has taken a lot off of her plate and she was sure the same could be said for the principal at the middle school. Having Mr. Cox available to handle issues when they arise in a timely fashion has been key.

Ms. Vincent inquired about how the curriculum writing funds intersected with the four curriculum coordinators. Mr. Guzman explained that the curriculum coordinators deliver the curriculum to the teachers. A discussion on the time it takes to write curriculum and the importance of collaboration took place. Curriculum writing is an account in addition to the curriculum coordinators' salaries. It is to pay the teachers for the curriculum writing that they do outside of regular time. Mr. Pagoni asked why the curriculum coordinators could not do this work. Ms. Fox explained that it is a collaborative effort. Ms. Vincent inquired if these discussions took place during professional development. Ms. Fox explained that many things happen during professional development and that the meetings are only one hour. Mr. Sce asked how the district got by 2 years ago and Ms. Fox explained that at that time a lot of curriculum was not written and that things have changed. Mr. Sce asked why there is an additional \$100k in the budget for additional work that should be in the curriculum coordinators' salaries. Ms. Fox explained that the process cannot be done independently; it has to be done by those who do it so they can own it. Mr. Sce commented that when one must look to save costs, not justify items. Mr. Sce asked if this work is being done in the summer and after-school by the teachers, what do the curriculum coordinators do. Mr. Swanson explained that at Birch Grove, during the contractual day there are short bits of time when the teachers can get into a deeper understanding of curriculum. The coordinators are in the class modeling lessons with teachers, doing assessments, helping principals with pacing among other things to ensure there is universal curriculum in all the classrooms. The coordinators are experts in their subject areas and the schools look to them for guidance. Mr. Sce inquired if this line was cut \$80k if the principals could not do their job or if a teacher would have to be cut. Ms. Fox explained that if the curriculum is not written the students will not do well on their tests and assessments and that other options would be examined before a teacher would be cut. Mr. Swanson noted that the curriculum is changing significantly due to the common core standards and when the teachers work together as a team they are better practitioners of the results.

Mr. Guzman commented that if it is a question as to whether someone wants "A" or "B" than that this is a question that should be directed toward him; at this time it is not a fair question. Mr. Pagoni asked the principals if they could do their job and prepare the students properly without the current curriculum writing and the coordinators. Mr. Dineen replied no. Ms. Vincent asked how many faculty members take part in the writing process. It was clarified that all teachers do. Mr. Powell noted that the schools are in the process of aligning themselves with the change in curriculum due to the common core state standards and that they are facing a large change. Much of the work has been done but there is still much left to do. Mr. Guzman noted that some districts have curriculum coordinators for all of the subjects and in some cases one for each level. Mr. Swanson added that the coordinators have been instrumental in saving money in terms of professional development; consultants did not have to be brought in. They are able to build rapport and make a connection with the teachers. Mr. Sce noted that there have been three budget meetings where things were justified and now it is time to prioritize. Ms. Vincent added that questions are being asked so the Board can make informed decision and added that

perhaps there is a middle ground. Mr. Pagoni asked the principals to answer the question or pass regarding if this is a need; if they do not help the Board with the priorities then something else is going to have to go. Mr. Swanson said it would be very difficult to implement the common core standards so that it is a must. Mr. Dineen and Ms. Fox agreed. Mrs. Kramer asked if the curriculum writing stays in the district and why and if copyright becomes involved. It was clarified that it is all common core but specific to Tolland.

Mr. Powell brought the Board's attention to object account 560, the tuition account. Mr. Sce requested that they walk through the mechanics to clarify the interaction between the excess cost agency placement grants and the associated costs. In 2012, the actual cost was \$741k. In the current year it jumped to \$1.475M, an increase of about \$769k. There are currently 31 students and the projection is that this number will remain the same for 2014. Mr. Sce inquired if there was a huge jump in the number of students to cause the \$760k increase. Ms. Raymond explained that there are a number of different tuition codes. Object 560 is for private school programming. If a student goes to a RESC (Regional Education Service Center) there is a different code. Ms. Raymond had to budget for those placed out by the district, the Department of Developmental Services, the Department of Children and Families, and the parent-choice children who have gone to magnet schools who have special education needs. Account 560 includes items students have to have such as summer programming and TLC (The Learning Clinic in Brooklyn). Ms. Raymond recently learned that there may be an opportunity next year to get some funds back via the excess cost and agency grant but does not have confirmation. She went on to explain that if a program does not work for a child, she is legally obligated to look for another program so students may change programs. Account 560 is for private programs so if they can use a RESC it could be a savings but transportation costs must also be taken into account. Mr. Sce asked if there was as significant jump between 2012 and 2013. Mr. Raymond explained that there was not, some of it was children changing from public to private programs. Further, the district has an obligation to pay 4.5 times the per-pupil cost before it can receive any money back. A discussion of accounts 560 and 561 took place. Ms. Raymond added that the state is currently looking at the district to see if there is anything that can be changed. Mr. Powell added that the cost would be higher if it was not for the district's own programs. A brief discussion on transitional services took place as well.

Mr. Pagoni noted that he received an e-mail inquiring why the program is not regionalized so that money could be saved by avoiding outplacement. Ms. Raymond responded that this is something that can be looked at but she must also consider transportation. For example, Stafford has a functional program that may be reasonable but if only one child is going there is a cost of \$40k for the year for the use of a bus. Mr. Frattaroli inquired as to if the students respond well to going out of district. Ms. Raymond replied that they do. Ms. Sce asked if it would be possible to do an analysis of those in accounts 560-564 to see how costs move through the various buckets and project them into 2014. Ms. Raymond will do so. Mr. Pagoni explained that every penny needs to be justified.

Mr. Powell directed the Board's attention to object 113, paraprofessionals. Mr. Sce proposed a reduction of \$118k which would be 8 paraprofessionals out of the 65 represented. The proposed budget eliminates 7 teachers out of 123. Mr. Sce explained that it once again comes down to priorities – seven teachers have been cut and there has been a decrease of over 300 students. Can the Board justify not cutting paraprofessionals? Mr. Swanson explained that his school has seen a reduction and they are shuffling paraprofessionals to provide coverage. They are working with a consultant to review the special education model in an effort to see if it can be revised. They are always trying to maximize the paraprofessionals' and teachers' time with the students. Mr. Powell explained that the special education paraprofessionals cannot be touched due to IEPs (Individualized Education Program). In

lower grades, paraprofessionals help kids get on track. Mr. Sce commented that everything has been justified; the Board has to get off the train and look at things to cut. Mr. Powell responded that the paraprofessionals save money in that they can do remediation that would be more expensive to do with a full time teacher. Mr. Sce commented that the need issue has been beat to death, continuing to justify every line item is a waste of time. Mr. Powell responded that one then must look at personnel and programs. The public has said to stop cutting teachers; the Board needs to find other things. Mr. Guzman noted that the explanations are in response to Mr. Sce's spreadsheet to provide information about the programs and services that are impacted; it is an explanation, not a justification.

Mr. Tantillo recommended that the Board focus on priorities. One is that no more programs can be cut. Mr. Guzman replied that if this is the direction from the members of the Board that he will look at everything and make every attempt not to cut more programs. Mr. Tantillo said that with the looming 1% that the Board should tell the superintendent to figure it out. It is for him to come back and say that it cannot be done.

Mr. Powell responded that this is counter to what the public wants to see. Clarity and transparency would not be there. Mr. Sce commented that it was clear. Mr. Tantillo added that commander's intent is very clear. Mr. Powell noted that the Board decided to have the special meeting to work through the district-wide numbers which support the programs. Mr. Guzman added that there are still some accounts that can be looked at that would not impact programs.

Mr. Sce noted that his is not convinced that the \$104k for curriculum writing and the full time athletic director are needed. When times are difficult, he is unsure if these are must-haves. The issue regarding special education is a challenge. There may be some assumptions that allow for a little cushion. Additionally, certified salaries still has \$90k for a technology director and \$21k has been set aside for energy management even though a consultant has been hired. These latter two positions do not affect programs or teachers. Further, the \$300k for substitute teachers appears to be an estimate that is overstated. The number of teachers is dropping and in turn so should the number of subs needed. Mr. Sce commented that they need to stop justifying everything as they have in the past few meetings; it is the 11th hour. If there is money at the end of the year then curriculum writing can be bumped back up but for now they have to meet the budget numbers. Mr. Guzman noted, with all respect to Mr. Sce, that he is talking about the quality of education in the district going forward. The Board just passed a strategic plan that discussed technology in the classroom, better communication with residents, and other items. He added that Mr. Sce is throwing out things glibly – the new computers will require a technology staff to help teachers use them in the classroom. Further, a consolidation study was done in 2010 and another is being done now which will include technology and maintenance. Mr. Guzman noted that if it is a 1% increase going forward that he will make the adjustments to get to 1%. Mr. Tantillo asked how he would get there. Mr. Guzman replied that he cannot give a complete answer but will first look at non-programmatic items. Once that is examined he will look at other items on Mr. Sce's list. He is not dismissing it.

Mr. Sce responded that he does not appreciate this being done behind closed doors. Mr. Guzman replied that a Board member just said that he, the superintendent, should do it. Mr. Powell noted that when the comment was made to drive the 1% number it was going to be done with the priority of not hurting programs. Mr. Guzman commented that if the Board charges him with the task, he will make his best attempt to come back with figures. Mr. Sce responded that the Board needs to make the recommendations and then the Superintendent need to determine what he wants to do. After this a discussion can take place. Mr. Sce's list has been presented to the public and he believes Mr. Guzman's

should be as well. Mr. Guzman explained that the Board's collective judgment decides the collective budget. He only makes recommendations to the Board. Mr. Sce responded that this is after the fact, by March 27th everyone wants direction and to know the priorities and tonight has been about shooting down every possible deduction.

Mr. Pagoni commented that he does not doubt that the Board will end up with a 1% budget. The administration (principals) is paid to give their input. A few meetings back, a vote was taken on a number that Mr. Tantillo came up with; likewise, Mr. Sce is just coming up with a lot of numbers. Mr. Sce disagreed. He believes the Board is in the business of providing a service. It is the Board's job to provide that service at the cheapest cost; this is why it is numbers-driven. In 2012, the district provided services to 300 additional students. Mr. Pagoni responded that is this keeps being done; the younger students will not graduate having had all of the opportunities that others before them have had. He added that Mr. Sce is only looking at the numbers and is not taking into account the quality of education. Mr. Tantillo explained that Mr. Sce provided clarity; he is not taking the 2nd or 3rd order effect of each number but is providing direction. Mr. Sce asked if the exercise of this special meeting is to turn it back over to Mr. Guzman as has been done before. Mr. Guzman replied that it is to provide a response to the numbers and potential impact.

Mr. Pagoni motioned to extend the meeting beyond 10 PM. Ms. Vincent seconded the motion. Mr. Powell, Mr. Pagoni, Mrs. Kramer, Mr. Sce, and Mr. Tantillo were in favor. Mr. Clark, Ms. Vincent, and Mr. Frattaroli opposed. None abstained. Motion carried.

Mr. Pagoni motioned to allow a hold on the discussion and allow public participation. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

Ken Kittredge, 37 Farm Brook Drive, noted that he spoke at the last meeting regarding the importance of coming up with what 1% looks like at this meeting. The Board needs to decide on something. There is a public hearing next week and the public cannot wait until the Board's next meeting. While possible reductions have been discussed, no decisions have been made. Something needs to be put in the hands of the public so they know what is going to happen. It is late and there may not be the resources to proceed forward tonight but it cannot wait three weeks.

Jackie Kolb, 34 Susan Drive, commented that her hope for tonight was that a 1% budget would have been created so that people could see what it would look like. People need to know if they have to advocate to the town manager for more money. She feels frustrated and confused. If there can be savings in other areas that would be great. There is a chance now to see what 1% looks like. It is time to make the hard choices and for Mr. Guzman and the Board to come together or it is a lost cause.

Bob Rubino, 296 Weigold Rd, commented that there have been missed opportunities and Jell-O is trying to be nailed to the wall. Mr. Sce is not doing statistical analysis, he is doing trend analysis. This is the rigor a financial person brings to the process but in the discussion of the \$1M in special education, people are forgetting about the Board's reserve fund that is being proposed. You are trying to anticipate the uncertainty of how many students will be sent out and what the district will be reimbursed on. This uncertainty is what goes into the reserve account. Mr. Sce is wrong in that come June, if there is a surplus then they will pay for a coordinator. This is the process in place now and that eats at the credibility of the Board and the superintendent. It is the June scramble, he experienced Christmas when all of this money became available. This eats at the credibility of what is said on March 27th, that people can believe you. Whatever one percent looks like, one must live with it. If what Mr.

Guzman comes back with is palatable, live with it. This is what the voters need to vote on, the good, the bad, and the ugly; not vote on it and the next day Christmas comes and it is different. Maybe it has to be bad for one year but it is something that is believable. Next year, people may come out and support an increase.

Josh Freeman, Shenipsit Lake Road, commented that as a councilman he needs to be able to submit your request to a council that was voted in on a 0% platform and whose feet are being held to the fire to deliver this year. Mr. Freeman wants to deliver a budget that does not kill his kids' educational experience but he is not being much to fight for an increase. He needs to hear specifics and creativity. The half of the community that is the 0% crowd needs to believe enough in the school district and inspire a need for other people to be involved in this district. Seventy percent of the budget is spent on schools. Give people a reason, inspire them, and let him fight with the other half of the Council. Think about cost savings, strategic shifts, and priorities.

Janet Rubino commented that she hopes this year the Board will consider putting the budget before referendum and keeping it that way. Everything that happens after that has to be very clear. Also, in terms of the music programs, a lot of seniors whose grandchildren are in the programs and like to see them perform are seeing you cut what they enjoy. They will not support your budget with you cutting this program. It is bad for the community. She advised the Board to go back to the budget, have another meeting, and hammer it out. She applauded Mr. Sce. He has the guts to bring this forward. It is about prioritizing and something has to go. The community voted in a Council running on a 0% increase. They won. The community is being more conservative; there are more economic hardships. You are wringing your hands and saying you need everything but you are not going to get it so figure it out.

Sam Adlerstein, 164 Pine Hill Road, referred back to Mr. Freeman's comment that he needs something to sell to the Town Council. He is the chair of the Friends of Tolland Schools and he needs something to sell as well. He does not want to start by going into any of the buildings. Everyone is saying that something has to get cut. He does not understand why something has to get cut. This is how much money we have now and we are going up \$350k. It had to go up because of \$700k in teachers contracts but then there are 14 people who are not scheduled next year due to enrollment. Thus the \$700k is offset by the \$600k so now up \$100k but they also took care of the teacher contracts increasing and enrollment and only went up \$100k. He does not know what the big things are that get them to \$350k let alone \$1.3M. Every year there is something that will be out there in June. What will that be? It needs to be included in the picture to be fair. There are numbers in this budget that are conservative. There are a lot of conversations that need to go on. What are the top 3 things?

Deidra Goldsmith, 21 Marlboro Glade, commented that they would discuss not only what 1% looked like but also 1.2% etc. If it is able to be flushed out for people they would understand why they are going to the polls. Many families say they moved here because of the school district so they are still interested. The discussion of saving the music program is old news; there is nothing new to tell anyone or any incentive for them to come out.

Susan Lotreck, 12 Holly Road, echoed what Mr. Kittredge, Ms. Kolb, and Mr. Adlerstein said. The Board owes it to the parent of the town to tell them what 1% looks like before the 27th. They can no longer function as they have in the past – forced to vote yes in May that they want more money. She asked that the Board show what the 1% will look like so the Friends of Tolland Schools can disseminate the information to the parents who want to learn that information.

Points of Information

Mr. Powell explained that the Board committed to doing the exercise of addressing the numbers and asked the Board if they should direct Mr. Guzman to give them a 1% program.

Mr. Pagoni commented that he would like to see three things: put the music program put back in, set up a reserve fund, and get the final list to the voters as soon as possible. Whatever the Board decides, it must sleep in that bed.

Mr. Guzman confirmed that the Board is asking for a 1% budget before March 27th so people will know what to say at the meeting. In regard to comments about the yearend reserve, the \$600k last year was an anomaly. If the Board wants a 1% list, there is no guarantee that programs will not be cut and the Board is now directing him to put the music program back in. He can provide a 1% budget based on the information he has at this time. The Board wants a budget that will not change once year-end balances are known. The year-end balances will not be known until the end of the year. He does not want to be accused of manipulating and scaring people in March so people will vote for a better number. The Board will vote on it and then present the information.

A brief discussion of the health insurance benefits increase of approximately \$685k took place. The prepayment of \$650k was for this year. Ms. Neel confirmed that the yearly health insurance premiums are over \$5M.

A discussion of the reserve took place. Mr. Powell noted that this account would allow greater flexibility if something goes wrong instead of having to transfer money. It would be an emergency fund. A discussion then would be needed regarding if money left over at the end of this year should be put into that fund. This would be a very different way of doing business. Mr. Clark commented that the reserve is something that should be considered but the Council has not yet discussed it. There will be a public hearing to see if it is adopted. The townspeople may say that the reserve should be put back into tax relief. Mr. Pagoni would like to set up the plumbing for it.

Mr. Pagoni inquired about how many computers were purchased. Mr. Sher explained that \$60k was spent to purchase 75 computers. The programming lab at the high school was upgraded as well as every teacher's computer at TIS. Mr. Pagoni asked if in terms of computers if the district is where it should be. Mr. Sher responded that they are very behind. A discussion took place regarding whether money left at the end of the year should go toward as a onetime expense such as additional computers or held for emergencies. Mr. Powell added that the funds would not go toward a recurring expense. Mr. Freeman noted that he does not know if the Council wants to be involved in this. Mr. Pagoni responded that he should use care in that he cannot speak for the rest of the Council. Mr. Freeman explained that this will change future conversations.

Mr. Powell encouraged the members of the Board to consider the gravity of their decision in what they would be directing Mr. Guzman to do and what should be done after that. Tonight, the Board will ask Mr. Guzman for the 1% picture based on his best figure and then go forward and live with it. This is something the Board has not done in the past. Historically, when the scenery changed, the Board would change what the money would be spent on. Mr. Tantillo believes the Board should ride it out.

Mr. Clark believes they should let the process play out. The Board's job is to advocate for quality education. Mr. Sce believes the Board should provide the best education to the students while being

fiscally responsible. Mr. Clark replied that common sense needs to be used; one cannot just look at the numbers and must be able to adjust. Mr. Tantillo asked Mr. Clark if he wanted to send 3.78% to the referendum. Mr. Clark replied that it has already changed.

Mr. Sce addressed Mr. Guzman noting that he has done this for many years and already knows where he is thinking of making the cuts. Mr. Guzman explained that this is why April, May, and June are so important. The more of the insurance information based on actual claims is known, the better one can estimate what will be needed. Traditionally the year-end balance is about \$100k which can be put into the reserve account if the Town Council votes on and establishes it. Mr. Guzman will look at the utility accounts again as well. Without solid numbers, he cannot rely on the information and the 1% he provides will be based on the best information he has at the time which may include looking at programmatic items. A discussion of projecting the final number took place. Mr. Powell noted that when the 1% is presented, the assumptions that drove it will be as well. He suggests having Mr. Guzman present a list of items that would be cut at different levels; as dollars are cut, the items on the bottom of the list would fall off.

Ken Kittredge commented that he was suggesting that people be able to see what a 1% budget looks like, not that the Board adopt a 1% budget. Mr. Powell clarified that a picture of the 1% is needed, not that 1% is what it should be. A discussion of whether the 1% should be created with the assumption of a \$100k reserve fund; other reserve fund amount assumptions were reviewed as well.

Mr. Guzman distributed the FY 2013-14 Adjustments to Board of Education Budget document. This listed items where he feels comfortable recommending cuts. The total comes to \$126,963 from a variety of accounts. Nearly half is due to locking in the diesel fuel rate. He recommended that the Board consider these adjustments to the budget before giving further direction.

The Chair entertained a motion to accept the proposed changes to the existing budgetary proposal. Ms. Vincent motioned to accept the proposed changes to the existing budgetary proposal. Mr. Sce seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

Mr. Pagoni took a straw poll of all those in favor of putting the music program back in. All were in favor. He requested a straw poll of all those having the reserve fund plumbing built. Mr. Pagoni, Ms. Vincent, Mrs. Kramer, Mr. Tantillo, Mr. Sce, and Mr. Clark were in favor.

Mr. Guzman distributed the Tolland Board of Education Answers to Submitted Commentary document dated March 19, 2013. The document with explanations was reviewed. Mr. Guzman distributed a list of the mandates on local school districts.

The Chair entertained a motion for direction of the superintendent in regard to the creation of a proposed spending plan with the amendments.

Mr. Pagoni motioned to put the music program back in the budget, set up the reserve fund account and get the final answers, as a starting point, Mr. Sce's list, the list of responses and whatever else Mr. Guzman has on a program that will go from where the Board is now down to 1% and with emphasis that programming is critical to the whole process and make a list that will go from 2% to 1% and the things on bottom will fall off. Ms. Vincent seconded the motion. A discussion took place. Mr. Tantillo would like to see the budget from the current number to the 1%, the budget with a \$100k reserve, use Mr. Sce's list as a guideline, and set the priority that programs will not be impacted. The Board is at the

infancy of the reserve program; it is too early to set up the account. Mr. Pagoni noted that there are a lot of people who want to see it somewhere even if it is not built. A discussion regarding setting up the account for the fund took place. Mr. Powell recommended that instead of saying "reserve", say "year-end balance of \$200k". The motion directs the superintendent to show a spending plan or program that moves from the current 3.43% to a 1.0% budget plan with no impact on programs and personnel including music and using the guidelines that have been provided. It was discussed that there should be a change that would eliminate programs and teaching personnel as a last resort. Mr. Pagoni noted that Mr. Guzman knows these are the last things the Board does not want cut. If he brings something the Board does not like, the Board will tell him to change it.

The motion is to direct the superintendent to produce a budget proposal supporting the delivery of services showing a reduction in funding going from 3.43% to 1.0% with a year-end balance of \$200k with the assumptions that music goes back in and the greatest emphasis will not be to touch personnel and programs using Mr. Sce's list as a guideline. Ms. Vincent seconded the motion. Mr. Powell, Mr. Pagoni, Ms. Vincent, Mr. Frattaroli, Mrs. Kramer, Mr. Sce, and Mr. Tantillo were in favor. Mr. Clark opposed. None abstained. Motion carries.

This document will be delivered to the Board of Education on Monday, March 25th at 7:30 PM in the Tolland High School Media Center.

Adjournment

Mr. Pagoni motioned to adjourn the meeting at 11:30 P.M. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TOLLAND BOARD OF EDUCATION
Tolland High School, Media Center
Tolland, CT 06084

Special Meeting – March 25, 2013

Members Present: Mr. Andy Powell, Chair; Mr. Thomas Frattaroli, Mrs. Karen Kramer, Mr. Joe Sce, and Mr. Steve Clark

Administrators Present: Mr. William Guzman, Superintendent of Schools; Mrs. Jane Neel, Business Manager; Dominique Fox, Principal, Tolland High School; Mr. Tom Swanson, Principal, Birch Grove Primary; Mr. Jim Dineen, Principal, Tolland Intermediate School; Mr. Adam Sher, Director of Information Technology; Kathleen Raymond, Director of Pupil Services

CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:35 P.M.

The meeting began as an informational meeting.

Discussion

Mr. Powell explained that the purpose of the meeting was to discuss the reprioritization of the Tolland Public Schools spending and fiscal plan for 2013/2014. The information will be distributed to those present and posted on electronic media as well. The Board directed the Superintendent to look at a 1% spending increase based upon the prevailing plan and change of priorities. In addition, a discussion on the reserve fund will take place.

The Special Meeting entered into session at 7:39 PM with the arrival of the 5th Board member.

Public Participation

Susan Lotreck, 12 Holly Road expressed concern regarding rumors of a gun in a locker at the high school today. High school students do not feel safe attending school tomorrow.

Mr. Guzman explained that there was an allegation based on information received from a staff member that something was to occur at the end of the school day. The administration did not know what, when, or where something was supposed to happen. The principal took all due precautions and called the state police to investigate the matter and interrogate the student with the information who approached the staff member. The State Police ordered a lockdown of the school. Based on this, there may have been an arrest and discipline was meted out. Mr. Guzman confirmed that a soft air pellet gun was found in a student's locker. Mr. Powell noted that if the Board did not feel it was safe to open school tomorrow that it would not do so. He believes the response was appropriate. The state police were called, an investigation took place, and the process went forward. He added that these are trying times and that people still flinch when they hear of such things but there must be an appropriate response to a situation. The Board will continue to have conversations regarding public safety.

Points of Information

Mr. Guzman explained that in response to last week's Board of Education meeting, he and his staff have been working on making adjustments to a variety of accounts that bring the 2013/14 budget to the 1% increase requested by the Board. Since the last meeting, his staff has been able to develop better account estimates. The approach was to look to accounts that did not impact programs or students.

Mr. Guzman distributed the Fiscal Year 2013-2014 Adjustment to 1%. Mr. Powell noted that these reductions are in addition to those already in the 2013/14 plan. This document does not supplant what was already projected.

Mr. Guzman explained that at the last meeting, the Board took two actions. The music program was added back and out of this year's budget, estimated a \$200k year-end balance that would go into the reserve account currently under consideration by the Town Council. The proposed resolution relative to setting up the account is on the Council's next agenda for discussion.

Mr. Guzman reviewed the Fiscal Year 2013-14 Adjustment to 1% document. The shaded yellow line designates the 3%, 2%, and 1% estimated breakdown and an explanation is provided for each item. The health insurance increase, following a meeting with the town manager and health insurance consultant, has been reduced to \$78,988, 5.45%. The utilities' account for this year was recalculated. Mr. Guzman believes the excess \$140k can be used to offset next year's GASB obligation (post retirement). Instructional Technology line was a duplicate and removed. The account for curriculum writing was reduced by \$19,606. Curriculum writing is critical for the common core state standards. The expectation is that when students sit for the CMT (CT Mastery Test) or the new Smarter Balance testing, they will have been taught what the standards dictate. Mr. Guzman noted that in terms of professional development, although the school calendar has been altered, the teacher's work year has not been reduced. A discussion of the education technology position took place. Mr. Guzman believes the position is sorely needed due to the new teacher evaluation program. An immense amount of data will need to be developed and populated in a number of software programs. He believes that at the very least, the teacher evaluation program that will take effect on July 1st will be altered in either one of two ways by the Department of Education. It may be implemented on a partial basis which may provide some reprieve related to this position or, the general assembly may postpone implementing the teacher evaluation program until 2014. Mr. Guzman noted that the position may be brought back before the Board at some point due to need. In terms of maintenance, the TMS gym floor will be refinished this year but not the high school floor. The sum total of adjustments is \$867,380.

Mr. Frattaroli, in regard to the education technology position, noted that ultimately the program will need to be implemented and made sustainable. He added that mandates are minimum standards/guidelines. The goal should be to go beyond the minimum. He added that the cost of not addressing the mandates at the outset will be a greater expense later on.

Mr. Powell inquired about the impact to the district from the removal of the EAP (Employee Assistance Program). Further, he asked about the possible impact of not cleaning the ducts to the health, efficiency, and cleanliness of the rooms. Lastly, he requested clarification regarding the diesel fuel for the generator. Mr. Guzman explained that there was minimum participation in the EAP. The ducts will still be cleaned but it will be performed in-house. It is done yearly. Lastly, rather than filling the auxiliary 3,000 gallon diesel tank it will be ¾ filled and the fuel recirculated into the main system so that it will always be fresh.

Mrs. Kramer expressed concern regarding the air ducts not being cleaned and the resulting costs being passed on to the consumer in terms of a healthcare expense. Additionally, she had questions regarding the deletion of the carpet cleaning machine. Mr. Carroll explained that rather than buying a new carpet cleaning machine, the schools will share the equipment already owned by the district. The carpets will still be cleaned. Mrs. Kramer noted concern regarding the age of some of the carpets in the schools. Mr. Carroll explained the process by which they were cleaned and maintained.

Mr. Powell inquired about the computers. Mr. Sher explained that there will be 25 fewer teacher machines at THS and TMS than planned. There will be 50 new computers for the science labs at both TMS and THS. Mrs. Kramer inquired about what MS Office version is being used. Mr. Sher confirmed that version 2010 is used district-wide. Due to their licensing agreement, they are able to upgrade as new versions are made available for no additional fee. A brief discussion of the current generation of Smart Boards and those which will soon be available took place.

Mr. Sce commented that he would have liked more time to review the document but likes it and is impressed with the effort taken to look for ways to make reductions. Neither programs nor the number of teachers were reduced and that meets the Board's goal. That said, Mr. Sce believes there may still be other options available if the Board does not like what has been presented. Mr. Sce inquired if the \$140k from the utility adjustment will interfere with the projected \$200k surplus. Mr. Guzman confirmed that it will not; these items are kept separate. He asked Mr. White to elaborate on the utilities item and how he arrived at the \$140k. Mr. White explained that the method used was to take the actual consumption, spread it out over the year, consider historical data, and use the current rates for projection. Mr. Sce asked about the FRC (Family Resource Center) item. Ms. Neel explained that historically the district charges for the services provided to them but it is not normally put into the budget until needed. Mr. Sce noted that the educational technology position is listed at \$58k but previously it was \$89k and asked why there was a difference. Mr. Guzman explained that the position was scaled down in terms of its requirements, the step at which it will be brought in, and the degree level. The position would have been a certified salary position in the teachers' contract. A brief review of what comprised the previous reduction from the 4.98% request to the 3.73% request took place. This included increasing the projected number of retirees from five to seven, an increase in how many staff members would join the HSA program, and the elimination of a counseling position. Regarding this last item, the Board gave Mr. Guzman the authority to amend this. In turn, he went into the unemployment compensation account and took out the equivalent number of dollars to keep the position whole.

Mr. Guzman noted that people are asking why, if it is now possible to budget for a 1% increase, this was not done at the outset. He explained that the creation of the budget is done using the best information available at the time. For example, in November, the projected health insurance increase was 9.6%. Over time it has dropped. This holds true for a number of items including utilities. That said, there are some items that were simply pulled out such as the 50% reduction of overtime. Items that are still not in the budget include all-day-kindergarten and a resource officer.

Mr. Frattaroli asked if there were any CAFE resources that could be used relative to negotiations. Mr. Guzman explained that he does not believe CAFE offers such a program. Mr. Powell explained that membership in CAFE allowed him to learn more about best practices, communication, and gain insight into lobbying efforts. He believes this is something the district should continue with if funding is available.

Mrs. Kramer expressed concern regarding the loss of the computer education teacher at THS and the technology education position being eliminated. Ms. Fox explained that the elimination was based upon enrollment in previous years. A preliminary registration has been done and the numbers look good. There was a change in the teacher and this is not a position she wishes to cut since 21st century skills are part of the accreditation process. This is a skill that corporations are looking for in their employees. Further, the Video Production Broadcasting Journalism course was to be an interdisciplinary course with an English teacher. It would also allow them to keep the funding with MCC (Manchester Community

College) which requires a public speaking class. This course would qualify. Hence, Ms. Fox would like to run this program as well since the preliminary numbers were excellent. Mr. Sce noted that he is not an expert but asked if some students signed up for these courses expecting them to be an easy A given students' strong computer literacy. Ms. Fox replied that the students are learning higher level skills as well as MS Office products. Dr. Eidson added that if the Video Production Broadcasting Journalism course is lost, the students will no longer receive MCC credit for taking a class. A discussion regarding if there are lower enrollments for another course if things can be shifted took place.

Mr. Clark addressed the topic of the reserve fund. The Town Council asked the Town attorney, Rick Conti, for an opinion. Mr. Clark read from the letter from Mr. Conti to the Council. In summary, if the Council sets up an account, puts money into the account, and the account is under the Council's control, then it is his opinion that the money no longer belongs to the Board of Education and the Town may use the money as it sees fit. Mr. Clark noted that the Board is going out on a limb giving the Council money without a guarantee that it will be able to get the money back. Additionally, he asked the Board whether it should say the 1% increase is sustainable when discussing it with the Town Manager. Last year, the town manager said it was not but this year it is at 1% again. Why is something that was not going to be sustainable last year sustainable this year? The Board needs to look at what is sustainable to provide a quality education. The 1% should not be advocated. It can be done this year but that should not be the argument going forward.

Mr. Sce responded to Mr. Clark. Assuming that all stays constant, the school system cannot sustain a 1% increase year over year. The Board needs to learn to present the district's needs better to the Town Council. He encouraged a three year plan to highlight future needs and use this to support the need for more money. If the student population keeps decreasing, things will have to change so that the service provided is efficient and competitive.

Mr. Powell, in response to Mr. Sce, discussed the strategic plan. Further, the Finance and Facilities Committee will have a re-alignment conversation and look at efficiencies. The Board needs to project spending based on enrollment projections. The wild card is the insurance cost and the new program that will come from the federal government. The budget is based on known information and projections. Additionally, the Board will need to know the terms and conditions of the reserve fund but it would be used to provide flexibility for unexpected emergencies. The District will deliver the best quality of service possible with the dollars it is given. While Mr. Powell does not endorse approving the 1% increase, it is the reality. The public told the Board that it did not want to see changes in June and the Board's commitment is that this is the plan albeit a little 'wiggle room' may be needed.

Public Participation

Jackie Kolb, 34 Susan Drive, thanked the Board for its efforts. Since the district is looking at a surplus of \$200k, it would be great to have another \$100k to add back to the positions that were lost under the 4.9% budget. She asked, in this case, what would be the priority.

Mr. Powell responded that, as a point of information, the Board is hearing that people want to know what they are voting on and do not want to see it changed. The document presented is what people will be voting on.

Ken Kittredge, 37 Farm Brook Drive, thanked the Board for creating a picture of what 1% looks like and added that it was a while to get to this point. He asked to hear from each Board member if the 1% path is acceptable. He would gladly support a more robust budget for both the school and the town. In

terms of how the information will be dispensed, he asked if Mr. Guzman would speak at the public hearing on behalf of the Board about what the 1% looks like. He added that there is not enough time for people to digest the information. Mr. Powell responded that the information is a public document and it will be posted electronically, including via the digital backpack. Mr. Kittredge noted that he was instrumental last year in the discussions on pay to participate. They spoke strongly last year regarding a multi-year plan and that they would like reductions to it this year. He asked that the Board be mindful to that promise and to the people who still have kids who did not play because they could not afford it. Although these are difficult economic times, stay on task with last year's vision.

Betsy Brocius, 20 Tolland Farms Road and a teacher at THS, asked if the Board's directive to the Superintendent is to stick to the budget presented and not allow the principals to make adjustments. Is the Board holding the principals to the cuts that have made to the teaching positions regardless as to the enrollment capacity? How does that effect putting music back into the lower grades? She is concerned that the Board is asking the administration to hold to something today that they cannot project what it is going to be like in June. Will the administrators be held to making the cuts or will they have leeway to make adjustments as the enrollment figures come through.

Sam Adlerstein, 164 Pine Hill Road, expressed relief that what Mr. Guzman did was done without significant impact to the kids and thanked the Board for this. In terms of the three year plan, this is a step in that direction. The next thing is to follow the three year plan so that adjustments are not always being made in June to build credibility and provide something to shoot for that is not always a cut. He wanted to know if the Board still intends on making adjustments if there is money left over or if they are seriously pursuing the reserve. Assuming the Town Council passes a resolution in your control; would you put the money into the reserve and not make adjustments? He wanted to second what Mr. Kittredge said. He asked Mr. Guzman to talk on Wednesday night on how the Board is doing something different and on the adjustments that were made to make this work and the impact that is known now and not in June; it would be helpful.

Diane Clokey, 24 Tolland Farms Road, commented that she respects the hard work that the Board does. It is hard to sit here as well and understand the priorities that are articulated from year to year. Last year it was pay-to-play; that was a large group and there was a deal made with them. There has not been any conversation this year about athletics. Some people came to meetings regularly about music this year and it is the only thing that was added back. Her son has been waiting to take creative writing at the high school and it is her understanding that this will not be offered due to cuts that happened early on that are not reflected on the handout. She begged the Board to reflect everything that will be different next year. She asked if her son rallied his friends and family for creative writing, if creative writing would have been added and not music. It is very difficult to follow the Board's priorities. In terms of what Ms. Lotreck said, students are afraid to go to school tomorrow. There is a lot of information and misinformation out there and what the Board said this evening was not broadly communicated. It is frightening for families.

Deb Goetz, 176 Kate Lane, thanked the Board for all of its work. She commented to Mr. Sce that computer science is not an easy 'A'. The teacher has been awesome and is an inspiration to the students. She wrote to the Board members and noted that computer science is an entire department at the high school, not one teacher. There are four gym teachers and students can take dodge ball as an elective. There needs to be priorities of what courses are important to offer. The Board votes on whether it should have freshman baseball so it should vote on if an entire department should be eliminated. Mr. Clark commented that when the budget was adopted on February 13th, he asked about

the reasons for cutting the music and technology teachers. It was explained that not enough people signed up to justify keeping the programs. Neither program was defended as being needed. There was an opportunity for both positions to try to be saved the night the budget was adopted. Mr. Powell believes there is different information available now and a follow up conversation can take place under Points of Information.

Susan Lotreck, 12 Holly Road, thanked the Board for doing what the public asked to show how it can get to the 1% that Steve Werbner feels the Board can sustain in the town. She does not agree with it or support it one bit. She wants to know if teaming will be held onto at the middle school. Mr. Powell confirmed that it is – there will be 2 teams in the 6th grade. In regard to the computer science department being eliminated at the high school, it is very concerning to her. Her son is waiting to come to the high school for these courses. Her sophomore has been waiting for creative writing and she did not know it would not be offered. She is hoping there will be leeway for the principals to make adjustments based on enrollment and interest as June approaches. Will there be leeway? She had a question on computers. She had a conversation with a high school teacher who said that the computers take 45 minutes to warm up daily. Her daughter often works on projects at school but loses her work – it takes too long to save. She hopes that this is built in the budget so that the high school technology is improved. She wants to make it clear that she does not see any of this as a victory; so much has been lost over the years. She is still “not a happy camper” but thanked the Board for its work and doing what the public asked.

Patty Martineck, 60 Doyle Road commented that in 2010/11 annual performance report on special education, the town criteria was 6% or less for outside placement. In the report, Tolland had not met the criteria and was at 7.89%. There have been surges in the placement in outside special education and the town is moving in the opposite direction of what the state recommends. How will the district work to realign the numbers? In regard to sustainability, a lot of placements, which are important and needed, are extremely comprehensive and encompass the whole child and their families. As we lose our funding, what is the town’s responsibility?

Ms. Raymond explained that they like to see 6% but the district has an obligation to look at each child’s needs. There are a number of children with significant challenges. Every resource imaginable is considered before outside placement takes place. There are not a lot of children of similar age range to be able to put many programs together in the district with the exception of those already in place. Mr. Powell noted that if there was a larger population in the district then there would be less outplacement. Ms. Raymond added that when looking at the improvement plan, all options will be reviewed including programs in close proximity to the town.

Deidre Goldsmith, 21 Marlboro Glade noted that some districts have created satellite programs and receive tuitions from neighboring towns. She cited some examples and noted that for each student's tuition there could be a teacher in the district. Mr. Powell explained that this is dependent on the services that have to be delivered to the child. Ms. Goldsmith asked if the program in Brooklyn could be brought here. Mr. Powell noted that the district does great work in keeping people in district as much as possible not as much for economics but for social reasons and will continue to look at various options.

Points of Information

Mr. Guzman responded relative to comments about end of the year adjustments when the district knows where 95% of its accounts will come in. The idea is that you build a budget based on the best information available at the time. As time passes, there is more data. He hears from two camps. One

says to stay with the 1% and move forward. The other wants flexibility based on information available at a later time and the Superintendent to be able to recommend to the Board, due to favorable year end savings, that a re-allocation be made for a particular position or program. That flexibility has always been in place. Mr. Guzman has also heard that if this is to happen that it should not be a recurring item. In turn, since a teacher is a recurring item, this eliminates the possibility. He requested that if the Board is going to vote, that it provide him with some flexibility so he may return to make recommendations. There is still three months to go. There may still be a better number coming from the bus company.

Mr. Clark motioned to go beyond 10:00 P.M. Mr. Sce seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

Mr. Guzman has asked that a state trooper be at the high school all day tomorrow. Looking long term, the budget does not have a resource officer. He contacted another district to see if there would be interest in sharing a resource officer but there was not. He is in talks with Mr. Werbner about having a dedicated state trooper in the district for a limited period of time. This would come at a cost. The principals take safety as the number one priority in their schools and some steps have been taken to address safety concerns. The district is the only place in Tolland where 3,000 people gather daily and he would like to have a state trooper in the district full time. Mr. Powell noted that the proper response took place given what was happening. Ms. Fox added that the staff will meet in the morning, along with the crisis team, so that they can assist students and address teachers with what conversations can be had with students. A brief discussion regarding having the resident state trooper move his office to the high school took place. Some options will be discussed after the referendum.

Mr. Powell commented that in regard to his position on the budget, he does not support it in any aspect. It is an abdication of the Board's responsibility to provide the services for which people moved to the town. The resources are not being provided to deliver services and the reasons go beyond the referendum. The town failed in its responsibility to develop economic opportunities. He will approve for anyone to be able to buy dirt – not protect a piece of property in town for green. Dirt is dirt – he is talking about kids and safety. He does not represent his own 3 kids; he represents the current and future students. Additionally, his property value goes down if the education system is less than attractive. He has gone through this process to show fiscal responsibility but the resources are a pittance of what they should be. There are no public speaking classes or debate teams. Eighty seven percent voted in the presidential election for someone who would have little impact on one's daily life but for the town referendum, only 20% vote which is appalling. Education is never a zero cost. He does not support this budget but will be responsive to voters, provide clarity, and look at doing things differently going forward.

Mr. Frattaroli commented that he voted for the 4.95%. He has seen the erosion. These are challenging economic times and he has been attending meetings to learn what can be done differently. The Board needs to think differently. It does the same thing and expects a different result.

Mr. Clark noted that a lot of work has gone into where the Board is now. This is the direction that should be taken and it is not sustainable. Ignoring the last 25% of the year is a good guideline but there needs to be some flexibility. As far as the 1%, the Board should still advocate for what it feels is necessary for a quality education for life in the 21st century. He is not in favor of putting anything in stone at this time of the year.

Mrs. Kramer is not in favor with the 1%. She does not want to cut teachers, programs, services, or maintenance. She is concerned with sustainability. Tolland does not receive support from its colleagues in Hartford. Tolland is the leanest system in getting a graduate from K-12. Much of this is due to the negotiation team. Seven students graduate from Tolland for every three that graduate in the Hartford school system. There are a myriad of cultural and social issues that are not faced in Tolland due to parental support and the terrific administration. Mrs. Kramer provided background on her own children and her decision to move to town. She is disappointed in regard to the lack of support from colleagues in Hartford and the legislature but their hands are tied too. She hopes the budget will be passed; erosion is happening and it is disappointing to see.

Mr. Sce commented that he does not think the 1% is fair but at the same time sees the Town Council's viewpoint. One can only continue to tax the residents of town so much. The government has failed in relying almost exclusively on property taxes. An increased mill rate hurts property values as well. There is a balance that has to be maintained. Business needs to be brought into this town. Any government needs to be controlled and challenged on how money is spent. People need to be challenged and think smart to be competitive. One percent is not sustainable. The government needs to be challenged to provide funds.

Mr. Powell commented that no one is happy but there is a reality to face. The Board was challenged in terms of creating a spending plan with transparency. Over the years, there have been spending plans but they were altered when resources changed. The goal of the exercise was to provide a vision and stick to it via the resource fund. He would be willing to reduce the resource fund by \$50k to put back the computer science position at the high school but the Board will not fully approve the reserve fund until it sees the terms and conditions. Flexibility within the spending guidelines is possible but defeats what the Board is doing.

Mr. Sce noted that the reserve should not create an increase in the budget the subsequent year. It is to cover unknowns from the current year's budget. If money is used from the reserve to create a position, you are creating an increase in the budget for a subsequent year. If there are excess funds, the Board can address what to do with the excess. Mr. Guzman noted that the reserve account has many unanswered questions. If it is something that will be at the discretion of the Town Council, that is a big issue and concern. Mr. Guzman noted that if something for \$50k is added to the budget, the reserve fund then goes from \$200k to \$250k. Additionally, there will be an issue of how the money that goes into the reserve this year impacts next year's budget. The resolution the Board passed last week was about the year-end projected balance, not the reserve. In turn, there is still flexibility.

Mr. Powell commented that the Board has heard from the public that it wants to know what it is voting on and it does not want to see it changed later. Others want flexibility. These two requests are diametrically opposed. The former precludes certain flexibilities such as a principal wishing to swap out one program for another. Mr. Sce agreed. There needs to be flexibility in terms of implementation.

Mr. Guzman recommended that the Board adopt the reduction to the 2013/14 budget as presented by the Superintendent with the understanding that, should other account balances present themselves prior to the end of the fiscal year, that the Superintendent can present amendments to the adopted list subject to Board approval. Mr. Sce believes this is too vague. Mr. Powell added that it would put the Board back to where it was. Mr. Guzman noted that 90% of the list provided will hold true unless there is more data and better estimates.

Public Participation

A resident commented that the priority list is referred to on many occasions. Would it be possible to let people know that if, for example, \$1000 was available at the end of the year; X is the first program that would be put back into place and other scenarios. Mr. Guzman noted that any decision on a teaching position comes from the principals. Mr. Powell added that this is the situation that happened last year. They projected to put people back in and the Board was beaten for it.

A resident commented that the handout shows what a 1% increase looks like. She envisioned it with the 4.9% cuts so as a voter she knows that if there is an opportunity where if there is \$200k or \$100k left, that it could be put back into teaching positions. Any parent would want to know this. The bottom line is if nothing changes, this is the environment you have. There is a potential for a plus/minus dollar amount and this would be the priority. Mr. Sce explained that the beauty of a reserve is that if there is excess, one can see where it occurred and move forward in subsequent years to fine tune the budget and add the new position. In turn, there would not be a vague \$300k that magically fills positions. The position would be stated in the budget. The reserve could be used to tap into for an emergency if needed. This will provide more accuracy in the numbers.

Sam Adlerstein, 164 Pine Hill Road, does not recommend tying one's hands in June. The goal was for voters to know what they are voting on and the handout does not speak to this. It does not show what was lost. He was expecting something to make that argument. The reserve should be so that the Board does not feel the pressure on one day to make all the decisions – this is a set up for bad decisions. The Board should work toward building something so it has the time to make better decisions.

Ken Kittredge, 37 Farm Brook Drive, asked Mr. Guzman to explain the resolution and what he is looking to accomplish. Mr. Guzman explained that it may be used if the Board decides to adopt a resolution because it heard from the public that the 1% should be solid. Mr. Kittredge commented that what people are saying is that they want to see what 1% looks like, not that they will advocate it. Mr. Guzman responded that he is simply asking for flexibility since there is ¼ of the year to go and things may change.

Mr. Guzman noted that the 1% is his best estimate at this point in terms of trying to keep the programs and staffing intact. If he wanted to scare people, he would have provided another list. Scaring people was not the intent. If someone wants people to get up Wednesday night and say that 1% is not sustainable and that the Board's budget must be increased, if that was the purpose in asking for the 1%, it was not provided because he was able to get there with better estimates. If the goal was to scare people, another list could have been provided but that would not have been right or honest. The resolution is for the Board to adopt the 1% with flexibility to allow the Superintendent to come back in June, when better figures and estimates are available, to recommend possible amendments to the 1% list. Mr. Adlerstein believes it would be better to have something so that decisions do not have to be made on that day in June. Mr. Powell explained that it is an arbitrary date – the decision just has to be made by June 30th.

Mr. Sce commented that Mr. Guzman already has the flexibility noted in the resolution. Mr. Guzman responded that if the Board is going to adopt the 1%, he wants language that provides flexibility. Mr. Sce noted that there is always flexibility in the system in terms of allocation of costs. Mr. Guzman noted that his fear is that it will be adopted at 1% going forward with no changes. In turn, he would have no flexibility. Mr. Sce commented that if there is greater savings than \$200k, flexibility still exists on the additional amount although the Board needs to vote if it is to be used on another item or put into the reserve. A brief discussion on the proposed resolution took place. Mr. Powell explained that there were

two goals: to produce a prioritization statement of 1% and give the Superintendent direction in terms of what to do this year.

The Chair entertained a motion to get what a 1% looks like from the starting point of 4.95% including the reduction in staff. The original number had an 8-9 headcount that was reduced based on decreasing enrollment. This is what was given to the Town Council and here is everything that went into it. Mr. Guzman clarified that it would be a listing of the reductions.

A resident commented that people who have not followed closely want to know what they have now and what they will lose next year.

The Chair entertained a motion to direct the Superintendent to produce an impact statement from this year to next year. Mr. Sce clarified that it should include the impact on programs and head count as a result of the current year's budget. The Chair entertained a motion to instruct the Superintendent to produce an impact statement to be reviewed by the Board before its release.

Mrs. Neel clarified that looking at the \$200k projected surplus, it goes via the 10-248A, that \$200k goes to the town and they keep it. The Board still has to deduct \$200k from next year's budget. If she finds the \$200k in a surplus then the funds can be used this year to buy certain things in next year's budget to remove them. Mr. Guzman clarified that if it is going to impact next year's budget, it has to be in next year's budget.

The Chair motioned for a document that would be an impact statement of a 1% budget over service delivery over what was in place last year. Mr. Sce motioned for a document that would be an impact statement of a 1% budget over service delivery over what was in place last year. Mrs. Kramer seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

Adjournment

Mrs. Kramer motioned to adjourn the meeting at 10:58 P.M. Mr. Clark seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 10, 2013

SUBJECT: Tolland Intermediate School Fire Prevention Poster Contest

The Board of Education would like to congratulate Tolland Intermediate School students, Kathryn, Grade 4, and Emily Bliss, Grade 5, on their award winning posters in the statewide Connecticut Fire Prevention Poster Contest.

The annual statewide competition is sponsored by the Connecticut Fire Marshalls' Association, Office of the State Fire Marshall, Connecticut Fire Chiefs' Association, State Board of Education and the Connecticut FAIR Plan (representing the insurance industry). Kathryn's and Emily's posters were selected to represent Tolland Intermediate School in the first round of local judging and subsequently won the privilege to represent Tolland County at the second round. At the county level, both of their posters were selected to advance to the state level.

At the awards luncheon on March 27, 2013 it was announced that Emily Bliss was the overall statewide winner.

Both Emily and Kathryn will be in attendance at the meeting of the Board of Education.

WDG:ca

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 10, 2013

SUBJECT: Educator Evaluation and Support Plan

Attachment 1 is a copy of Connecticut's Educator Evaluation and Support System, 2013-2014 Submission Form.

Please note that the Teacher Evaluation Plan and the Administrator Evaluation Plan are on the District website under the Quick Links heading.

As noted on the Submission Form, Tolland's Plans are district proposed alternatives to the State Model (SEED – System for Educator Evaluation and Development). Please note that each of the plans address four required multiple measures to determined performance. These measures are:

<u>Evaluation Scores</u>	<u>Teachers</u>	<u>Administrator</u>
45%	Student Outcomes	Multiples Student Learning Indicators
5%	Whole School Learning	Teacher Effectiveness Outcomes
40%	Teacher Practice	Performance and Practice
10%	Parent Feedback	Stakeholder Feedback

Scores from each of the four categories will be combined to produce a summative performance rating of Exemplary, Proficient, Developing or Below Standard. The performance levels are defined as:

Exemplary - Substantially exceed indicators of performance

Proficient - Meeting indicators of performance

Developing - Meeting some indicators of performance but not others

Below Standard - Not meeting indicators of performance

For the 2013/2014 school year, the State Department of Education permits an alternate implementation plan that is less than full implementation. As required on the Submission Form, Tolland's alternative implementation plan is outlined on Attachment 2.

The Administration recommends approval to submit the following:

- (1) Teacher Professional Learning and Evaluation Plan
- (2) Administrator Professional Learning and Evaluation Plan
- (3) 2013/2014 Alternative Implementation Plan

WDG:ca

**Connecticut's Educator Evaluation and Support System
2013-14 Submission Form**

District Name _____

Point-of-Contact and Email _____

Selection of a State or District-Designed Model

Please confirm your selection of a state or district-designed model as reflected in your district's plan

Teacher Evaluation:

- | | | |
|---|--------------------------|---|
| ➤ 45%: Student Outcomes: | _____ State Model (SEED) | <u>X</u> District- Proposed Alternative |
| ➤ 40%: Teacher Practice: | _____ State Model (SEED) | <u>X</u> District-Proposed Alternative |
| ➤ 10%: Parent Feedback: | _____ State Model (SEED) | <u>X</u> District-Proposed Alternative |
| ➤ 5%: Whole-School Learning Indicator or Student Feedback | _____ State Model (SEED) | <u>X</u> District-Proposed Alternative |

Administrator Evaluation:

- | | | |
|--|--------------------------|--|
| ➤ 45%: Multiple Student Learning Indicators: | _____ State Model (SEED) | <u>X</u> District-Proposed Alternative |
| ➤ 40%: Performance and Practice: | _____ State Model (SEED) | <u>X</u> District-Proposed Alternative |
| ➤ 10%: Stakeholder Feedback: | _____ State Model (SEED) | <u>X</u> District-Proposed Alternative |
| ➤ 5%: Teacher Effectiveness Outcomes: | _____ State Model (SEED) | <u>X</u> District-Proposed Alternative |

2013-14 Implementation Plan:

Please indicate your district's plan for implementation in the 2013-14 school year:

- Existing Assumption:** _____ Whole model; full implementation; district-wide.
- Preferred Alternative:** _____ Whole model; at least 1/3 of schools; all certified teachers and administrators within those schools.
- Additional Alternative:** _____ Whole model; 50% of schools; classroom teachers only and administrators within those schools.
- X Other locally-determined options. If checked, please include a description.

**** All alternatives must represent at least a third of district's certified educator staff****

Board Approval:

Superintendent Signature _____ Date _____

Board of Education Chair Signature _____ Date _____

**TOLLAND PUBLIC SCHOOLS
ALTERNATIVE 2013-14 IMPLEMENTATION PLAN**

Whole Model: 100% of schools

Classroom Teachers as follows:

Birch Grove	-	Teachers in Grades K, 1, 2 (25)
Intermediate	-	Teachers in Grades 3, 4, 5 (30)
Middle	-	Language Arts, Math, Science, Social Studies teachers (32)
High	-	Language Arts, Math, Science, Social Studies teachers (36)

The total number of classroom teachers to be evaluated in 2013/2014 amounts to 123 which is 51.7% of the total certified teaching staff of 238.

Administrators as follows:

Principal, Birch Grove
Principal, Intermediate
Principal, Middle
Principal, High
Director of Curriculum and Instruction
Director of Pupil Services

The total number of administrators to be evaluated in 2013/2014 amount to six which is 54.5% of the total certified administrative staff of 11.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 10, 2013

**SUBJECT: Healthy Food Certification Statement – July 1, 2013
through June 30, 2014**

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. This year the School Lunch program received \$22,844 for meals served in 2011/2012. 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.

This will be an action item at the regular meeting of the Board of Education meeting of April 24, 2013.

WDG:cja
attachment

Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement

Section 1 – Background

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the nutrition standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

Section 2 – Certification Statement

► ***Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.***

On behalf of the **Tolland Board of Education** and

(Name of the Board of Education or Governing Authority)

pursuant to section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

☒ **will** *(must complete Sections 3 and 4 on page 2)*

☐ **will not** *(sign below and return form)*

meet said standards during the period of **July 1, 2013 through June 30, 2014**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or
Governing Authority**

Signature: _____

(Signature of the Authorized Representative)

William D. Guzman

(Printed Name of the Authorized Representative)

Superintendent of Schools

Title (Superintendent of Schools, President or Chairperson of the Board)

Date of Authorization

Section 3 – Exemption Statement

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, (select appropriate box)

☒ will

☐ will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

Tolland Board of Education

(Name of the Board of Education or Governing Authority)

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from **July 1, 2013 through June 30, 2014.**

Local or Regional Board of Education or Governing Authority

Signature: _____

(Signature of the Authorized Representative)

William D. Guzman

(Printed Name of the Authorized Representative)

Superintendent of Schools

Title (Superintendent of Schools, President or Chairperson of the Board)

Date of Authorization

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____

(Signature of State Agency Representative)

Brian Mahoney

(Printed Name of State Agency Representative)

Chief Financial Officer

Title

Date

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TO: Members of the Board of Education

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

DATE: April 10, 2013

SUBJECT: Tolland High School Athletic Trainer – Proposal Award

The Board of Education developed a Request for Proposal for Athletic Trainer Services at Tolland High School for services for 3 years beginning July 1, 2013 and ending June 30, 2016.

The proposal was advertised in the Hartford Courant and the Journal Inquirer on March 1, 2013.

Proposals were sent to the following companies:

- Integrated Rehabilitation Services
- Athletic Trainer Solutions
- Select Physical Therapy
- ECHN Rehabilitation

The opening of the proposals occurred at the Board of Education office on Thursday, March 14, 2013 at 2:00 p.m.

Submitted proposal results are as follows:

Select Physical Therapy

Year 1	\$ 6,000
Year 2	\$10,000
Year 3	<u>\$13,000</u>
	\$29,000

Integrated Rehabilitation Services

Year 1	\$15,000
Year 2	\$17,500
Year 3	<u>\$20,000</u>
	\$52,500

ECHN Rehabilitative Services and Athletic Trainer Solutions did not submit a proposal.

Select Physical Therapy bid \$29,000 for their services over the three year period, therefore making them low bidder for the request for athletic trainer services.

The Administration recommends Board approval of this award to Select Physical Therapy.

WDG/ja

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 10, 2013

SUBJECT: Obsolete and Surplus Equipment – Parker Memorial School and Birch Grove Primary School

The attached lists show those items which are in disrepair and obsolete at Parker Memorial School (Attachment 1) and at Birch Grove Primary School (Attachment 2).

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

WDG:ca

Teacher desk - 27

Student desk -

207 Desks
315 Desk/with attached chair

Metal desk

14 asst.
50 desk/chairs

Computer Carts

47 carts

Tables

24 3x6 wooden
21 4x6 wooden
1 3x5 table
10 wedge shaped tables
4 assorted tables

File cabinets

14 2-drawer
15 4-drawer
12 5-drawer

Kitchen

4 stoves
1 commercial oven
1 kitchen serving table
2 milk cooler
1 butcher block kitchen table w/drawers
1 fryer on wheels
1 Hobart floor mounted mixer
1 commercial small dishwasher
1 overhead broiler
1 3 bay sink
1 Hobart large floor mounted mixer
1 ice machine
1 stainless steel cart
1 stainless steel large bowl for mixer
1 microwave

Art

1 spray booth
1 art room drawer
1 graphic arts stencil rotating dryer
2 4x5 art tables

TV's 11

Misc.

1 whirlpool tub – stainless steel
1 easel
1 portable wooden portable air conditioner cabinet
4 24' long library book shelves

91 chairs
10 desk top cubbies
2 cubbies
3 overhead projectors
16 solar panels

Assorted computer monitors & printers

PARKER SCHOOL INVENTORY
April 2013

Books – see Kathryn Eidson

AP Room

- 1 – teacher desk
- 1 – chair
- 3 – stoves
- 1 – commercial oven
- 1 – kitchen serving table
- 1 – milk cooler
- 1 – spray booth
- 1 – art room drawer
- 13 – 3 x 6 wooden tables
- 4 – wooden wedge shaped tables

Room 2

- 45 – student desks – middle/high
- 1 – teacher desk

Room 3

- 2 – coat rack – elementary
- 2 – cubbies
- 10 – desk top cubbies
- 1 – metal organizer

Health Room

- 1 – 4 x 6 wooden table

Room 5

- 1 – butcher block kitchen table w/drawers
- 20 – 4 x 6 wooden tables
- 4 – wedge shaped tables
- 1 – half moon sped table 4 ft.
- 2 – metal tables
- 1 – graphic arts stencil rotating dryer

Room 6

- 9 – computer carts

Room 7

- 11 TVs
- 1 – computer cart
- 2 – 4 x 5 art tables
- 2 – large wedge table
- 1 – round table
- 34 – computer monitors
- 11 – 3 x 6 wooden tables
- 2 – wedge shaped table

Room 8

- Asst. computer equipment and cartridges
- 3 – overhead projectors

Room 9

- Computers monitors & printers
- 16 – solar panels

Room 10

- 1 – TV
- 1 – whirlpool tub – stainless steel
- 1 – milk cooler
- 1 – fryer on wheels
- 1 – Hobart floor mounted mixer
- 1 – commercial small dishwasher
- 1 – overhead broiler
- 1 – 3 bay sink – stainless steel
- 1 – easel – wooden on wheels – Sped
- 1 – Hobart large floor mounted mixer

PARKER SCHOOL INVENTORY
APRIL 2013

- 1 – ice machine
- 4 – 4-drawer file cabinets
- 35 – computer carts
- 1 – cart stainless steel
- 1 – stainless steel large bowl for mixer

Room 11

Books – see Kathryn Eidson

Room 12

- 12 – 4 drawer file cabinets
- 14 – 2 drawer file cabinets
- 12 – 5 drawer file cabinets
- 1 – portable wooden portable air conditioner cabinet

Room 14

- 25 – assorted teacher desks – wooden & metal

Room 16

- 14 – metal desks – asst.
- 1 – TV
- 1 – computer cart
- 4. – 24' long library book shelving

Room 18

- 162 – student desks
- 30 – asst. chairs

Room 19

- 70 – student desk/ with attached chair

Teacher Lounge

- 1 – stove
- 1 – microwave

Room 20

- 50 – student desks middle/high
- 50 chairs

Room 23

- 150 – student desk/with attached chair

Room 24

- 50 – asst. desk/chairs
- 10 – reception room style chairs

Room 29

- 1 – 3 x 5 table

Room 33

- 40 – student desk/with attached chair

Room 34

- 55 – student desk/with attached chair

Room 35

- 1 – computer cart

Kitchen – see Abby

ATTACHMENT 2

BIRCH GROVE PRIMARY SCHOOL

Coby Boom Box model: CX-CD248	serial # 0903214003018107	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # S/W FL30922	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # 24093	reason: destroys tapes
Califone Spirit Boom Box model # 1776	serial # AB69455	reason: busted cd lid
Califone Spirit Boom Box model # 1776	serial # missing	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # missing	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # AB69453	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # EC02028	reason: busted cd player
RCA VCR model # VR619HF	serial# 630642082	reason: destroys tapes
Hamilton Boom Box model: SC-5050	serial # None	reason: busted cd player
HP Laptop model: Compaq tc4400	serial #CND73733L7	reason: no longer works
HP Printer model: 6300 series	serial#SDGOB-0506	reason: no longer works
3M Overhead Projector model: 1700AJG will not stay on	serial# 1042554	reason: bad switch, projector

SPECIAL MEETING MINUTES
BOARD OF EDUCATION/TOWN COUNCIL
JOINT MEETING

HICKS MEMORIAL GYMNASIUM

MARCH 5, 2013 - 7:00 P.M.

RECEIVED
MAR 11 2013
Tolland Public Schools

MEMBERS PRESENT: Jack Scavone, Chair; 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; Gayle Block; E. Steve Clark; Thomas Frattaroli; Joseph Sce and Frank Tantillo

BOARD OF EDUCATION MEMBERS ABSENT: Karen Kramer and Christine Riley Vincent

OTHERS PRESENT: Steven Werbner, Town Manager; William Guzman, Superintendent of Schools

- 1. Call to Order – Pursuant to Section § C9-4 of the Town Charter the Town Manager is required to call and attend a joint meeting of the Town Council and Board of Education for the purpose of discussing the appropriation request of the Board of Education – Explanation of the budget process by the Town Manager.** Steven Werbner called the meeting to order at 7:00 p.m.
- 2. Presentation by the Town Manager of anticipated revenue stream for the next fiscal year and potential impacts of the Governor's Budget proposal:**

A handout was provided to the public. Mr. Werbner began the meeting by providing information on where we are on revenues, the Governor's budget proposal and the process followed for preparing the budget. With regard to revenues, our State revenues total \$12,203,668. This number is down: \$120,000 +/- State revenue, \$134,000 +/- total revenue from the prior year. The Governor has eliminated a large number of longstanding grants that municipalities benefit from. Certain key grant programs that will have an impact on Tolland include, but are not limited to: State-Owned Pilot Program, the Mashantucket Pequot & Mohegan Grant, Public School Pupil Transportation, Manufacturing Equipment, and Municipal Revenue Sharing Bonus Pool (\$120,000 +/-). Regarding expenditures, the town has averaged below 1% in increases. The Grand List growth was at a historical low at .2%, which brought in \$78,363 of new revenue. The percentage of tax increases has been modest since 2009/10.

Mr. Werbner advised that we should keep an eye on the Governor's proposal to eliminate the motor vehicle tax. That would be a \$3.6m revenue loss, and would need to be made up through an increase in the property tax to residential and commercial properties. Essentially, that would mean an 8-10% increase in property tax in one year. The ones that will benefit from this proposal will be renters and those with lower valued homes. For Tolland, at least 50-60% of our residents would be negatively impacted by this change. This is being heavily debated at the State level. It would be optional in the next fiscal year, but mandatory in 2014/15.

A chart was shown entitled "Tolland Compared to State Averages for the 66 Towns with Populations Between 10,000 – 30,000." Tolland does not expend a lot of money for the types of operations that we have. Our education expenditures are below the state average; the operating expenditures are significantly below the average; and the total expenditures are significantly below (Tolland = \$50,992,621

v. State = 66,099,127). Mr. Werbner believes the problem lies in terms of the mill rate. We are substantially higher than the state average. He believes that stems from the fact that we were the fastest growing community in the State for 5 – 7 years, with a limited commercial base. This meant that the property tax impacted the residential tax payer the most.

He reviewed a “Trends in General Fund Revenue Sources” chart. The portion of our revenue base which comes from the property tax has increased every year, and the amount from state and federal grants have decreased. There is a growing burden on the property tax system to fund expenditures. A listing of the top ten taxpayers was provided. There is no one taxpayer that pays so much tax that it is so significant. Fieldstone Commons is the number one taxpayer (\$372,000). A chart showing “Actual Net Growth in Grand List” was shown: Oct. 2002 = 3.89% - Oct. 2012 = .2%. There has been a steady drop over the years.

Information from Connecticut Conference of Municipalities, which is our main information and lobbying group, was provided in the handout. It contains information on the State budget, and what is being cut statewide. Educational grants that are being eliminated are listed here as well. They are changing the formula on how the ECS grant is being distributed. Some communities will find that grant held flat or reduced over a period of time. For Tolland, the estimate was for an 8-9% reduction in the ECS allotment that we received. Right now, the State is holding it harmless in terms of not decreasing us, but not increasing us. Back in the good days, towns would see routine increases of \$300,000 - \$400,000 in this particular grant.

Mr. Werbner closed his presentation with explaining the budget process. Everything is spelled out in the Charter. The budget is a plan to give direction for the next year. The first referendum is held the first Tuesday in May. If the first referendum doesn't pass, referendums are held every other Tuesday. He commented that he has no say on how the BOE spends the funds it receives. He suggested that a change be made with regard to when the BOE finalizes their appropriation request. Mr. Werbner reviewed a proposed change to the deadlines for the next budget session.

3. Questions from the public (2 minute limit) specific to the Board of Education budget with questions being directed by the Town Council Chair to the appropriate body for response:

Mr. Scavone opened the floor for questions from the public regarding the budget process.

Jackie Kolb of 34 Susan Drive: She asked if the Council and BOE are looking at regionalization while they are doing their budget.

Mr. Powell said yes they are. Last year, the health care was regionalized between the town, BOE and other groups. They have also looked at regionalization in terms of Special Ed, and also with technology.

Ms. Kolb asked if grant money for school transportation services has been looked into:

Mr. Guzman said there has been a grant that we have applied for previously. The Governor is proposing to eliminate the reimbursement transportation grant, which will be a hit on the revenue side. He said that Jane Neel has attended sessions with other surrounding towns to look at the possibility of doing a regionalization transportation contract. He spoke about EastConn being our regional education service center. They do group purchasing on supplies and materials, as does CREC.

Ms. Kolb asked if there is an anticipated surplus, and if so, where will it be applied?

Mr. Guzman said if there is a surplus it will be used to impact the budget for next year. He also mentioned the ability to carry over in a special fund up to 1% of the budget. That avenue may be utilized this coming year.

Jim Gifford of 97 Derek Drive: He asked why the BOE is cutting the 4th and 5th grade band program. He would like them to keep this program, because it has made a difference in children's lives. He suggested they cut another program.

Mr. Powell said they have not made a final decision regarding the programs. The decisions concerning programs will be made in June, after the referendum has been passed. We understand the importance of music. Nothing is set in stone yet.

Katrin Hinrichsen of 192 Goose Lane: She asked if the music at TIS will be cut

Mr. Powell explained that in the beginning of the planning process for the budget, they were looking at priorities, and modeling what the next year would look like. The priorities list has not been finalized.

Ms. Hinrichsen asked if the level of pay to play will be dropped.

Mr. Powell said that when you are dealing with an educational related activity, they cannot be funded by private funding. If it is an extra-curricular activity that is when pay to participate comes into play.

Ed Gervasi of 351 Old Post Road: We have to remember people turn down a budget because of their inability to pay. People don't want to deny people anything; they just don't have the ability to pay. We understand the State is decreasing the money the town will get. All of you are going to have to sharpen your pencils on behalf of all of us.

Mr. Powell said they work hard to try and use tax dollars as efficiently as they can. You will see that against the state averages, Tolland ranks very close to the bottom. We are extremely efficient, but we can do better, which we try to do every day.

Phil Morneault 24 Carriage Drive: He gets the sense here that the tail is wagging the dog. Who is leading? We elect the BOE and Council to do for us. What is the Town Council doing to change this? They need to stand up. What are you doing to bring in industry and commercial? Unless something changes, this will continue to be an issue every year. He believes the BOE should tell the Superintendent what the priorities are, now, not after the referendum. Right now, this is a closed process.

Mr. Scavone said the town is in the process of working with the PZC to change some of the regulations to make it easier to develop in town to increase our tax base.

Mr. Powell said that they have gone through a strategic plan process. They understand what their long term direction is now. They are listening more and are engaged more. If they need to do things better, they need to be told what the public wants.

Ms. Rubino said the Council did pass the plan of Economic Development. The Council sets goals and priorities for the Town Manager. The BOE should and could do the same for the Superintendent.

Mr. Sce suggested that the public send e-mails with their concerns.

Sue Bezzina of 32 Deer Meadow: She is wondering if combining bus routes has been looked into.

Mr. Pagoni said it has, and putting TMS and THS students on the bus at the same time has not been supported.

Ms. Bezzina said this should be discussed more, and maybe parents should get involved. She believes this could be a savings. She also suggested removing a portion of the bulbs from lights in the class rooms.

Mr. Gill said we are currently going through an energy audit, and hopes that will be picked up as part of that project. Mr. Gill said this is a great point, and there are more out there like it.

Mr. Tantillo asked the Superintendent to explain why the bus runs cannot be combined.

Mr. Guzman said the bus contract is structured to do three runs now (3in the a.m. and 3in the p.m.).

Combining THS and TMS was looked into a few years ago, and at that point we started to get concern from parents saying they didn't want TMS kids riding on the bus with THS kids. One more year remains on the contract. Also, a seat needs to be available for every student in the district, whether they ride the bus or not. Each seat needs to be accounted for.

Mr. Tantillo urged her to bring her concern/question to her state reps regarding combining bus routes.

Mr. Guzman said there are towns that do transport middle school and high school kids together.

Jane Neel commented that she will be getting together with the bus company to see how this can be done and to see what the ridership is. They also need to be concerned about the length of the ride. They don't like the students on the bus longer than an hour.

Sam Adlerstein of 164 Pine Hill Road: He asked how many of the members feel they have exhausted all the possibilities of things we might look at that would keep us from cutting things like music and pay for play. *No hands.* He asked how many have ideas for some of those things that they might do that may prevent cutting things. *Some hands (about half – a mix between Council and BOE).* He asked how we can have a process where those ideas come out. It's too late to look at the water bucket after the vote. It needs to be done now.

Bob Rubino of 296 Weigold Road: There is no greater killer of public participation then people in their positions to say and proclaim "there is state law that prohibits." He is thinking about the bus. He thinks he looked at this and the statute says "that it is the town's responsibility to ensure the transportation of students to the school." He asked that legal counsel look into this. Why, because it is \$2m hanging in the balance of the transportation budget. It could be a huge opportunity for savings. Last year, he came before the Council because he saw an under spend in the BOE's budget of \$400,000+. He asked that a designated fund be set up for the BOE to put this money towards future non-recurring expenses. He was told they couldn't do that. It is against State Code. Well, that Code (Sec. 10-248A) says it can be done. The Code says that they can put up to 1% of the BOE's budget into this fund. He demands that the Council put discussion of what the language would look like for the town to allow the BOE to return their money to a special contingency fund for the sole purposes of non-recurring expenses on a future agenda. If this was done last year, he asked how that money would be used in this budget.

Mr. Powell said when looking at non-recurring expenses, the money would go towards things they haven't been able to fund.

Mr. Gill said the contingency fund for the BOE will be looked into.

David Garrett of 23 Rudansky Lane: He thanked them all for serving. The BOE has put together a proposal for 3.78%, based on what they have heard, what is the Council's proposal.

Mr. Scavone said they are not there yet.

Mr. Werbner said he didn't believe the 3.78% would be the number. Nor, did he think anyone here thinks it would be the number.

Mr. Garrett asked for a show of hands from those that thought it would be the number. *No one raised their hand.*

Mr. Gill said he does not know what the final number will look like. What he does know is that everything that gets increased will increase the mill rate or there will be a drop in services. The challenge for the Council is to try to get a referendum to pass the first time. It is a balancing act. There is going to be gap this year.

Mr. Belsito commented that there may not be a bridge, and we need to live within our means.

Steve Browning of 609 Merrow Road: He asked how many classes the THS teachers teach.

Mr. Guzman said they have 4 by 4 blocks.

Mr. Browning asked if the town's budget is above or below the inflation level.

Mr. Werbner said it is much below the inflation level.

Steve Browning asked Mr. Werbner if he is in favor or opposed to the MV tax elimination.

Mr. Werbner said he is opposed to it.

Cheryl of Weigold Road: She asked the BOE if it has an economic conscious. She suggested that they get rid of all text books and supply children with iPads. They are downloading all the information to the device. She thinks it'll be a better idea.

Mr. Powell said they are looking into doing 'bring your own device'. There are issues however. They are looking at ways things can be done better.

Steve Hadge of 8 Timber Trail: He asked why other towns have more money to spend?

Mr. Powell said they have a bigger economic base.

A Resident: He asked that they detail the numbers for educational grants.

Mr. Powell said part of the ECS grant component looks at the median income, the number of students and the free lunch program. In the State's eyes, Tolland's ability to pay is greater than others. Therefore, our ability to get from the State is reduced.

Gary Lotreck of 12 Holly Road: We are all smart people here, how many times can we go round and round? You have to vote what you are willing to accept. We are losing programs. No one wants this. No one is ill intentioned. He asked if the town had an exit interview in place for teachers.
Mr. Powell said there is an exit interview in place.

Deirdre Goldsmith of 21 Marlboro Glade: She said we'd like to see the 3.78% proposed by the BOE.

A Resident: She asked about the process, she is new to town. The number gets decided upon for the BOE and then the people have their say as to what that budget gets used for?

Mr. Powell said when the referendum passes; they then know how much they have to spend.

The resident said it seems backwards. She also advised that she isn't receiving notice of these meetings. She believes the word needs to get out more about when public meetings are being held.

Mr. Pagoni said they have tried everything they can to get the word out about the meetings. Mr. Pagoni suggested that maybe an e-blast could be sent advising of upcoming meetings.

Mr. Werbner said when the town budget is adopted at referendum that is the town budget. If a budget is defeated at referendum, within two weeks they change the town budget. During the course of the year, things happen, but the budget voted on a referendum is the budget that the people know takes effect July 1st. The difference is that the BOE says that the budget that is adopted at the referendum is then molded into a budget on June 1st. That is the fundamental difference in the process in terms of the way it is perceived to the public. The public does not know what they are voting on at the time the budget is proposed at the referendum. For example, parents don't know if music for 4th and 5th graders is going to be in or out. They do know whether the truck in the highway dept. will be bought though, and if they don't like it, they don't vote on the budget. That is the difference in the processes. He has been trying to get the process changed. There is nothing in the Charter that says the BOE budget is going to be adopted on June 1st. The process says it will be adopted sometime before the referendum. If they need to make appropriations after the fact, which the town sometimes has to do, then they can do that. The public should know what the spending plan is that they are voting on.

Mr. Pagoni said Mr. Guzman and the staff come up with their best plan. The BOE sits down over several meetings and discuss it. They then come up with their best shot at that time. That is the plan. Short of things changing, like insurance cost and the diesel price, that is the plan that will be executed in June.

Mr. Tantillo said that is not what happened this year or the year before. He said the Superintendent proposed the budget, the BOE did not vote on the budget as he proposed it. Then numbers got thrown up, until there was a number that got voted on. There were no priorities; no decisions were made at that time. Now, we have teachers going out and telling the students 4th and 5th grade music is going to be cut. That never came out of his mouth, nor did he vote for that. The priorities were not set, they voted on a number and it went to the town.

Karen Moran of 50 Merlot Way: What is the status of the Parker building?

Mr. Werbner said there is a grant pending with the State to secure design funds for converting the 2/3rd's not used by Recreation to elderly housing. It could be several months before we hear.

4. Petitions and/or questions to the Board of Education from Town Council members specific to the BOE Budget:

Mr. Guzman spoke of the BOE's budget process. He said Mr. Werbner's position is that the people should know what they are voting on prior to the referendum. He suggested that the two of them have a

conversation to see how that would work for this year in particular. Mr. Powell said a goal for them could be that when the process is finalized before it goes to referendum, they should tell the residents what the picture looks like at that point in time, knowing full well that priorities could change. The folks need to understand that the budget is a snapshot in time.

Mr. Gill said there are things that can be done prior to cutting programs. He mentioned different buckets: the year-end balance, allocate 1% in a non-recurring fund, forecast line items, review the net adds, infrastructure change and true cuts.

Ms. Rubino said it is not for the Council to make line item adjustments for the BOE. One thing that has frustrated her is when she hears the BOE say they support education, and yet they vote on a budget that cuts programs. She has been to every workshop, and said that Mr. Guzman's initial proposal cut out a position of music. She suggested they prepare an organizational chart with priorities. Personally, as a Town Council person, she can't vote for a budget that will cut programs. It starts with the BOE prioritizing. She added that she believes the meetings are well publicized; they are just not priority for many people to attend. Mr. Pagoni agrees with Ms. Rubino, but he trusts those who work at the schools. If this is what they say they need, he is sure it is what they need. For us to tell these experts how to run these schools is not going to fly.

Mr. Freeman said this puts the Council in a position of not being able to defend a budget when they hear the process described of throwing a number up on the wall to see if it sticks. He supports education, but how can we defend a budget that is just thrown up. What is in this increase? How does he justify the increase? How does he sell it?

Mr. Scavone said if he is going to vote on the BOE budget, he needs to know that they did their due diligence. If he doesn't feel that, he has a tough time.

Discussion continued amongst the Council and BOE members regarding the budget planning process and the setting of priorities.

Jan Rubino asked what the BOE was going to do with Mr. Sce's priority list. Mr. Powell said they have handed it off to Jane Nell to look at questions specific to the priority list. Ms. Rubino asked how the Council is going to sell this. Mr. Pagoni asked that they give them some time. In the next meeting or two, they will have time to look at Mr. Sce's list. He reminded that if anyone has any ideas, send them along.

Mr. Werbner said this community is not going to pass a 3% budget. They need to find a way this year, because of the circumstances that surround us. Unfortunately, the horse is out of the barn for this particular process, and they are going to have to see how they will make it work. Services on the town side are not the same as they were 10 years ago, but nothing is the same. We are still doing the best we can. People still move here for education. He suggested that the BOE try not to justify the 3.78%, because it will be a waste of time.

5. **Adjournment:** Benjamin Stanford moved to adjourn the meeting; Seconded by Mark Gill at 10:15 p.m. All were in favor.

Steven R. Werbner, Town Manager

Michelle A. Finnegan
Town Council Clerk

RECEIVED
MAR 14 2013
Tolland Public Schools

MEETING MINUTES
TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
MARCH 12, 2013– 7:30 P.M.

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

MEMBERS ABSENT: Richard Field, Vice-Chair

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administration Services; John Littell, Public Safety/Fire Chief; Douglas Racicot

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2 minute limit)*

Bob Rubino of 296 Weigold Road – He congratulated the Council for having the best joint BOE/TC meeting that he has ever experienced. It was an open conversation concerning the decisions facing a jointly held value of schools and of where our community is going. He reminded the Council of their commitment to have discussion regarding the setting up of a non-recurring fund solely for the BOE. C.G.S. Sec. 10-24a has a provision for up to 1% of the BOE's operating budget to be held for such a purpose. This is imperative, and perhaps one of the most important things this Council could do. He feels the establishment of this would afford them to change the conversation. By doing this, the Superintendent will engage in a public conversation of monies that he under runs (an average of \$90,000 a year). The BOE and Superintendent will need to discuss what will happen with this money, and they will also need to discuss it in public when it comes time to take the money out and spend it. This is huge. It is all about opportunity risk. He hopes to hear that this will be put on a future agenda.

6. **PUBLIC HEARING ITEMS:** None.

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Ms. Rubino said the Sub-Agricultural Committee has met a couple of times. They have acquired the GIS maps and information from the Zoning office. They are hoping to present to the Council in June on their recommendation for an Agricultural Committee. There are already members who are interested in joining. Mr. Freeman said the PZC is just about completed with the Regulations for the Technology Zone. They are calling it the Technology Campus, and will be having a public hearing in April sometime on this. They are discussing signage regulations, and they are hoping to put together changes that will work for both the town and the businesses. Mr. Belsito said the EDC is trying to get their new website on-line. He also mentioned that the new yogurt place is coming along and that there is a new pizza place coming in.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Mr. Clark, BOE Liaison, said the regular BOE meeting is tomorrow night, and they will also have a policy meeting tomorrow afternoon. They will discuss the revisions they wish to consider for the artificial turf, and they will review sample advertising policies around the area to see how that might be incorporated into the policy. Mr. Scavone asked that Mr. Clark convey that the initial intent for all the grants was how much of a money making possibility this would be for Tolland sports and education. Mr. Gill said the advertising was the only way to make this a cash positive initiative. Mr. Scavone said if that is taken out of the equation, it wouldn't make any sense.

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

- 8.1 Consideration of a revision to the Code of the Town of Tolland, Chapter 6 - Code of Ethics, Ordinance No. 75, § 6.9 - Administration and Enforcement: Ethics Commission and the setting of a public hearing thereon for March 26, 2013.

Mr. Werbner said the Ordinance as originally drafted has three members: a democrat, a republican and an independent. All three were appointed for the same terms. Two people have resigned at the same time, so the Commission is down to one person. The Commission has made the request to have staggered terms to provide continuity of service. The idea was to revise the Ordinance so that one member would be appointed with a one year term, one member with a two year term and one member with a three year term.

Mark Gill motioned that the following resolution be introduced and set down for a public hearing on March 26, 2013 at 7:30 p.m. in Tolland Town Council Chambers:

BE IT ORDAINED by the Tolland Town Council that it hereby approves the following amendment to the Code of the Town of Tolland, Chapter 6 - Code of Ethics, Ordinance No. 75.

§ 6.9 - Administration and enforcement: ethics commission.

Pursuant to § 7-148h of the Connecticut General Statutes, there shall be an Ethics Commission for the Town of Tolland which shall investigate allegations of conduct proscribed by this Chapter, corrupting influence or illegal activities levied against any official or employee of the Town and shall have the power to do so afforded by said statute. The Ethics Commission shall consist of three (3) members who shall be electors of the Town but no two of whom shall be members of the same political party. They shall be appointed by the Town Council based on their reputation for fairness, gravity, discretion and ability to understand the sensitive and sometimes complex nature of ethical issues. Members shall be appointed for terms of up to three (3) years; one member with a one (1) year term; one member with a (2) year term; one member with a (3) year term.

Seconded by Jan Rubino. All in favor. None opposed.

- 8.2 Presentation and swearing in of Douglas A. Racicot as Tolland's Assistant Director of Public Safety.

Steven Werbner, Jack Scavone, John Littell and Doug Racicot (with his children) stood up front for the presentation and swearing in. Mr. Werbner read the following statement:

After many years of research and analysis, including a consultant's study of emergency services and operations; the position of Assistant Director of Public Safety was created. The purpose of this position is to relieve the workload of the Director, provide day-to-day assistance and to share the responsibilities of the many various functions of this large, demanding 24-7-365 day operation that the Director carried alone for nearly 13 years.

Doug who was already the Assistant Volunteer Fire Chief would now become part of the Town Staff in this new position. He began work on May 7th 2012 in the newly created position of Assistant Public Safety Director. Since successfully completing his probationary period last week, Doug was sworn in by the Town Clerk as the Deputy Fire Marshal. In January, he was appointed as an Assistant Animal Control Officer.

At this time, this new position has many various roles, similar to the Director's responsibilities. As the Assistant Director of Public Safety, Doug will also carry the responsibilities of the positions of Assistant Volunteer Fire Chief, Deputy Fire Marshal and Assistant Animal Control Officer. As time passes and the department's growth continues, these combined responsibilities could be redistributed as people and positions change.

The job description was created with the Fire Board's approval working through the consultant's recommendations of the Fire Study, along with the Town.

As I have demonstrated the position of Assistant Director of Public Safety is a diverse one and I will now administer the oath as required.

Mr. Racicot took the following oath:

"I, Douglas A. Racicot, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of Connecticut, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

Mr. Werbner congratulated Doug, and wished him all the best.

Mr. Littell presented Mr. Racicot with his new badge and congratulated him. He said that Mr. Racicot has worked very hard for this position, and is a true asset to the Community.

8.3 Appointments to vacancies on various municipal boards/commissions: No appointments tonight.

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):** In addition to his written report, Mr. Werbner added that they have their first budget workshop tomorrow night @ 7:30 p.m. in the Council Chambers. There will be two more sessions the following week.

11. **ADOPTION OF MINUTES**

11.1 February 21, 2013 Meeting Minutes:

11.2 February 21, 2013 Emergency Meeting Minutes:

Josh Freeman moved to adopt the minutes from both of the February 21st meetings;

Seconded by Mark Gill. All in favor. None opposed. Ben Stanford abstained from both.

11.3 February 26, 2013 Meeting Minutes: Josh Freeman moved to adopt the minutes; Seconded by Jan Rubino. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL:** Mr. Gill commented that they were notified that Daniel Kennedy and Darian Melendy will receive their Eagle rank in the Boy Scouts of America. He also mentioned receipt of a card commending the work of Rebecca Ellert, Tolland's Elderly Outreach Caseworker.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Freeman said he was going to follow up on the account that Mr. Rubino reminded them of. He believes this is a good idea and that it could be a tool used to change the conversation. He petitions that they do discuss the establishment of a non-recurring expense account for the BOE under State Statute Sec. 10-248a, and he hopes it can be on the next agenda. All the members were in agreement. Mr. Werbner will see that it gets on the agenda.

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

Bob Rubino - He thanked the Council for adding discussion of the account to their agenda. He believes one of the challenges they will be faced with is Chapter 9, Sec. 14 of the Town Code - "Appropriations." He suggested that someone from the Council look into this section, as he believes they will need to push for a different interpretation of that section. His non-negotiable items would be:

1. This account would be under the jurisdiction of the BOE;
2. The account should not be for recurring expenses; and
3. Any unencumbered balance would revert back to the General Fund if it is not spent.

He also added that the BOE and town have to think beyond the current fiscal year. They need to think three years down the road.

15. **ADJOURNMENT:** Jan Rubino moved to adjourn the meeting; Seconded by Mark Gill at 7:58 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

**SPECIAL MEETING MINUTES
TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
MARCH 20, 2013**

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

Also Present: Steven Werbner, Town Manager
Michael Wilkinson, Director of Administrative Services
Tom Ainsworth, Director of Recreation and Adult Ed.
Beverly Bellody, Director of Human Services
Nancy Dunn, Youth Services Coordinator
Barbara Pettijohn, Director of Library Services
Lisa Hancock, Director of Finance and Records
Clem Langlois, Public Works Director
John Littell, Public Safety Director
Doug Racicot, Assistant Public Safety Director
Jennifer Therian, Therapist
Kim Grimes, Assistant Recreation Director
Fran Weigand, Senior Center Director
Sgt. Todd Stevens, Resident State Trooper

Meeting called to order at 7:32 pm.

Steve Werbner discussed Human Services, Library, Recreation, General Government and Public Safety.

Steve Werbner began by discussing the special projects Beverly works on in the area of grants and project administration. The Human Services budget is increasing \$6,743 mainly due to salary adjustments and a decrease in the State match for the Dial-a-Ride program. Library is increasing \$1,338 due to salary adjustments and a decrease in Books and Subscriptions. Recreation budget is decreasing (\$34,348) due to the elimination of the Assistant Recreation Director. There are about \$39,000 for utilities associated with the use of Parker School as a Recreation Center that will now be in the Recreation Fund budget. Recreation will be challenged to maintain the same level of service. General Government has many departments. Town Council is decreasing due to reduced budgeting of costs for video streaming of Council meetings. Town Manager is increasing due to staff wage adjustments. Economic Development includes an increase of \$14,975 due to added funds for economic initiatives related to the Tolland Village Area and the Technology Corridor. HR Benefits is increasing mainly due to Health Insurance costs at a 5% increase and other benefits such as increased unemployment insurance costs. The IT budget includes increased funding to add the Town of South Windsor as our IT Consultant after an RFP process. Town Attorney, Personnel Legal Services are flat and Probate is up \$972 from the current year and Registrars of Voters up down \$672. Law Enforcement is increasing \$16,231 due to the State contract. Public Safety is up partly due to the full year stipend for the Ambulance volunteers and the addition of online training solutions. Animal Control has an increase for tracking software and General Fund support. The future need of a large animal trailer was discussed for Animal Control. Various accomplishments, goals and needs were reviewed for all departments.

Several members of the Recreation Board expressed their opposition to the Town Manager cutting the Assistant Recreation Director position from the budget and that they believe it will lead to a reduction in programs in the Recreation department. They further requested to present their Business Plan to the Town Council. The Town Manager stated any cuts are not easy to make but in the financial environment Tolland currently is in now, there is no way to keep the budget below 1% without reduction in staff. Further, the Recreation Director has not provided the Town Manager answers to his questions about the draft Business Plan, so he cannot recommend the Town Council view it until it is fully reviewed and all his questions answered.

The Fire department discussed their plan to purchase a used 105 foot Ariel Truck and sell their current 75 foot Ariel truck. The Town Council supports the plan and will vote on it in the near future.

Jack Scavone, Richard Field, Joshua Freeman, Mark Gill, Jan Rubino, Benjamin Stanford and Sam Belsito had questions during the presentation on various topics including coordination of counseling services with the schools, Recreation support without the Assistant Recreation Director position, council video streaming, economic development, the IT budget and questions about Public Safety and Animal Control operations and recruitment of volunteers.

Meeting adjourned at 9:30 pm.

Respectfully submitted,

Michael Wilkinson
Director of Administrative Services

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM MARCH 26, 2013– 7:30 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.

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administration Services; Clem Langlois, Public Works; Lisa Hancock, Director of Finance and Records; Meg DeVito, Town Clerk; John Littell, Public Safety/Fire Chief; Linda Calabrese, Collector of Revenue; Barbara Pettijohn, Director of Library Services

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit):
Ken Houck of 314 Grant Hill Road: He asked that the following be put into the Record: I want to bring to your attention an unwarranted stop sign at the intersection of Cider Mill and Grant Hill Road. The situation is that traffic coming off Grant Hill enter a danger zone and are not required to stop, conversely traffic entering Grant Hill do not enter a danger zone are required to stop or be subjected to a \$115.00 fine. Why do I focus on a danger zone? Because the law cited on a ticket states that before entering a danger zone one must stop. There is no danger zone for traffic going from Cider Mill onto Grant Hill. I am asking the town to treat this intersection the same as that existing at the intersection of Old Stafford Rd. and Sugar Hill Rd. These two intersections are exactly alike and the same traffic signs should be applied. As it is now both cannot be right. I request that the stop sign be removed and that signs be placed about a hundred yard before the intersection that make it clear that the continuation of Cider Mill Road is the side street. One on Cider Mill and one on Grant Hill. Continuing to issue tickets for running this stop sign is attempted extortion on the citizens of Tolland. I will ask it again and again and again, where is the danger zone, if you cannot identify it, then this is an unwarranted stop sign and be removed. The traffic court has ruled in my favor on this issue and it would be a dereliction of your duties not to adhere to its ruling.
6. **PUBLIC HEARING ITEMS:**
 - 6.1 Consideration of a revision to the Code of the Town of Tolland, Chapter 6 - Code of Ethics, Ordinance No. 75, § 6.9 - Administration and Enforcement: Ethics Commission.

Mr. Werbner commented that this is a change to the terms of the Ethics Commission. When the Ordinance was first adopted, all the members had the same terms. This adjustment will stagger the terms: one member with a one year term, one member with a two year term and another member with a three year term. The Ethics Commission has made this request.

Rick Field moved to open the public hearing; Seconded by Jan Rubino. All in favor. None opposed.

A straw poll was conducted of all those in favor of this ordinance change: 4 in favor, 0 opposed.

Rick Field moved to close the public hearing; Seconded by Mark Gill. All in favor. None opposed.

Rick Field read the following *amended* ordinance:

BE IT ORDAINED by the Tolland Town Council that it hereby approves the following amendment to the Code of the Town of Tolland, Chapter 6 - Code of Ethics, Ordinance No. 75.

§ 6.9 - Administration and enforcement: ethics commission.

Pursuant to § 7-148h of the Connecticut General Statutes, there shall be an Ethics Commission for the Town of Tolland which shall investigate allegations of conduct proscribed by this Chapter, corrupting influence or illegal activities levied against any official or employee of the Town and shall have the power to do so afforded by said statute. The Ethics Commission shall consist of three (3) members who shall be electors of the Town but no two of whom shall be members of the same political party. They shall be appointed by the Town Council based on their reputation for fairness, gravity, discretion and ability to understand the sensitive and sometimes complex nature of ethical issues. Members shall be appointed for terms of up to three (3) years; one member with a one (1) year term; one member with a (2) year term; one member with a (3) year term. **After the initial appointments, all future terms will be three (3) years.**

Seconded by Mark Gill.

Mr. Stanford asked that the language be cleaned up to make the terms more clear. The amendment in bold above was made.

All in favor. None opposed.

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL: Ms. Rubino said the Sub-Ag Committee is still meeting regularly, and they are working hard to be on track to present to the Council in June.

7b. REPORTS OF TOWN COUNCIL LIAISONS: Mr. Field said the PCC met and are in full gear getting ready for the Memorial Day parade. Mr. Stanford said the WPCA is finalizing their budget and an application is being reviewed for the extension of sewer up Rt. 30. The Energy & Facilities Task Force will be meeting with Honeywell on April 4th to go over the 30% audit findings. Ms. Rubino went to the BOE meeting. She said the Superintendent explained what a 1% budget would look like without cutting programs. The total adjustments to 1% were \$867,380. They are adding back the music position. He explained it will continue to change as they make adjustments to the account. This includes a projected surplus from 2012/2013 of \$200,000.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 8.1 Consideration of a resolution to declare various vehicles and equipment as surplus property within the Town.

Mr. Werbner said the Public Works Dept. has vehicles and equipment that have been deemed obsolete, no longer in working order and/or no longer safe for road travel. They will advertise the sale of the items in 'as is' condition. If there are no buyers, they will contact a salvage company for disposal.

Rick Field read the following resolution:

BE IT RESOLVED that the following items are hereby declared surplus and may be disposed of in accordance with Policy A176-4, Policy Concerning Disposal of Surplus Personal Public Property:

1. 1995 GMC 3500 SL
VIN #1GDJK34N7SE535401
107,112 miles
Poor Condition – Frame Rusted – Engine
Repair too costly
2. 1993 Dodge Power Ram 350 Cummins Turbo Diesel
VIN #3B7MM33C3PM134814
130,736 miles
Poor Condition – Service Body, Truck Body Severely Rusted
Engine Repair too costly
3. 1994 Ford Crown Victoria
VIN #2FALP71W8RX146395
Speedometer replaced over 100,000
Poor Condition – Fuel Lines, Brake Lines and Frame Badly Rusted
4. 1998 GMC Sierra 1500 Pick-up 4x4
VIN #2GTEK19R8W1513680
Condition Unknown 134,617 miles
Board of Education Pick-up
5. 1970 Hulette 16ft Trailer
Poor Condition – Rusted Frame & Body
6. 1990 72 inch Toro mower
7. Pioneer line painter walk behind
8. 2001 Sterling Dump Truck
Blown Motor
9. 1989 Red Rolloff Dump Body w/Pull Tarp System
Poor Condition – Rusting Out

Seconded by Josh Freeman. All in favor. None opposed.

- 8.2 Consideration of a resolution supporting the Library Foundations recommendation to reject the sales offer for purchase of possible mineral rights as submitted by WPX Energy Appalachia, LLC.

Mr. Werbner said this has been discussed prior. The rights were bequeathed to the Library, but there has been some concern with who owned the property, as well as environmental and liability concerns. The Library Board and Town Attorney are recommending that we not proceed with this sale.

Rick Field read the following resolution:

BE IT RESOLVED that the Town Council accepts the Tolland Public Library Foundation Board of Directors recommendation to reject a sales offer from WPX Energy Appalachia, LLC of Tulsa, Oklahoma due to concerns regarding the legal ownership of the property, as well as environmental and liability concerns.

Seconded by Josh Freeman. All in favor. None opposed.

- 8.3 Discussion of the creation of an unexpended education fund account pursuant to section 10-248a of the Connecticut General Statutes.

Mr. Werbner said this is a relatively new concept that was approved in 2010 by the General Legislature. It is a reserve account that allows the BOE to place money in the account up to 1% of their expenditures that can lapse from year to year. Attorney Conti has provided a legal opinion. The statutes are vague in terms of who controls the fund and how it can be used. There is no history regarding this statute or case law. There is not a lot of background in terms of what the intent was for this statute. The conclusion of the town attorney's opinion is that the town create the account, the BOE places money in the account and they can take money out of the account in accordance with the normal requirement for such transactions. The money could be used for the town or the BOE for any reason it sees fit, whether for education or for another purpose.

Mr. Werbner believes the intent of the statute was to provide a secure place for BOE proceeds to be placed. The BOE would have confidence that the money would remain there on a year by year basis. The money could be used for educational purposes. It would encourage the BOE not to expend all their funds at the end of the year.

Mr. Gill believes that is the intent as well.

Mr. Werbner said if something does get set-up, he suggests it be set up as an Ordinance. He also pointed out various items that should be considered:

1. Shall it be mandatory or permissive that any money unexpended at the end of any fiscal year be deposited into this account? If it is mandatory then you could have a situation at the end of a fiscal year where unexpended funds are needed to replenish the Towns general fund balance or to make up for mid-year reductions in education aid etc. and would not be available.

Mr. Gill doesn't believe it should be mandatory.

2. The amount to base the end of the year funds should not be allocated until the amount available is verified through the audit process.

3. Money should be kept by the Town in the Town's pooled cash account with the interest going directly to the general fund. The actual funds would be segregated and accounted for in a separate fund.

4. Does the Council want to place restrictions on the use of the money such as for non-recurring items, emergency or unanticipated events or to phase in improvements to the education system consistent with the BOE strategic plan?

Mr. Werbner said there about six towns that have adopted this. The majority of them are using it for capital items. Mr. Gill said he believes the fund is a way to provide a better way of dealing with the year-end balance, rather than literally forcing the BOE to decide how they want to spend it in a short amount of time. This will give them the time to make good decisions. He doesn't believe the Council should dictate what those decisions should be. He would like to see this set up with flexibility and controlled by the BOE. He would encourage the BOE to have policies in place as to how they would like to treat the funds.

5. If the Council makes an appropriation to the BOE from the fund and the money is deposited into BOE accounts then the ability for the Council with certainty to require how the funds are spent is limited. Does the Council want to set up the fund, have money deposited in and request each year from the BOE a list of items which they wish to purchase from the fund and if the council approves the list then have the purchases made by the Town from the fund under Town control? Under this method there would be no appropriation of funds to the BOE.

Mr. Gill doesn't believe the Council should appropriate funds on a per request basis. That is not the business he wants to be in. Ms. Rubino asked why the BOE would want to participate if that was going to happen. Mr. Werbner advised that he was not advocating one way or another. He is just advising them of questions that have come up.

6. Does the Council want to set up the fund and how it will be used by resolution or ordinance? An ordinance will provide a formal documentation of the requirements of the fund.

The Council members all agreed that it would be set up as an Ordinance.

Mr. Field said he would like to see the Council encourage the BOE not to put a surplus in the budget. To him, if that is done it is a line item. Ms. Rubino commented that she sees this as a vehicle for change. It will allow the BOE to prioritize what they want to do with the money. She believes this should move forward. Mr. Belsito said they had extra money last year, they knew they had it, and they just spent it. It should have gone back to the taxpayers. Mr. Freeman said as long as they are not targeting items that are going to continue to be added to the yearly budget process, then it can be a mechanism that will help them tighten up their budget. He believes they need to be clear on what the items are. He likes the idea of the Ordinance. He said the BOE needs to trust that they will appropriate the money back. Mr. Gill said he wants to set up the fund, and let them spend the money as they wish. Mr. Scavone agreed. Mr. Belsito brought up that Mr. Werbner said that money could be construed as an increase to the budget. Mr. Gill said it wouldn't flow into their budget; it just will sit in the fund. Mr. Belsito believes they are opening a can of worms. He agrees with giving them some lead way, but he doesn't think this is the way to do it. Mr. Gill said we are in a can of worms. Mr. Stanford has an issue with how the fund gets set up and how the funds will get dispensed back to the BOE or wherever they need to go. Mr. Gill commented that they cannot say how the BOE spends their money. The Charter purposely states that the Council has no say in the BOE's budget, and that is for good reason. Mr. Stanford said this could be a 1% carry over fund year to year. This should be to help balance out the minor variations. He believes they should put some general guidance on what they think the funds can be used for, and for future Council's to consider. Mr. Freeman said he would like to see a safe guard that says they cannot reallocate the funds to the town's General Fund. Discussion continued on how to set up the fund. Mr. Field asked Mr. Werbner to set up a draft Ordinance so that they could begin revising it. It appears that everyone is in agreement that this fund should be set up in some form.

8.4 Consideration of a resolution to approve a draft revised Charge and Mission Statement of the Tolland Economic and Community Development Corporation.

Mr. Werbner said in order to move the development process forward with the Tolland Village and Tech Corridor areas, a specific Board or Commission should be charged with the responsibility. Kevin Bouley, Chair of the TECDEC, has offered to have the charge of the commission revised to provide for oversight of the development effort, coordinate activities with landowners and work with the Town, PZC and EDC to hire a firm or individual to work with the landowners to market the development with appropriate

developers. With our declining grand list, it is extremely important that we explore all possible means and methods to encourage development of these areas. A revised charge has been reviewed with Mr. Bouley.

Rick Field read the following *amended* resolution:

BE IT RESOLVED that the Town Council ~~that it~~ hereby approves a draft revised Charge and Mission Statement of the Tolland Economic and Community Development Corporation.

Seconded by Josh Freeman. All in favor. None opposed.

- 8.5 Consideration of a resolution to approve a transfer of funds from the Firehouse Generator Upgrade account in the amount of \$9,729. Of this amount, \$4,729 is requested to provide matching funds for a private grant for a multipurpose trailer that was secured by Director of Public Safety Littell. The remaining amount of \$5,000 is requested to fund and authorize the purchase of two steel shipping containers for local storage and easy deployment of EOC supplies.

Mr. Littell commented that he secured a grant for approximately \$8,000. They have found a trailer in Indiana, which will be for multi-purpose use. It could be used as a stand-alone command center. The other money is for the steel shipping containers. He has looked a storage rental places, but obviously that comes with a price tag, and he believes it to be throwing money out the window. They would store the items currently being stored at Parker School in them. The storage containers will also allow them to add to their surplus / supplies. Good solid used containers will fit their purposes.

Rick Field read the following resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves the following account transfer and approval for the purchase as outlined below:

FROM ACCOUNT	AMOUNT	TO ACCOUNT	REASON
Firehouse Generator Upgrade Account #20500072-755806	\$4,729	Multi-purpose Trailer Account number to be determined	Matching Grant funds for a multipurpose trailer
Firehouse Generator Upgrade Account #20500072-755806	\$5,000	Steel Shipping/Storage Containers Account to be determined	For storing EOC supplies and easy access during emergency events

Seconded by Jan Rubino. All in favor. None opposed.

- 8.6 Consideration of a resolution to approve of the Collector of Revenue entering into an agreement with Quality Data Services (QDS) to enable on-line inquiries into the collection data base as well as with Invoice Cloud to provide associated payment and presentment capabilities.

Mr. Werbner said Quality Data Services provides tax assessment and collection software to our Town. It has the capability of providing public access to this information. Invoice Cloud, working in partnership with Quality Data Services, has the capability of providing a secure payment option for property taxes. Invoice Cloud can also present tax bills electronically which will result in postage, ink, paper and handling savings. The system also has the capability to send automatic reminders if the tax bill has not been paid by a certain date. The Town does not mail out a reminder for the second installment. This system can provide

that service at no extra cost to the Town. Also, if the Town Hall were to lose power, iCloud could be accessed remotely. There is no cost impact for the first year of this program. The year after, there will be a \$2,400 cost for the maintenance of the software.

Mr. Belsito asked what the increases would be after the 2nd year. Mr. Werbner said he is not sure of the maintenance cost after the 2nd year. He asked if Vernon (who runs this system) has been contacted to see how many people opt to use it. Ms. Calabrese said she has not spoken with them as they are still in startup mode. He asked if an error is made when paying your taxes with your credit card do you have recourse through the credit card company. Ms. Calabrese said you'd need to look to your credit card company. Generally, she believes errors can be appealed to a credit card.

Rick Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves of the Collector of Revenue entering into an agreement with Quality Data Services (QDS) to enable on-line inquiries into the collection data base as well as with Invoice Cloud to provide associated payment and presentment capabilities.

Seconded by Ben Stanford. All in favor. None opposed.

8.7 Consideration of a resolution authorizing the submission of a Historic Documents Preservation Grant.

Mr. Werbner said this is an annual grant that we receive for the scanning of archived microfilm for the Town's land records. It is in the amount of \$4,000.00.

Rick Field read the following resolution:

RESOLVED: that Steven R. Werbner, Tolland Town Manager is empowered to execute and deliver in the name of and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

Seconded by Ben Stanford. All in favor. None opposed.

8.8 Appointments to vacancies on various municipal boards/commissions.

Jan Rubino motioned to appoint **Bruce Mayer** to the Democratic PZC Alternate position; Seconded by Josh Freeman. All in favor. None opposed.

Jan Rubino motioned to appoint **Ester Sanches-Naek of 164 Dockerel Road**, to the Permanent Celebration Committee to fill the vacant term; Seconded by Ben Stanford. 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 reminded that there is the public hearing tomorrow night on the budget at the THS Auditorium @ 7:30 p.m.

11. **ADOPTION OF MINUTES**

- 11.1 March 5, 2013 Special Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Jan Rubino. All in favor. None opposed.
- 11.2 March 12, 2013 Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Jan Rubino. All in favor. None opposed. Rick Field abstained.
- 11.3 March 13, 2013 Special Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Josh Freeman. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL:** Letter from Marjorie Gould re: the elimination of the Assistant Recreation Director position held by Kim Grimes.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Gill noted the addition of a budget planning workshop tomorrow night after the public hearing at THS.

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

David Garritt of 23 Rudnansky Lane: He is in favor of the education account. There is clearly a trust issue between the “education folks” and the “keep my taxes down folks”. He suggested a compromise: 20 – 25% of the surplus can go into the town’s General Fund, and the balance can stay with the BOE.

Bob Rubino of 296 Weigold Road: He thanked Josh and Mark for bringing the fund to the table for discussion. The spirit is in the right place. He believes the account should be for non-recurring expenses. He suggested putting a sunset clause in the ordinance. After ten years, this Ordinance will disappear, unless the Council at the time has the political will to reinstate it. He is sure there will be benefit to this. He would like to know why our equalized mill rate is so high compared to other towns in our state. He would also like to know what the equalized mill rate for competing towns for the tech corridor to UConn are (Mansfield, Coventry). How do we compare?

Mr. Werbner referred Mr. Rubino to OPM’s website, specifically to the area of fiscal indicators. It has all the equalized mill rates for all the communities in the State of Connecticut, as well as 200+ pages of other comparable data if he is interested.

Ken Houck of 314 Grant Hill Road: He asked if the money has to count as part of last year’s budget.

Mr. Werbner said there is law called the Minimal Budget Requirement. There is an argument that if you make a subsequent appropriation into a new fiscal year that could possibly have an impact on what the minimum budget requirement is.

15. EXECUTIVE SESSION

Rick Field motioned to go into Executive Session at 9:10 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Ben Stanford. All in favor. None opposed.

15.1 Executive Session to discuss a personnel matter.

16. **ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by Mark Gill at 9:31 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

**MEETING MINUTES
TOLLAND TOWN COUNCIL
SPECIAL MEETING
TOLLAND HIGH SCHOOL - AUDITORIUM
MARCH 27, 2013 - 7:30 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.

OTHERS PRESENT: Steven Werbner, Town Manager

1. Call to Order: Steve Werbner called the meeting to order at 7:35 p.m.

2. PUBLIC HEARING ITEM:

2.1 2013-2014 Budget Proposed by the Town Manager

Town Government	\$10,907,859
Capital Improvement Reserve Fund	\$ 141,991
Board of Education	\$36,059,250
Debt Service	<u>\$ 4,735,625</u>
Total Proposed Budget	\$51,844,725

Mr. Werbner thanked all for attending the meeting, and apologized for scheduling the meeting tonight to those who observe religious holidays. The mandated budget schedule leaves little room for adjusting meeting dates at this point. He advised that those who could not attend the meeting can always e-mail, or call the Council and BOE members with questions or concerns. He thanked the Council, the BOE and the Superintendent for being dedicated individuals. He is pleased to see that the BOE, with a 1% increase in expenditures, can continue to offer all current programs and not impact current staffing levels. Although, he did state that reductions made in staff at the Superintendent level of the budget developmental process is primarily due to declining enrollment.

Tonight, Mr. Werbner discussed his recommended spending plan. The Council's recommended budget will be adopted on April 2nd. We are all concerned about the same things, the future of municipal services, including education and our ability to fund the level of services deemed desirable in this Community. What we know is this: we spend less than many other communities our size, for both town and education services. This has been verified by the State Office of Policy & Management. In his opinion, we are at a cross roads in Tolland. Revenue wise, we are on our own. From a service viewpoint and town operations perspective, we have breached a base level of service. We can get by with the budget he suggests for the town side. The spending plan for the town is workable. Going forward, we cannot continue to reduce personal and limit expenditure increases. The key is trust and open communication. He suggests that the Council appoint a Blue-Ribbon panel to study in detail the town and BOE budgets, level of service, future service initiatives and changes in service levels due to demographic changes, etc. Tolland is, and will remain to be, a great town to live. We must all come together to address our needs.

His presentation was given with the use of a PowerPoint. The first few slides outlined the FY 2012-2013 Achievements. Those include, but are not limited to: survival of Storm Charlotte, the Town and BOE are proceeding with the Integrated Audit phase of performance contracting, work is being done on the HVAC system at Town Hall, the PZC has completed the Tolland Village regulations and are in the process of finalizing regulations for the Tech Corridor, the Town and

BOE have joined five other communities and EastConn to form the first regional health insurance cooperative, and the town approved a \$5m road maintenance bond issue.

The budget process was reviewed. **The Referendum this year will be on May 7, 2013.** If the budget is defeated, votes will be every two weeks until a budget is passed. A list of meetings to come was shown.

He advised that the budget is a financial plan with sets of priorities and direction that the Town Officials, Council and residents believe accurately reflects the most important needs of Town operations. His goal is to take into consideration the expenses of all town departments, the available revenues and to make his budget realistic in light of the economic times so that it can be sustainable in the future.

Mr. Werbner went on to say that the Town and BOE services are of the highest quality, yet our cost for such services are in most cases lower than other comparable municipalities. A graph was shown comparing Tolland to the State average. Our equalized mill rate is substantially higher than the State average. He believes this is because we were the fastest growing community in the State in the early 2000's. There were improvements that needed to be made to school and municipal facilities allowing us to adapt to the influx of the population. We are now living with the results of that, which makes it difficult to add onto a mill rate that some feel is too high. We are a community that spends conservatively for quality service, but we are burdened with a relatively high base for our mill rate.

He explained the parameters for how he arrived at the financial plan he is proposing. His marching order from the Council included keeping any mill rate increase as low as possible, and in line with what was approved for this fiscal year.

The local financial concerns going forward include: we are heavily dependent on property taxes and state revenues as sources of revenue to fund local programs; the level of State aid to municipalities is insufficient to meet the growing cost to towns and cities and places an unacceptable burden on the local property tax, in particular education; senior citizens are finding it difficult to stay in their homes; and the State continues to impose many unfunded mandates on towns and BOE's. He outlined the impact of the Governor's budget on Tolland. One main issue is the elimination of the motor vehicle tax on all vehicles. This elimination would result in the loss of \$3.8m in motor vehicle taxes, which would ultimately mean an increased tax burden on the real estate, personal property for business and the higher valued vehicles.

He showed a historical pattern regarding Revenues, Expenditures, Grand List Growth and the Percentage of Tax Increases. For 2013/2014, the Grand List is at \$78,363. The historical pattern for the Grand List showed that in October 2002 we were almost at 4%, in October 2012 we are at .20%. We have had limited growth over the last 4-5 years. With the decrease in revenues from the prior year and limited grand list growth, there is no room for growth in the budget unless property taxes are increased.

On the Expenditure side, he is recommending a grand total percentage increase of .94%. The expenditures budget is \$51,844,725. The proposed expenditure reductions include eliminating: the Zoning Officer position, the Assistant Recreation Director position, one truck driver, funds for street sweeping, funds for over-seeding BOE fields, one year's annual contribution toward the cost of the next revaluation, as well as reducing bulky waste pick-up, reducing the hours for Crandall Park swimming pond and reducing the general fund contribution to the Capital Fund by not funding the depreciation account for rolling stock and deferring a purchase of a maintenance vehicle for the BOE. The proposed expenditure increases include: health insurance premium adjustment, establishment of a two year roadside tree trimming program, providing \$20,000 in matching funds

for use by the EDC and reconstituting TECDC to have a company or individual help move the Tolland Village and Tech Corridor forward, and proposal within the Capital budget for expansion of the Town Library. A snapshot was shown of the Library expansion.

He has recommended the Council establish a Blue Ribbon Committee called "Tolland 2030", made up of representative from various Tolland Boards and Commissions as well as from a diverse group of residents with the express purpose of examining the base level of service the Town and BOE desire at a cost deemed sustainable through the year 2030.

With regard to the BOE's request, it has been reduced from 3.78% to 1.0%, which is a reduction of \$994,283, but an increase of \$357,022 over current year expenditures. The town has a strong commitment to education. 69.55% of every tax dollar spent goes toward funding education. The Council is in the process of discussing the establishment of a reserve account, pursuant to Section 10-248. Funds put into the account cannot exceed 1% of the BOE's current year's expenditures.

Next, he reviewed the Capital budget and the significant capital projects funded by the General Fund, which total \$141,991. The Debt Service for the year: \$4,735,624, 32% town and 68% School. The mill rate would be increased 0.20 mills (30.19).

Mr. Werbner concluded by saying that sustainability is the key to any financial plan. There is a tax calculator on the website wherein anyone can go and plug in their assessment to determine what effect the change in the mill rate would have to your own individual tax situation.

3. Public Participation:

Linda Byam of 70 Woodfields Drive – She spoke on behalf of the Friends of the Tolland Public Library Foundation. She is in support of the Library expansion. She commented on the small size of the Library compared to other surrounding towns. The project would increase the Library by 43%.

Betty-Lou Griffin of Tolland Library Foundation Board – The Library is a source for E-books, DVD's, access to on-line, etc. The proposed expansion would help our Library to better serve the needs of our community. She mentioned how some programs have needed to be moved due to the lack of community space. She reviewed the various funding sources for this expansion. She urges that the Library expansion project be approved without delay. Let's bring this project to the town in a referendum in November.

Kate Farrish of 423 Old Post Road – She is also on the Tolland Public Library Foundation Board, but she is here tonight to read a letter from the Tolland Public Library Advisory Board that she is also a member of. They are asking the public to support the expansion. It will use existing space, while having minimum burden on the town or taxes. It will help meet the needs of today's library users. The project will include an elevator to make Town Hall fully accessible to disabled residents and voters.

Susie Byers – Friends of Tolland Public Library – She is in support of the expansion. Tolland is a lovely community, but our Library hasn't changed much in 30 years. It is small and it is not particularly inviting.

Nancy Brochu – Secretary of Friends of Tolland Public Library – She is here to support the expansion. The present facility is about 30 years old. Today, the Library is the center for the Community. The program room is often inadequate to hold the people who would like to attend programs. She urges the Council to approve this proposed expansion.

Paul Krasusky of 26 Susan Drive – He asked that everyone remember that Tolland is one of the lowest in per pupil spending. With regard to the 1% for the BOE, 6th grade is going up in the number of students, yet they are recommending cutting down the current team structure.

Ken Kittredge of 37 Farm Brook Drive – He loves the fact that he lives in a town that has all these community conversations. He is involved in a lot of them. He likes the fact that folks are coming out to talk. He was disappointed when he got the Town Manager's budget showing a less than 1% increase. He doesn't like that budget, and believes it underfunds the BOE and town side. He would like the opportunity to vote on a higher budget.

Jennifer Avery of 64 Tolland Farms Road – She thanked the Council, BOE and Superintendent for their work. She does not believe this budget faces the challenges we face.

Robert Green, Member of ZBA – He would like the Council to maintain the Zoning Enforcement Officer's position. He has worked with Steve Lowrey for a number of years and his expertise is superior and unique.

Mike Pascuzzi, Member of ZBA – Steve Lowrey has been a great help to him being a new member to the Board. He asked that they support his position. He also stated that he does support this budget as it is.

Sam Adlerstein of 164 Pine Hill Road – He thanked the Council and BOE volunteers. They put in a lot of effort and time in this process. He spoke of the staff reductions that are being proposed in the BOE's budget, and provided examples of the cost to each household to maintain those positions.

Hugh Jefferies of 121 Wildwood Road - He is seventeen years old. He can't vote, but he would gladly give what he can to have the town operate the way it should. No one likes to pay taxes, but to someone like himself, where else is the money going to come from. He doesn't think the truck driver should be eliminated. He thanked Mr. Langlois for his work, and for the updates he provides on Facebook. To him, it doesn't seem like it would take that much extra from everyone in town.

Kevin Moran of 50 Merlot Way – He said he feels like this budget is being forced upon us. We should give everyone the opportunity to vote on a budget that we want. We need to educate the residents in this town, so they can see the value they would get if they spent the money. There are a lot of people in this town that can find the dollars to support the things they want.

Karen Moran of 50 Merlot Way – Ditto to what Kevin Moran said. She wanted to thank the BOE, Council, Mr. Werbner and Mr. Guzman. This is not easy. The influx of the population is still here. The cuts that have happened on the town side and BOE side are affecting us now. She wants the opportunity to vote on a higher number.

Stacy Navratil of 192 Plains Road – She is worried as a parent about the schools. She worries about the "skip this now" and "add it back next year" mentality. At some point, we are going to have to pay the piper and add it back in.

Kelly Pabilonia of 33 Deer Meadow Road - She believes there are negative impacts to the BOE with the 1% increase. She would like the opportunity to vote on a higher budget. She would also like to vote for more on the town side.

Jackie Kolb of 34 Susan Drive – She is not comfortable voting for the budget she sees. The BOE's budget is clearly showing position reductions. She would like to advocate an increase to put teachers back. She does support the Library expansion program.

David Garritt of 23 Rudnansky Lane - Making the cuts to the BOE is a death by 1,000 cuts. He asked that the Council take a hard look at the BOE budget and the analysis done.

Jeff Champagne of 115 Virginia Lane – He thanked everyone for their work. He came to Tolland for the quality education system. He thinks investing in our kids' future is something we need to fight for. There is so much more we can do. He is willing to invest more. It is sustainable even in these hard economic times.

Deirdre Goldsmith of 21 Marlboro Glade – She is opposed to the 1% budget. She wants the Council to see that the people coming out to these meetings want a higher increase.

Literacy Paraprofessionals at Birch Grove – When you are considering getting rid of their positions, they want you to know they do a lot. Early intervention is the best time to help these kids. Mary outlined what their duties include. Their programs have kept children out of special education. Many times they are the best bang for your buck in the Tolland school system. Eliminating them will affect the parents and teachers.

A Resident – She works at UTC in financial. She commended everyone for doing a great job. She loves the school systems here. Her daughter has thrived here. She gets sad with all the cuts. When you make your cuts, you need to continue to improve. It's good to think the process through continually. Don't cut too much.

Patty Luetjen of 815 Shenipsit Lake Road - She opposes the budget. She wants to vote for a higher budget. She believes it would be more costly to eliminate Steve Lowrey in the long run. She and her husband are not near the average, but she would gladly pay more. She cannot understand how this budget does not affect programing.

Sue Schoch of 37 Farm Brook Drive – She thanked everyone for their work on the budget. We are a wealthy town that underspends on both education and town services. For four years running, the Town Manager has essentially given the same presentation only with changing the numbers a little bit. When do we go to the town and tell them what we need, and ask them to support it, rather than assuming they will not.

Sue Bezzina of 32 Deer Meadow – Her son has made improvements with the help of paraprofessionals. She is the only art teacher at TIS. She urges everyone to research what is going on in their town. We are not educating our kids the way they need to be. We need to work together to see how we can get more revenue in this town. We are the ones that will live with whatever we pass.

Steve Hadge of 8 Timber Trail – He thanked everyone for their work, he realizes it is an extremely hard job. He would like to vote for a higher budget. We can control what we do in our town. No one wants to spend more money, but when there is an emergency, we find the money.

4. Adjournment: Rick Field moved to adjourn the meeting; Seconded by Ben Stanford at 9:35 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

SPECIAL MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6TH FLOOR COUNCIL ROOM

APRIL 2, 2013 – 7:30 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.

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administration Services; Beverly Bellody, Human Services; Clem Langlois, Public Works; Linda Farmer, Director of Planning and Community Development; Lisa Hancock, Director of Finance and Records; John Littell, Public Safety/Fire Chief; Barbara Pettijohn, Director of Library Services

1. **Call to Order:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **Pledge of Allegiance:** Recited.
3. **Moment of Silence:** Observed.
4. **Public Participation (2 minute limit)**

Ken Kittredge of 37 Farm Brook Drive – At the TC/BOE joint meeting, the message was very clear. The message at the public hearing was also very clear. The message is the residents want a higher budget. No one has asked for a lower budget. It is your job, as our town leaders, to pass a budget the residents want.

Jackie Kolb of 34 Susan Drive – She wants to hear what some of the assumptions were that helped in determining what the percentage was. She knows there has been talk of a surplus account, and maybe the surplus being larger than the anticipated \$200,000 that was allocated. She wants to know if that is part of your decision in staying with this budget. She asked if something would be put on The Patch communicating what this budget is about.

Sam Adlerstein of 164 Pine Hill Road – He follows this process closely, although admits to following the BOE side more than the town side. He wants them to think about how this budget is sustainable and how it will remain sustainable. He has spoken with the school principals, and they will tell you these cuts will have a big impact on our schools.

Susie Lotreck of 12 Holly Road – She has witnessed, observed and heard people asking for add back into the budget. They are not agreeing that the .9% budget is maintaining services for the town or schools. Parents would like to see more money added back. She asked if they have received e-mails saying, "I want to see a 0%, and I don't support a

.9%.” She asked if they have received e-mails saying, “I want to see more than 1%.” Mr. Gill answered yes to both. She asked if the majority of those e-mails have been from those who support the .9%. She keeps seeing people want more. She wants to know why she should bother coming to the meetings and writing e-mails. What is the point of this process?

Andy Powell of 21 Clearbrook Drive – He is hoping the .9% increase will be increased. The .9% does not represent the true needs of the town. He doesn’t believe all the needs are being looked at appropriately.

Bob Rubino of 296 Weigold Road – As the Fence Viewer, he is qualified to look at both sides of problems. He is wondering if the Council heard what the six people before him said. He is wondering if The Patch reporter is reporting what the public is speaking. When the Council says public input is welcome, he wonders how they are reconciling everything that they’ve heard with what their position is tonight in serving this community. He is a member of the Friends of Tolland Schools. He currently has no children in the Tolland schools. He did, and they did well by it. One of the kids was a special needs child, who without the special TLC would have gone a different trajectory than where she is now. He is committed to this community. He hopes in the past week they heard something. He hopes that they heard 1% is not acceptable.

5. Consideration of the Town Council’s Proposed FY 2013-2014 Budget

For discussion purposes, Mr. Gill read the following draft resolution:

WHEREAS, the Town Council has reviewed the Town Manager’s proposed budget and has made certain modifications to estimated revenues and expenditures, the details of which will be properly incorporated into the total budgetary document by the Town Manager and Director of Finance and Records;

NOW, THEREFORE, BE IT RESOLVED, by the Tolland Town Council that it hereby adopts a FY 2013-14 Town Operating and Capital Budget in the amount of \$51,844,725 to be appropriated as follows:

CATEGORY	AMOUNT
Town Government	\$10,907,859
Board of Education	\$36,059,250
Debt Service	\$ 4,735,625
Capital	\$ 141,991
TOTAL	\$51,844,725

Said appropriations shall require a .20 increase in the mill levy for a 0.67% increase in the current tax rate, or 30.19 mills.

BE IT FURTHER RESOLVED, that the Town Manager, pursuant to the requirements of the Town Charter, is authorized to advertise this budgetary outlay as part of the April 23, 2013, Annual Budget Presentation Meeting at the Tolland High School Auditorium at 7:30 p.m.

Ms. Rubino asked the Council majority if there was room for movement and discussion. Mr. Gill said he would welcome the dialog. Ms. Rubino started the discussion and said the following: She has heard from more than one Council member that 1% is not sustainable. She commented that Mr. Belsito said he would not support anything higher than 0%. People are coming out and saying they want to vote higher. She doesn't believe 1% is sustainable. She is concerned with the town side. She sees where they are making a big mistake. She feels she hasn't been heard. She believed there was good dialog, but feels it has stopped. She feels undermined to some degree. She may not agree with all those that stood up tonight, but she has gotten e-mails saying people want to see the number higher. We represent our community. We have an obligation to listen to them. She was disappointed tonight when she found out this was a done deal before she even got here.

Mr. Field said his problem with this budget is that we are not letting the town decide to cut services and programs. He would have liked to have seen a budget that came in that kept us level. Whatever that percentage was, he would have sent that to the town and let them decide if it was too much money. If that failed, we could have come back and done it again. He echoes what Ms. Rubino said. The only people that come out, are those telling us they want money back in. He isn't saying there isn't a ton of people out in the town that want to see it less, but they are not here. These are the people that come out and talk to us. We should let them decide what level of services they want.

Mr. Gill said a lot of people are coming out asking for more money, and yes they have received some e-mails. They are run by the town, and the vote is everybody in the town. It's not just the people that show up at the meetings. Mr. Freeman agreed that that is the point. The town gets to vote, but only if they give them a number to vote on. If they give them a number that says this is the lowest starting point, they don't really get a vote. They are voting to not make it worse. We should be giving them a number they can fight for, get behind and support. To start this low is a flaw. We are hearing that they are not getting that vote.

Mr. Belsito said in the past the Council was representing the Friends of Tolland, and the referendums got voted down. He is hearing that people are willing to vote for this increase, but nothing higher. He said for those who feel the schools are not being adequately supported, than maybe an additional fund can be set up for those certain people who want to contribute above and beyond what the tax rate is. If you feel that strongly that the schools are falling, than maybe you need to step up and put your money where your mouth is. Some people have not had a raise for 3-4 years. Maybe you have a good salary, but some can't even afford this small increase. If you feel the schools are not adequately supported, than why don't you send more money in.

Mr. Gill said this is one of the most frustrating things he has had to do. State and Federal funding is a huge question mark. We could be short funded millions next year. We have some issues. Not knowing what is coming next year weighs into this decision considerably. We have increasing needs and decreasing funds.

Mr. Freeman said we are looking at a modest increase to this proposal, so that it will get people talking. He suggested \$100,000 be added onto the town-side, and \$200,000 to the BOE's priorities listing.

Mr. Field commented that the seven of them have worked together very well so far this term. They are in different parties for a reason, and there had to come a time that they would all disagree. Unfortunately, this is the time. He has no doubt that the four Republicans believe that what they are doing is best for the town, and he has no doubt that the three Democrats think what they are doing is best for the town. They disagree on this. He suggested moving on to the vote. He doesn't believe anyone's mind is going to be changed tonight.

Mr. Scavone said the public has been heard. He added that the Superintendent's original budget of a 4.87% increase had 100% of all the program and staff cuts in it. The BOE instructed him to come back with a 1% budget, with no further program or staff cuts. They added the music teacher back in and they instructed him to put a \$200,000 surplus into the budget. Which, he did. Either the \$200,000 surplus needs to roll forward into the new fund; it can be used to pre-purchase things or to restore some of the cuts that were in the original 4.87%. As far as the educational side goes, he feels pretty good about the number. Going forward, he believes the most important thing they can do as a Council, is to listen to Steve Werbner's recommendation to form a Blue Ribbon Committee of town residents and prioritize what we need, what we want, what it will cost us and where we are going to go in the future.

Ms. Rubino stated that she would ask for a 2% increase. She doesn't feel this number is ridiculous. Mr. Freeman said the public is asking for a moderate increase. Ms. Rubino wondered why they are so fearful to put out a 2% increase. Mr. Gill said their job is to put forth a budget that is representative.

Mr. Scavone said he has spoken to many people in the last 30 days. There are people in this town that are barely surviving.

6. Approval of Budget Resolution

Mark Gill read the following resolution:

WHEREAS, the Town Council has reviewed the Town Manager's proposed budget and has made certain modifications to estimated revenues and expenditures, the details of which will be properly incorporated into the total budgetary document by the Town Manager and Director of Finance and Records;

NOW, THEREFORE, BE IT RESOLVED, by the Tolland Town Council that it hereby adopts a FY 2013-14 Town Operating and Capital Budget in the amount of \$51,844,725 to be appropriated as follows:

CATEGORY	AMOUNT
Town Government	\$10,907,859
Board of Education	\$36,059,250
Debt Service	\$ 4,735,625
Capital	\$ 141,991
TOTAL	\$51,844,725

Said appropriations shall require a .20 increase in the mill levy for a 0.67% increase in the current tax rate, or 30.19 mills.

BE IT FURTHER RESOLVED, that the Town Manager, pursuant to the requirements of the Town Charter, is authorized to advertise this budgetary outlay as part of the April 23, 2013, Annual Budget Presentation Meeting at the Tolland High School Auditorium at 7:30 p.m.

Seconded by Ben Stanford.

Jack Scavone; Sam Belsito; Mark Gill and Benjamin Stanford were in favor.
Jan Rubino; Josh Freeman and Rick Field were opposed.

- 7. Approval of a resolution authorizing the form of the ballot for the May 7, 2013 budget referendum and any subsequent budget referendum; the time and place for the budget referendum; authorizing the Town Manager or his designee to place the required legal notices in the local newspapers; and authorizing the preparation and printing of an explanatory text and the mailing of same to local residents in accordance with the provisions of CT General Statutes 9-369b explaining the budget referendum question.**

Rick Field read the following resolution:

WHEREAS, the Tolland Town Council has adopted a proposed FY 2013-2014 Town Operating and Capital Budget to be considered by the Tolland electorate at a May 7, 2013 budget referendum; and

WHEREAS, the Council must now establish the appropriate ballot language for this referendum and the date, time and place of said referendum;

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council the following:

1. The ballot question for the May 7th referendum shall be worded as follows:

"Shall the Town of Tolland's proposed 2013-2014 budget of \$51,844,725, reflecting a spending increase of \$482,491 or 0.94% which is equal to a 0.67% tax increase of .20 mills compared to the current mill rate and requiring a tax rate of 30.19 mills, be adopted? Yes/No."
2. The time and place for the referendum shall be between the hours of 6:00 a.m. and 8:00 p.m. on May 7, 2013 at the Hicks Memorial Municipal Center Gymnasium and the Tolland Senior Center. The vote shall be conducted using paper ballots.
3. The Town Manager or his designee is hereby authorized to place the required legal notices in the Journal Inquirer and other places as conditions permit, advertising the May 7, 2013 Referendum and the April 23, 2013 Annual Budget Presentation Meeting.
4. The Town Manager or his designee is authorized to prepare and print an explanatory text and mail same to local residents in accordance with the provisions of CT General Statutes 9-369b explaining the budget referendum question.

Seconded by Ben Stanford. All in favor. None opposed.

8. Adjournment: Rick Field moved to adjourn the meeting; Seconded by Mark Gill at 8:18 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

ATTACHMENT 2

BIRCH GROVE PRIMARY SCHOOL

Coby Boom Box model: CX-CD248	serial # 0903214003018107	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # S/W FL30922	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # 24093	reason: destroys tapes
Califone Spirit Boom Box model # 1776	serial # AB69455	reason: busted cd lid
Califone Spirit Boom Box model # 1776	serial # missing	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # missing	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # AB69453	reason: busted cd player
Califone Spirit Boom Box model # 1776	serial # EC02028	reason: busted cd player
RCA VCR model # VR619HF	serial# 630642082	reason: destroys tapes
Hamilton Boom Box model: SC-5050	serial # None	reason: busted cd player
HP Laptop model: Compaq tc4400	serial #CND73733L7	reason: no longer works
HP Printer model: 6300 series	serial#SDGOB-0506	reason: no longer works
3M Overhead Projector model: 1700AJG will not stay on	serial# 1042554	reason: bad switch, projector