

PLEASE NOTE CHANGE IN LOCATION AND DAY

TOLLAND BOARD OF EDUCATION
TOLLAND HIGH SCHOOL
LIBRARY MEDIA CENTER
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
TUESDAY
SEPTEMBER 27, 2011

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. STUDENT REPRESENTATIVE REPORT
- C. APPROVAL OF MINUTES
September 14, 2011 – Regular Meeting
- D. SUPERINTENDENT'S REPORT
 - D.1. Final Adequate Yearly Progress (AYP) 2010/11 Results
 - D.2. Board Policy and Administrative Regulation 4041 – Use of Social Media
 - D.3. Status of the Budget – September 23, 2011
- E. PUBLIC PARTICIPATION
- F. POINTS OF INFORMATION
 - F.1. Agenda Revision Proposal
- G. COMMITTEE REPORTS
- H. BOARD ACTION
- I. INFORMATIONAL ITEMS
 - School Calendars for October
- J. OLD BUSINESS
- K. COMMUNICATIONS
 - Minutes from Town Council Meetings of September 13, 2011
- L. CHAIRPERSON'S REPORT
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Personnel Matters
- O. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION
Tolland, CT****MINUTES – September 14, 2011**

Members Present: Mr. Robert Pagoni, Chairperson; Dr. Gayle Block, Vice Chairperson; Mr. Andy Powell, Secretary; Mr. Steve Clark; Mr. Thomas Frattaroli; Mrs. Diane Clokey; Mrs. Judy Grabowicz; Ms. Christine Riley Vincent; and Mrs. Karen Bresciano.

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Mr. Thomas Swanson, Principal, Birch Grove Primary School; and Mrs. Jane Neel, Business Manager.

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

STUDENT REPRESENTATIVE REPORT

The two new student representatives introduced themselves. They are Kim Kostant and Kate-Lynn Walsh. Kim is a senior and on Student Council and works at the Tolland Green Learning Center. Kate-Lynn is also a senior and on Student Council and is involved in the Gay Straight Alliance. The representatives reported that the PBIS program has been initiated and the students were accepting of the program, but had some concerns about the fast pass incentive. Homecoming is scheduled for October 15 and the Pep Rally on October 14, 2011. Mr. Clark encouraged the students to also bring to the Board any issues that they would like addressed. The Student Council will be reinstating the suggestion box and that process does address issues that are of concern to the students.

APPROVAL OF MINUTES

Mr. Powell motioned and Ms. Riley Vincent seconded to approve the minutes of the regular meeting of August 24, 2011. Mr. Clark asked that the language in the Chairpersons Report be revised by changing the words “discussion time either” to “give and take with the public”.

Mr. Powell motioned and Mrs. Bresciano seconded to approve the minutes of the regular meeting of August 24, 2011 as amended. Mrs. Clokey, Mr. Frattaroli, Mr. Clark, Mr. Pagoni, Mr. Powell, Ms. Riley Vincent and Mrs. Bresciano in favor. Dr. Block and Mrs. Grabowicz abstained. Motion carried.

SUPERINTENDENT’S REPORT**D.1. Tolland Teacher of the Year – Carolyn Tyl – Science Coordinator**

Mr. Guzman introduced Carolyn Tyl as the 2011-2012 Teacher of the Year. Ms. Tyl earned her Bachelor of Science degree from the University of Connecticut, her Master of Science degree from Eastern Connecticut State University and her 6th Year degree in Education Leadership from Sacred Heart University.

Carolyn is entering her 7th year in Tolland as Science Coordinator. Prior to Tolland, Carolyn taught Science at Parish Hill High School/Middle School for 22 years. At Parish Hill she served as Science Department Chairperson.

Her contributions in Tolland have been invaluable. She has provided support for students in the classroom, for teachers in curriculum development and for administrators in understanding best practices. Accomplishing all these tasks has taken tremendous time and devotion.

In the classroom, Carolyn has developed and modeled lessons for students. She has the unique ability to intuitively understand the capabilities and developmental levels of students and meets their needs accordingly. She has infused inquiry experiences into each of the units of instruction and prepared modified special education materials. In the high school, she has facilitated the use of probes and technology to provide current science methods for students. Her understanding of the teaching of mathematics, especially as it relates to science, is superb. She has infused math, language arts and social studies into many science activities. She has prepared and presented field experiences for thousands of students.

Carolyn has worked with teachers to improve instruction strategies. With the teachers, she has reorganized the curriculum based on the new state frameworks and, with them, has developed benchmarks to measure student progress. She has developed a booklet on "Misconceptions in Science". Carolyn has planned and facilitated regular science K-12 curriculum meetings as well as school curriculum meetings. She has supported our Professional Learning Communities (PLC) initiative with assistance to PLC teams and workshop presentations on the PLC process. She has helped beginning teachers plan and reflect on their TEAM (state beginning teacher program) submissions. Her ability to understand data and work with teachers on their interpretation of information is outstanding.

She has run "Family Science Night" for the parents and students and prepared website documents for communicating student units of study. The goals and accomplishments for the science curriculum were presented to the Board of Education this past spring.

As might be evident from the above, Carolyn is an organized, energetic, positive, creative, and visionary person. Her strengths include organization, efficiency, data analysis, and a broad understanding of the purposes and needs for education. In addition, she is a pleasure to work with – humorous, considerate, and personable. The students and teachers are the primary beneficiaries of all her efforts, but her leadership also inspires her colleagues. Her favorite mantra, "Science is Everywhere" rings throughout the halls of each school.

Mr. Pagoni presented Ms. Tyl with a gift from the Board of Education and thanked her for her dedication to the students of Tolland. Carolyn thanked the Board of Education and said how much she loves the kids in Tolland and loves working in Tolland.

The Superintendent announced that Carolyn is one of the semifinalists for Connecticut State Teacher of the Year.

D.2. Class of 2011 – Graduate Report

Mr. Guzman presented Corinne Lorenzet, Guidance Director, who presented the Graduate Report for the Class of 2011. The report included sections on graduate plans, colleges attending and acceptances, SAT Reasoning Test Scores and Advanced Placement testing. The report statistics are very much the same as the last several years. The four year college numbers have increased by 1%, but the two-year college attendance has increased. The State college program is where the majority of the students are attending. SAT test scores have seen the biggest increase in her 12 years in the District. Ms. Lorenzet feels that the work done in the curriculum areas is starting to show in the standardized tests. The number of students who took advanced placement tests has increased and the students continue to do well on their tests. Ms. Lorenzet responded to questions by members of the Board.

D.3. Family Resource Center

At the August 24, 2011 Board of Education meeting, Ms. Riley Vincent requested information concerning the Family Resource Center. Mr. Guzman reported on this request as follows:

- **How many children are served in the FRC program?**

Please see attachment 1 “Annual Enrollment in FRC Programs”.

- **How many home visitations does the FRC perform?**

The FRC provides home visitation services to an average of 15-20 families per year. The FRC is an affiliate of the Parents as Teachers program. Families receive one visit a month for up to 10 months a year. This past year approximately 130 visits were conducted.

- **What is the fee structure?**

The fee structure is as follows:

- **Preschool Program Tuition**

CLASS	MONTHLY FEE	Annual Fee if paid in full by September 1, 2011 (includes initial deposit)
2 Year Old Preschool	10 payments of \$150	\$1450
3 Year Old	10 Payments	\$950

Preschool	of \$100	
4 Year Old Preschool	10 Payments of \$150	\$1450

▪ **School Age Care Program Tuition**

MONTHLY TUITION FEES

Before School Care

Days each week Rate per month

5 Days \$135.00

4 Days \$108.00

3 Days \$80.00

2 Days \$54.00

After School Care

Days each week Rate per month

5 Days \$198.00

4 Days \$158.00

3 Days \$119.00

2 Days \$80.00

Kindergarten Enrichment Program

Days each week Rate per month

5 Days \$324.00

4 Days \$259.00

3 Days \$194.00

2 Days \$130.00

Kindergarten Enrichment plus Before and After Care

Days each week Rate per month

5 Days \$549.00

4 Days \$432.00

3 Days \$324.00

2 Days \$216.00

▪ **School Age Care Summer Camp Tuition**

Cost: The tuition is \$155.00 per week (extended care is an extra \$25.00 per week).

There is no charge for the Parents as Teachers home visitation program. There is a low or no fee for playgroups, parent/child classes and parent education. Parents who

struggle to pay for School Age Care or Camp are referred to the Care 4 Kids program. The FRC follows the Care 4 Kids Income Guidelines if someone requests financial assistance for Preschool. The goal of the Care 4 Kids program is that child care be affordable for families in Connecticut with low to moderate income.

- **Total number of staff in the FRC program and their responsibilities.**

There are three full-time staff and approximately 30 part-time staff.

The three full-time staff members include the following:

- Program Coordinator – manages all of the FRC program components which includes outreach services to new families and new parents of young children as well as development of the FRC annual budget.
- Director – School Age Care Program – oversees daily operations of the School Age Care Program before and after school, summer care program as well as disseminates program materials designed to advertise the program and enroll children.
- Program Manager – School Age Care Program – with the Director, plans and implements developmentally appropriate programs for children.

Among the additional thirty part-time employees who provide direct care services to children enrolled in the various School Age Care programs is the Parent Educator who is responsible for all service components of the Parent as Teachers program which includes facilitating group meetings for families regarding child development.

- **Total cost for the FRC Program.**

The Family Resource Center is one entity with many programs including School Age Care, Preschool, Families in Training, Resource and Referral, Training for Child Care Providers, Adult Education and Positive Youth Development. The budget of the FRC programs for the fiscal year 2010/2011 totaled \$549,000 of which \$97,000 is from the State grant and the balance from tuition charges.

D.4. Data for New Hires, Retirements and Resignations

As requested at the meeting of the Board on August 24, 2011, the Superintendent presented a list of new hires, retirements and resignations as of the end of the 2010/2011 school year.

Mr. Guzman distributed information on the increase in parking fees at the high school in response to questions raised by Mr. Pagoni. A lengthy discussion followed on the manner in which the increase in the student parking fees was established. It was discussed at the Finance and Facilities Committee in response to a request from

Dominique Fox, Principal, Tolland High School, to fund the incentive CAPT Scholar Breakfast. The incentive program in effect offers juniors free parking if a base level is reached on the CAPT taken by the sophomores taking the test in the previous spring. There were various opinions about the impact of the addition fee. The Board also discussed whether to refund \$15.00 or leaving the fee at \$30.00 and reviewing any adjustments for next year.

There was much discussion about whether to keep the fee at \$30 for this year or reduce it to \$15 and find a way to return monies to students.

Motion

Mr. Powell motioned and Mrs. Bresciano seconded to add the discussion to Board Action item H.5. and decide what to do about the current fees. Mr. Frattaroli, Mr. Clark, Dr. Block, Mr. Pagoni, Mr. Powell, Mrs. Grabowicz, Ms. Riley Vincent and Mrs. Bresciano in favor. Mrs. Clokey opposed. Motion carried.

PUBLIC PARTICIPATION

None

POINTS OF INFORMATION

Mrs. Grabowicz was pleased that the Hartford Courant has done positive articles on the High School hovercraft project and Carolyn Tyl as Teacher of the Year for the Tolland School District.

Mr. Powell commended the Superintendent for the support and cooperation with the Town during Hurricane Irene.

Mr. Guzman gave a status report on the various construction projects undertaken during the summer.

COMMITTEE REPORTS

None

BOARD ACTION

H.1. Cooperative Team Request – Ice Hockey

Mr. Powell motioned and Dr. Block seconded to approve the Cooperative Team Request for Ice Hockey as presented. All in favor. Motion carried.

H.2. Cooperative Team Request – Swimming

Mr. Powell motioned and Mrs. Bresciano seconded to approve the Cooperative Team Request for Swimming as presented. All in favor. Motion carried.

H.3. Freshmen Girls Volleyball – Proposal

Mr. Powell motioned and Dr. Block seconded to approve the proposal for establishing a Freshmen Girls Volleyball team as proposed in the Board Packet. All in favor. Motion carried.

H.4. Freshmen Boys Soccer – Proposal

Mr. Powell motioned and Mrs. Bresciano seconded to approve the proposal for establishing a Freshmen Boys Soccer team as proposed in the Board Packet. All in favor. Motion carried.

H.5. 2011/2012 Parking Fee

Dr. Block motioned and Mrs. Clokey seconded to have the Tolland High School parking fee for the school year 2011-2012 remain at \$30.00. Dr. Block and Mr. Frattaroli in favor. Mrs. Clokey, Mr. Clark, Mr. Pagoni, Mr. Powell, Mrs. Grabowicz, and Mr. Riley Vincent against. Mrs. Bresciano abstained. Motion failed.

Mr. Powell motioned and Mr. Clark seconded that the Board of Education return the fee to \$15 for this year and future years and direct the Finance and Facilities Committee to work with the Superintendent of Schools to efficiently refund the additional fees back to those who paid.

Mrs. Grabowicz asked that the motion be amended for the Finance and Facilities Committee to find a solution for a way to refund the money.

Mr. Powell amended his motion and Mr. Clark seconded to direct the Finance and Facilities Committee to find a funding source for the CAPT Scholar Breakfast. There was discussion about the amended motion. Mrs. Grabowicz suggested that the fee be returned to \$15 and that the Finance and Facilities Committee work out the solution.

Mr. Powell amended his motion and Mr. Clark seconded to adopt a \$15 fee and direct the Finance and Facilities Committee to work out a solution. A discussion followed.

Mr. Powell amended his motion and Mr. Clark seconded that the Board direct that the parking fee be returned to \$15 for this year and for the future and that the Board direct the Finance and Facilities Committee work with the Superintendent of School to efficiently refund the additional \$15 to those who paid and work with the Administration to find a way to fund the CAPT Scholar Breakfast. A discussion followed about setting the future fees and also that the funding of the CAPT Scholar Breakfast should be a separate item.

Mr. Powell motioned and Mrs. Clark seconded to amend the motion to return the parking fee to \$15 for this year and to direct the Finance and Facilities Committee to work with the Superintendent of Schools to refund the additional fee. Two for, four against and three abstained. Motion failed.

Mr. Pagoni conducted a straw poll to direct the Finance and Facilities Committee to address these concerns and based upon the results return to the Board for future consideration. The straw poll passed.

INFORMATIONAL ITEMS

The Budget Development Calendar was enclosed.

OLD BUSINESS

None

COMMUNICATIONS

Minutes from Town Council Meetings of August 23, 2011 were enclosed.

CHAIRPERSONS REPORT

None

FUTURE AGENDA ITEMS

1. Status of the Budget
2. Policy on Social Networking
3. No Child Left Behind
4. Parking Fees
5. Enrichment Clubs

ADJOURNMENT

Mr. Powell motioned and Ms. Riley Vincent seconded to adjourn at 9:28 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott
Board Clerk

Annual Enrollment in Family Resource Center Programs
For the 2010 to 2011 program year the Tolland FRC served over 400 individuals in sustainable (8 weeks or more) programs. The FRC serves even more people through one-time events such as Music Nights or Family Nights.

Preschool	Total Enrollment – 40 children
Two Year Olds, 2 days a week, 2.5 hour class	10
Three Year Olds, 2 days a week, 2.5 hour class	14
Four Year Olds, 3 days a week, 2.5 hour class	16

Playgroups and Parent/Child Classes	Total Monthly Enrollment - 45
4 classes each week	Average enrollment 8 – 15 participants per class

Parents as Teachers Home Visitation	16 – 20 Families
Monthly visits	

School Age Care	Total Enrollment - 159 individual students
FRC AM & PM Ext Kindergarten program	Average daily attendance 15 - 20
Birch Grove Before School program	Average daily attendance 25
Birch Grove After School program	Average daily attendance 40
TIS Before School program	Average daily attendance 25
TIS After School program	Average daily attendance 40
Inservice and Vacation Day Child Care	Average daily attendance 45

Summer Camp	Total Enrollment – 91 individual students
9 week summer camp program	Average daily attendance - 60

Adult Education	Total Annual Enrollment – 50 individual adults
Charts a Course classes, 6 per year	8 – 12 per class
S.T.E.P parenting class	10 couples
Bi monthly Parenting Workshops various subjects	5 – 10 people average attendance

TO: Members of Board of Education

FROM: William D. Guzman

DATE: September 27, 2011

SUBJECT: Final Adequate Yearly Progress (AYP) 2010/11 Results

The Final Adequate Yearly Progress (AYP) results for 2010/11 have been released by the State Department of Education. Attached are the following reports:

1. Tolland School District AYP: Achieved
2. Tolland High School AYP: Achieved
3. Tolland Middle School AYP: Not Achieved
4. Tolland Intermediate School AYP: Not Achieved

The District and each of the schools met the established criteria with respect to Participation Rates, Proficiency Rates in Mathematics and Reading for the Whole School, and the Additional Academic Indicators.

Please note that Tolland Middle School and Tolland Intermediate School did not achieve Adequate Year Progress for the sub-group of "Students with Disabilities".

WDG:ca
Attachments

Tolland School District Final Adequate Yearly Progress Status, 2010-11 School Year: Achieved

Based on 2011 Connecticut Mastery Test (CMT) results and the 2011 Connecticut Academic Performance Test (CAPT)

The tables below show this district's performance on the AYP indicators. A district fails AYP if there is a "No" under the AYP Target Met column for BOTH the CMT and the CAPT. Only students who were enrolled in this district the full academic year were included in these calculations.

Connecticut Mastery Test (CMT) Results (Grades 3 through 8)

Subgroup	Participation Rate** (95% participation needed)										% At or Above Proficient							
	Mathematics					Reading					Mathematics (91% proficient needed)				Reading (89% proficient needed)			
	n	Current	2 Year Avg.	3 Year Avg.	AYP Target Met?	n	Current	2 Year Avg.	3 Year Avg.	AYP Target Met?	Unadjusted	Confidence Interval	Adjusted	AYP Target Met?	Unadjusted	Confidence Interval	Adjusted	AYP Target Met?
Whole District	1,466	99.9	99.9	99.9	Yes	1,466	99.9	100.0	99.9	Yes	94.0	2.6	96.7	Yes	91.5	3.5	95.0	Yes
American Indian or Alaska Native	6	-	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-
Asian	49	100.0	100.0	99.4	Yes	49	100.0	100.0	99.4	Yes	100.0	2.2	100.0	Yes	93.9	8.5	100.0	Yes
Black or African American	24	-	-	-	-	24	-	-	-	-	-	-	-	-	-	-	-	-
Hispanic/Latino	34	-	-	-	-	34	-	-	-	-	-	-	-	-	-	-	-	-
White	1,352	99.9	99.9	99.9	Yes	1,352	99.9	100.0	99.9	Yes	93.8	2.7	96.4	Yes	91.6	3.5	95.1	Yes
Native Hawaiian or Other Pacific Islander	0	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	-
More than one race	1	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
English Language Learners	7	-	-	-	-	7	-	-	-	-	-	-	-	-	-	-	-	-
Students with Disabilities	184	100.0	99.6	99.7	Yes	184	99.5	100.0	99.7	Yes	68.6	7.6	76.2	No	60.7	8.3	69.0	No
Economically Disadvantaged	76	98.7	99.3	99.6	Yes	76	100.0	100.0	100.0	Yes	89.2	8.7	97.9	Yes	80.0	11.2	91.2	Yes

Additional Academic Indicator: Writing	AYP Target Met?	Yes
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Legend:

- : Fewer than 11 students tested for Students Overall; Fewer than 40 students tested for subgroups

Connecticut Academic Performance Test (CAPT) Results (Grade 10)

Subgroup	Participation Rate** (95% participation needed)										% At or Above Proficient							
	Mathematics					Reading					Mathematics (90% proficient needed)				Reading (91% proficient needed)			
	n	Current	2 Year Avg.	3 Year Avg.	AYP Target Met?	n	Current	2 Year Avg.	3 Year Avg.	AYP Target Met?	Unadjusted	Confidence Interval	Adjusted	AYP Target Met?	Unadjusted	Confidence Interval	Adjusted	AYP Target Met?
Whole District	248	99.2	99.6	99.7	Yes	248	99.2	99.6	99.7	Yes	93.0	5.3	98.3	Yes	92.6	9.3	100.0	Yes
American Indian or Alaska Native	1	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Asian	10	-	-	-	-	10	-	-	-	-	-	-	-	-	-	-	-	-
Black or African American	6	-	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-
Hispanic/Latino	2	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-
White	229	99.1	99.6	99.7	Yes	229	99.1	99.6	99.7	Yes	92.4	5.5	98.0	Yes	92.4	9.3	100.0	Yes
Native Hawaiian or Other Pacific Islander	0	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	-
More than one race	0	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	-
English Language Learners	0	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	-
Students with Disabilities	18	-	-	-	-	18	-	-	-	-	-	-	-	-	-	-	-	-
Economically Disadvantaged	11	-	-	-	-	11	-	-	-	-	-	-	-	-	-	-	-	-

Additional Academic Indicator: Graduation Rate	AYP Target Met?	Yes
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Legend:

- : Fewer than 11 students tested for Students Overall; Fewer than 40 students tested for subgroups

While AYP results may be used to facilitate planning and implementation of necessary school improvement activities, these results should not be shared with the press, as they are embargoed until the State Department of Education's press release.

Tolland School District

Tolland High School Final Adequate Yearly Progress Status, 2010-11 School Year: Achieved

Based on 2011 Connecticut Academic Performance Test (CAPT)

Tolland School District

Tolland High School

The table below shows this school's performance on the AYP indicators. A "No" under the AYP Target Met column indicates an area in which the AYP criteria was not met. Only students who were enrolled in this school for the full academic year were included in these calculations.

Subgroup *	Participation Rate** (95% participation needed)										% At or Above Proficient							
	Mathematics					Reading					Mathematics (90% proficient needed)				Reading (91% proficient needed)			
	n	Current	2 Year Avg.	3 Year Avg.	Ayp Target Met?	n	Current	2 Year Avg.	3 Year Avg.	Ayp Target Met?	Unadjusted	Confidence Interval	Adjusted	AYP Target Met?	Unadjusted	Confidence Interval	Adjusted	AYP Target Met?
Whole School	246	99.2	99.6	99.7	Yes	246	99.2	99.6	99.7	Yes	93.0	5.3	98.3	Yes	92.6	9.3	100.0	Yes
American Indian or Alaska Native	1	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Asian	10	-	-	-	-	10	-	-	-	-	-	-	-	-	-	-	-	-
Black or African American	6	-	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-
Hispanic/Latino	2	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-
White	227	99.1	99.6	99.7	Yes	227	99.1	99.6	99.7	Yes	92.4	5.5	98.0	Yes	92.4	9.3	100.0	Yes
Native Hawaiian or Other Pacific Islander	0	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	-
More than one race	0	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	-
English Language Learners	0	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	-
Students with Disabilities	17	-	-	-	-	17	-	-	-	-	-	-	-	-	-	-	-	-
Economically Disadvantaged	11	-	-	-	-	11	-	-	-	-	-	-	-	-	-	-	-	-

Additional Academic Indicator: Graduation Rate (85 % or annual improvement needed)	AYP Target Met?	Yes
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Legend:

- : Fewer than 11 students tested for Students Overall; Fewer than 40 students tested for subgroups

* It is possible for a subgroup to be of sufficient size (40 or greater) for the calculation of the participation rate, but not of sufficient size (fewer than 40) for the calculation of the percent at or above proficient. This is due to the omission of absent students from the calculation of the percent at or above proficient. If a school does not have the required 95 percent participation with 40 or more students, it will not have made AYP, regardless of the subgroup size for the percent at or above proficient calculation.

** For any school or subgroup that did not meet the 95 percent participation rate criterion, a two- and three-year average participation rate using 2011, 2010, and 2009 CAPT is calculated. If the two-year or three-year average was greater than the current participation rate, it was used for the AYP analysis.

Tolland School District
Tolland High School

While AYP results may be used to facilitate planning and implementation of necessary school improvement activities, these results should not be shared with the press, as they are embargoed until the State Department of Education's press release.

Tolland Middle School Final Adequate Yearly Progress Status, 2010-11 School Year: Not Achieved

Based on 2011 Connecticut Mastery Test (CMT)

Tolland School District

Tolland Middle School

The table below shows this school's performance on the AYP indicators. A "No" under the AYP Target Met column indicates an area in which the AYP criteria was not met. Only students who were enrolled in this school for the full academic year were included in these calculations.

Subgroup *	Participation Rate** (95% participation needed)										% At or Above Proficient							
	Mathematics					Reading					Mathematics (91% proficient needed)				Reading (89% proficient needed)			
	n	Current	2 Year Avg.	3 Year Avg.	Ayp Target Met?	n	Current	2 Year Avg.	3 Year Avg.	Ayp Target Met?	Unadjusted	Confidence Interval	Adjusted	AYP Target Met?	Unadjusted	Confidence Interval	Adjusted	AYP Target Met?
Whole School	745	99.9	99.8	99.8	Yes	745	99.9	100.0	99.7	Yes	96.1	2.5	98.6	Yes	95.3	3.5	98.7	Yes
American Indian or Alaska Native	3	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-
Asian	27	-	-	-	-	27	-	-	-	-	-	-	-	-	-	-	-	-
Black or African American	13	-	-	-	-	13	-	-	-	-	-	-	-	-	-	-	-	-
Hispanic/Latino	17	-	-	-	-	17	-	-	-	-	-	-	-	-	-	-	-	-
White	685	99.9	99.8	99.9	Yes	685	99.9	100.0	99.8	Yes	96.0	2.6	98.6	Yes	95.0	3.5	98.5	Yes
Native Hawaiian or Other Pacific Islander	0	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	-
More than one race	0	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	-
English Language Learners	4	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-
Students with Disabilities	69	100.0	99.5	99.7	Yes	69	98.6	100.0	99.3	Yes	73.7	10.7	84.4	No	74.5	10.9	85.3	No
Economically Disadvantaged	42	97.6	98.8	99.2	Yes	42	100.0	100.0	100.0	Yes	92.7	9.7	100.0	Yes	83.3	13.7	97.0	Yes

Additional Academic Indicator: Writing (70% At or Above Basic)	AYP Target Met?	Yes
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Legend:
 - : Fewer than 11 students tested for Students Overall; Fewer than 40 students tested for subgroups

* It is possible for a subgroup to be of sufficient size (40 or greater) for the calculation of the participation rate, but not of sufficient size (fewer than 40) for the calculation of the percent at or above proficient. This is due to the omission of absent students from the calculation of the percent at or above proficient. If a school does not have the required 95 percent participation with 40 or more students, it will not have made AYP, regardless of the subgroup size for the percent at or above proficient calculation.

** For any school or subgroup that did not meet the 95 percent participation rate criterion, a two- and three-year average participation rate using 2011, 2010, and 2009 CMT is calculated. If the two-year or three-year average was greater than the current participation rate, it was used for the AYP analysis.

Tolland School District
 Tolland Middle School

While AYP results may be used to facilitate planning and implementation of necessary school improvement activities, these results should not be shared with the press, as they are embargoed until the State Department of Education's press release.

Tolland Intermediate School Final Adequate Yearly Progress Status, 2010-11 School Year: Not Achieved

Based on 2011 Connecticut Mastery Test (CMT)

Tolland School District

Tolland Intermediate School

The table below shows this school's performance on the AYP indicators. A "No" under the AYP Target Met column indicates an area in which the AYP criteria was not met. Only students who were enrolled in this school for the full academic year were included in these calculations.

Subgroup *	Participation Rate** (95% participation needed)										% At or Above Proficient							
	Mathematics					Reading					Mathematics (91% proficient needed)				Reading (89% proficient needed)			
	n	Current	2 Year Avg.	3 Year Avg.	Ayp Target Met?	n	Current	2 Year Avg.	3 Year Avg.	Ayp Target Met?	Unadjusted	Confidence Interval	Adjusted	AYP Target Met?	Unadjusted	Confidence Interval	Adjusted	AYP Target Met?
Whole School	707	100.0	99.9	100.0	Yes	707	100.0	100.0	100.0	Yes	93.2	3.3	96.5	Yes	89.1	4.2	93.3	Yes
American Indian or Alaska Native	3	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-
Asian	22	-	-	-	-	22	-	-	-	-	-	-	-	-	-	-	-	-
Black or African American	11	-	-	-	-	11	-	-	-	-	-	-	-	-	-	-	-	-
Hispanic/Latino	17	-	-	-	-	17	-	-	-	-	-	-	-	-	-	-	-	-
White	653	100.0	99.9	100.0	Yes	653	100.0	100.0	100.0	Yes	92.8	3.4	96.2	Yes	89.7	4.2	93.9	Yes
Native Hawaiian or Other Pacific Islander	0	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	-
More than one race	1	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
English Language Learners	3	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-
Students with Disabilities	101	100.0	99.6	99.7	Yes	101	100.0	100.0	100.0	Yes	69.4	10.5	79.8	No	55.0	11.4	66.4	No
Economically Disadvantaged	33	-	-	-	-	33	-	-	-	-	-	-	-	-	-	-	-	-

Additional Academic Indicator: Writing (70% At or Above Basic)	AYP Target Met?	Yes
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Legend:
 - : Fewer than 11 students tested for Students Overall; Fewer than 40 students tested for subgroups

* It is possible for a subgroup to be of sufficient size (40 or greater) for the calculation of the participation rate, but not of sufficient size (fewer than 40) for the calculation of the percent at or above proficient. This is due to the omission of absent students from the calculation of the percent at or above proficient. If a school does not have the required 95 percent participation with 40 or more students, it will not have made AYP, regardless of the subgroup size for the percent at or above proficient calculation.

** For any school or subgroup that did not meet the 95 percent participation rate criterion, a two- and three-year average participation rate using 2011, 2010, and 2009 CMT is calculated. If the two-year or three-year average was greater than the current participation rate, it was used for the AYP analysis.

Tolland School District
 Tolland Intermediate School

While AYP results may be used to facilitate planning and implementation of necessary school improvement activities, these results should not be shared with the press, as they are embargoed until the State Department of Education's press release.

D.2.

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: September 27, 2011
SUBJECT: Board Policy and Administrative Regulation 4041 – Use of Social Media

Attached please find Board Policy and Administrative Regulation 4041 – Use of Social Media.

The Policy and Regulation were reviewed by the Policy Committee on July 13, 2011.

Board Policy and Administrative Regulation 4041 are new. All language is in caps and is bolded. The Administrative Regulation is enclosed for your information and does not require Board approval.

WDG:ca

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: USE OF SOCIAL MEDIA

Number: 4041

Personnel

APPROVED:

THE BOARD OF EDUCATION RECOGNIZES THE IMPORTANCE OF SOCIAL MEDIA FOR ITS EMPLOYEES, AND ACKNOWLEDGES THAT ITS EMPLOYEES HAVE THE RIGHT UNDER THE FIRST AMENDMENT, IN CERTAIN CIRCUMSTANCES, TO SPEAK OUT ON MATTERS OF PUBLIC CONCERN. HOWEVER, THE BOARD WILL REGULATE THE USE OF SOCIAL MEDIA BY EMPLOYEES, INCLUDING EMPLOYEES' PERSONAL USE OF SOCIAL MEDIA, WHEN SUCH USE:

- 1) INTERFERES WITH THE WORK OF THE SCHOOL DISTRICT;**
- 2) IS USED TO HARASS COWORKERS OR OTHER MEMBERS OF THE SCHOOL COMMUNITY;**
- 3) CREATES A HOSTILE WORK ENVIRONMENT;**
- 4) BREACHES CONFIDENTIALITY OBLIGATIONS OF SCHOOL DISTRICT EMPLOYEES;**
- 5) DISRUPTS THE WORK OF THE SCHOOL DISTRICT;**
- 6) HARMS THE GOODWILL AND REPUTATION OF THE SCHOOL DISTRICT IN THE COMMUNITY; OR**
- 7) VIOLATES THE LAW, BOARD POLICIES AND/OR OTHER SCHOOL RULES AND REGULATIONS.**

THE BOARD OF EDUCATION, THROUGH ITS SUPERINTENDENT, WILL ADOPT AND MAINTAIN ADMINISTRATIVE REGULATIONS TO IMPLEMENT THIS POLICY.

LEGAL REFERENCES:

U.S. CONSTITUTION, AMEND. I
CONN. CONSTITUTION, ARTICLE I, SECTIONS 3, 4, 14
CONN. GEN. STAT. § 31-48D
CONN. GEN. STAT. § 31-51Q
CONN. GEN. STAT. §§ 53A-182; 53A-183; 53A-250
ELECTRONIC COMMUNICATION PRIVACY ACT, 28 U.S.C. §§ 2510 THROUGH 2520

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: USE OF SOCIAL MEDIA

Number: 4041

Personnel

APPROVED:

THE BOARD OF EDUCATION RECOGNIZES THE IMPORTANCE OF SOCIAL MEDIA FOR ITS EMPLOYEES, AND ACKNOWLEDGES THAT ITS EMPLOYEES HAVE THE RIGHT UNDER THE FIRST AMENDMENT, IN CERTAIN CIRCUMSTANCES, TO SPEAK OUT ON MATTERS OF PUBLIC CONCERN. HOWEVER, THE BOARD WILL REGULATE THE USE OF SOCIAL MEDIA BY EMPLOYEES, INCLUDING EMPLOYEES' PERSONAL USE OF SOCIAL MEDIA, WHEN SUCH USE:

- 1) INTERFERES WITH THE WORK OF THE SCHOOL DISTRICT;**
- 2) IS USED TO HARASS COWORKERS OR OTHER MEMBERS OF THE SCHOOL COMMUNITY;**
- 3) CREATES A HOSTILE WORK ENVIRONMENT;**
- 4) BREACHES CONFIDENTIALITY OBLIGATIONS OF SCHOOL DISTRICT EMPLOYEES,**
- 5) DISRUPTS THE WORK OF THE SCHOOL DISTRICT**
- 6) HARMS THE GOODWILL AND REPUTATION OF THE SCHOOL DISTRICT IN THE COMMUNITY; OR**
- 7) VIOLATES THE LAW, BOARD POLICIES AND/OR OTHER SCHOOL RULES AND REGULATIONS.**

DEFINITIONS:

SOCIAL MEDIA INCLUDES, BUT IS NOT LIMITED TO, SOCIAL NETWORKING SITES, SUCH AS TWITTER, FACEBOOK, LINKEDIN, YOUTUBE, AND MYSPACE.

BOARD OF EDUCATION INCLUDES ALL NAMES, LOGOS, BUILDINGS, IMAGES AND ENTITIES UNDER THE AUTHORITY OF THE BOARD OF EDUCATION.

RULES CONCERNING PERSONAL SOCIAL MEDIA ACTIVITY

- 1. AN EMPLOYEE MAY NOT MENTION, DISCUSS OR REFERENCE THE BOARD OF EDUCATION, THE SCHOOL DISTRICT OR ITS INDIVIDUAL SCHOOLS, PROGRAMS OR TEAMS ON PERSONAL SOCIAL NETWORKING SITES, UNLESS THE EMPLOYEE ALSO STATES THAT THE POST IS THE PERSONAL COMMUNICATION OF THE EMPLOYEE OF THE SCHOOL DISTRICT AND THAT THE VIEWS POSTED ARE THE EMPLOYEE'S ALONE AND DO NOT REPRESENT THE VIEWS OF THE SCHOOL DISTRICT OR THE BOARD OF EDUCATION.**

- 2. EMPLOYEES MUST REFRAIN FROM MENTIONING OTHER BOARD OF EDUCATION EMPLOYEES OR OTHER MEMBERS OF THE SCHOOL COMMUNITY (E.G., PARENTS OR OTHERS) ON PERSONAL SOCIAL NETWORKING SITES, WITHOUT SUCH INDIVIDUALS' EXPRESS CONSENT UNLESS THE EMPLOYEE IS ADDRESSING AN ISSUE OF PUBLIC CONCERN AND THE EMPLOYEE'S SPEECH FALLS UNDER APPLICABLE CONSTITUTIONAL PROTECTIONS PERTAINING TO SAME.**
- 3. EMPLOYEES ARE REQUIRED TO MAINTAIN APPROPRIATE PROFESSIONAL BOUNDARIES WITH STUDENTS, PARENTS, AND COLLEAGUES. FOR EXAMPLE, IT IS NOT APPROPRIATE FOR A TEACHER OR ADMINISTRATOR TO "FRIEND" A STUDENT OR HIS/HER PARENT OR GUARDIAN OR OTHERWISE ESTABLISH SPECIAL RELATIONSHIPS WITH SELECTED STUDENTS THROUGH PERSONAL SOCIAL MEDIA, AND IT IS NOT APPROPRIATE FOR AN EMPLOYEE TO GIVE STUDENTS OR PARENTS ACCESS TO PERSONAL POSTINGS UNRELATED TO SCHOOL.**
- 4. UNLESS GIVEN WRITTEN CONSENT, EMPLOYEES MAY NOT USE THE BOARD OF EDUCATION'S LOGO OR TRADEMARKS ON THEIR PERSONAL POSTS. PLEASE NOTE THAT THIS PROHIBITION EXTENDS TO THE USE OF LOGOS OR TRADEMARKS ASSOCIATED WITH INDIVIDUAL SCHOOLS, PROGRAMS OR TEAMS OF THE SCHOOL DISTRICT.**
- 5. EMPLOYEES ARE REQUIRED TO USE APPROPRIATELY RESPECTFUL SPEECH IN THEIR PERSONAL SOCIAL MEDIA POSTS; AND TO REFRAIN FROM HARASSING, DEFAMATORY, ABUSIVE, DISCRIMINATORY, THREATENING OR OTHER INAPPROPRIATE COMMUNICATIONS. SUCH POSTS REFLECT POORLY ON THE SCHOOL DISTRICT'S REPUTATION, CAN AFFECT THE EDUCATIONAL PROCESS AND MAY SUBSTANTIALLY AND MATERIALLY INTERFERE WITH AN EMPLOYEE'S ABILITY TO FULFILL HIS/HER PROFESSIONAL RESPONSIBILITIES.**
- 6. EMPLOYEES ARE INDIVIDUALLY RESPONSIBLE FOR THEIR PERSONAL POSTS ON SOCIAL MEDIA. EMPLOYEES MAY BE SUED BY OTHER EMPLOYEES, PARENTS OR OTHERS, AND ANY INDIVIDUAL THAT VIEWS AN EMPLOYEE'S SOCIAL MEDIA POSTS AS DEFAMATORY, PORNOGRAPHIC, PROPRIETARY, HARASSING, LIBELOUS OR CREATING A HOSTILE WORK ENVIRONMENT. AS SUCH ACTIVITIES ARE OUTSIDE THE SCOPE OF EMPLOYMENT, EMPLOYEES MAY BE PERSONALLY LIABLE FOR SUCH CLAIMS.**
- 7. EMPLOYEES ARE REQUIRED TO COMPLY WITH ALL BOARD OF EDUCATION POLICIES AND PROCEDURES WITH RESPECT TO THE USE OF DISTRICT COMPUTER EQUIPMENT, NETWORKS OR ELECTRONIC DEVICES WHEN ACCESSING SOCIAL MEDIA SITES. ANY ACCESS TO PERSONAL SOCIAL MEDIA ACTIVITIES WHILE ON SCHOOL PROPERTY OR USING SCHOOL DISTRICT EQUIPMENT MUST COMPLY WITH THOSE POLICIES, AND MAY NOT INTERFERE WITH AN EMPLOYEE'S DUTIES AT WORK.**
- 8. THE BOARD OF EDUCATION RESERVES THE RIGHT TO MONITOR ALL EMPLOYEE USE OF DISTRICT COMPUTERS AND OTHER ELECTRONIC DEVICES, INCLUDING EMPLOYEE BLOGGING AND SOCIAL NETWORKING**

ACTIVITY. AN EMPLOYEE SHOULD HAVE NO EXPECTATION OF PERSONAL PRIVACY IN ANY PERSONAL COMMUNICATION OR POST MADE THROUGH SOCIAL MEDIA WHILE USING DISTRICT COMPUTERS, CELLULAR TELEPHONES OR OTHER ELECTRONIC DATA DEVICES.

- 9. ALL POSTS ON PERSONAL SOCIAL MEDIA MUST COMPLY WITH THE BOARD OF EDUCATION'S POLICIES CONCERNING CONFIDENTIALITY, INCLUDING THE CONFIDENTIALITY OF STUDENT INFORMATION. IF AN EMPLOYEE IS UNSURE ABOUT THE CONFIDENTIAL NATURE OF INFORMATION THE EMPLOYEE IS CONSIDERING POSTING, THE EMPLOYEE SHALL CONSULT WITH HIS/HER SUPERVISOR PRIOR TO MAKING THE POST.**
- 10. AN EMPLOYEE MAY NOT LINK A PERSONAL SOCIAL MEDIA SITE OR WEBPAGE TO THE BOARD OF EDUCATION'S WEBSITE OR THE WEBSITES OF INDIVIDUAL SCHOOLS, PROGRAMS OR TEAMS; OR POST BOARD OF EDUCATION MATERIAL ON A SOCIAL MEDIA SITE OR WEBPAGE WITHOUT WRITTEN PERMISSION OF HIS/HER SUPERVISOR.**
- 11. ALL BOARD OF EDUCATION POLICIES THAT REGULATE OFF-DUTY CONDUCT APPLY TO SOCIAL MEDIA ACTIVITY INCLUDING, BUT NOT LIMITED TO, POLICIES RELATED TO PUBLIC TRUST, ILLEGAL HARASSMENT, CODE OF CONDUCT, AND PROTECTING CONFIDENTIAL INFORMATION.**

RULES CONCERNING DISTRICT-SPONSORED SOCIAL MEDIA ACTIVITY

- 1. IF AN EMPLOYEE SEEKS TO USE SOCIAL MEDIA SITES AS AN EDUCATIONAL TOOL OR IN RELATION TO EXTRACURRICULAR ACTIVITIES OR PROGRAMS OF THE SCHOOL DISTRICT, THE EMPLOYEE MUST SEEK AND OBTAIN THE PERMISSION OF HIS/HER SUPERVISOR PRIOR TO SETTING UP THE SITE.**
- 2. IF AN EMPLOYEE WISHES TO USE FACEBOOK OR OTHER SIMILAR SOCIAL MEDIA SITE TO COMMUNICATE MEETINGS, ACTIVITIES, GAMES, RESPONSIBILITIES, ANNOUNCEMENTS, ETC., FOR A SCHOOL-BASED CLUB OR AN SCHOOL-BASED ACTIVITY OR AN OFFICIAL SCHOOL-BASED ORGANIZATION, OR AN OFFICIAL SPORTS TEAM, THE EMPLOYEE MUST ALSO COMPLY WITH THE FOLLOWING RULES:**
 - THE EMPLOYEE MUST SET UP THE CLUB, ETC. AS A GROUP LIST WHICH WILL BE "CLOSED AND MODERATED."**
 - MEMBERS WILL NOT BE ESTABLISHED AS "FRIENDS," BUT AS MEMBERS OF THE GROUP LIST.**
 - ANYONE WHO HAS ACCESS TO THE COMMUNICATIONS CONVEYED THROUGH THE SITE MAY ONLY GAIN ACCESS BY THE PERMISSION OF THE EMPLOYEE (E.G. TEACHER, ADMINISTRATOR, SUPERVISOR OR COACH). PERSONS DESIRING TO ACCESS THE PAGE MAY JOIN ONLY AFTER THE EMPLOYEE INVITES THEM AND ALLOWS THEM TO JOIN.**

- PARENTS SHALL BE PERMITTED TO ACCESS ANY SITE THAT THEIR CHILD HAS BEEN INVITED TO JOIN.
 - ACCESS TO THE SITE MAY ONLY BE PERMITTED FOR EDUCATIONAL PURPOSES RELATED TO THE CLUB, ACTIVITY, ORGANIZATION OR TEAM.
 - THE EMPLOYEE RESPONSIBLE FOR THE SITE WILL MONITOR IT REGULARLY.
 - THE EMPLOYEE'S SUPERVISOR SHALL BE PERMITTED ACCESS TO ANY SITE ESTABLISHED BY THE EMPLOYEE FOR A SCHOOL-RELATED PURPOSE.
 - EMPLOYEES ARE REQUIRED TO MAINTAIN APPROPRIATE PROFESSIONAL BOUNDARIES IN THE ESTABLISHMENT AND MAINTENANCE OF ALL SUCH DISTRICT-SPONSORED SOCIAL MEDIA ACTIVITY.
3. EMPLOYEES ARE REQUIRED TO USE APPROPRIATELY RESPECTFUL SPEECH IN THEIR SOCIAL MEDIA POSTS ON DISTRICT-SPONSORED SITES; AND TO REFRAIN FROM HARASSING, DEFAMATORY, ABUSIVE, DISCRIMINATORY, THREATENING OR OTHER INAPPROPRIATE COMMUNICATIONS.
 4. EMPLOYEES ARE REQUIRED TO COMPLY WITH ALL BOARD OF EDUCATION POLICIES AND PROCEDURES AND ALL APPLICABLE LAWS WITH RESPECT TO THE USE OF COMPUTER EQUIPMENT, NETWORKS OR DEVICES WHEN ACCESSING DISTRICT-SPONSORED SOCIAL MEDIA SITES.
 5. THE BOARD OF EDUCATION RESERVES THE RIGHT TO MONITOR ALL EMPLOYEE USE OF DISTRICT COMPUTERS AND OTHER ELECTRONIC DEVICES, INCLUDING EMPLOYEE BLOGGING AND SOCIAL NETWORKING ACTIVITY. AN EMPLOYEE SHOULD HAVE NO EXPECTATION OF PERSONAL PRIVACY IN ANY COMMUNICATION OR POST MADE THROUGH SOCIAL MEDIA WHILE USING DISTRICT COMPUTERS, CELLULAR TELEPHONES OR OTHER DATA DEVICES.
 6. ALL POSTS ON DISTRICT-SPONSORED SOCIAL MEDIA MUST COMPLY WITH THE BOARD OF EDUCATION'S POLICIES CONCERNING CONFIDENTIALITY, INCLUDING THE CONFIDENTIALITY OF STUDENT INFORMATION. IF AN EMPLOYEE IS UNSURE ABOUT THE CONFIDENTIAL NATURE OF INFORMATION THE EMPLOYEE IS CONSIDERING POSTING, THE EMPLOYEE SHALL CONSULT WITH HIS/HER SUPERVISOR PRIOR TO MAKING THE POST.
 7. AN EMPLOYEE MAY NOT LINK A DISTRICT-SPONSORED SOCIAL MEDIA SITE OR WEBPAGE TO ANY PERSONAL SOCIAL MEDIA SITES OR SITES NOT SPONSORED BY THE SCHOOL DISTRICT.
 8. AN EMPLOYEE MAY NOT USE DISTRICT-SPONSORED SOCIAL MEDIA COMMUNICATIONS FOR PRIVATE FINANCIAL GAIN, POLITICAL, COMMERCIAL, ADVERTISEMENT, PROSELYTIZING OR SOLICITATION PURPOSES.

- 9. AN EMPLOYEE MAY NOT USE DISTRICT-SPONSORED SOCIAL MEDIA COMMUNICATIONS IN A MANNER THAT MISREPRESENTS PERSONAL VIEWS AS THOSE OF THE BOARD OF EDUCATION, INDIVIDUAL SCHOOL OR SCHOOL DISTRICT, OR IN A MANNER THAT COULD BE CONSTRUED AS SUCH.**

DISCIPLINARY CONSEQUENCES

VIOLATION OF THE BOARD OF EDUCATION'S POLICY CONCERNING THE USE OF SOCIAL MEDIA OR THESE ADMINISTRATIVE REGULATIONS MAY LEAD TO DISCIPLINE UP TO AND INCLUDING THE TERMINATION OF EMPLOYMENT CONSISTENT WITH STATE AND FEDERAL LAW.

LEGAL REFERENCES:

U.S. CONSTITUTION, AMEND. I

CONN. CONSTITUTION, ARTICLE I, SECTIONS 3, 4, 14

CONN. GEN. STAT. § 31-48D

CONN. GEN. STAT. § 31-51Q

CONN. GEN. STAT. §§ 53A-182; 53A-183; 53A-250

ELECTRONIC COMMUNICATION PRIVACY ACT, 28 U.S.C. §§ 2510 THROUGH 2520

TO: Members of Board of Education

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

DATE: September 27, 2011

SUBJECT: Status of the Budget – September 23, 2011

In accordance with Board of Education policy 3010, attached please find the first status report of the budget for fiscal year 2011-12 as of September 23, 2011.

The budget for fiscal year 2011-12 is \$34,662,357. The current adjusted budget is \$34,662,357.

As of September 23, 2011, expenditures and encumbrances total \$31,926,513 leaving an unexpended balance at this time in the amount of \$2,735,844.

This report does not reflect all adjustments made to the personnel budget. Personnel salary accounts are still under review for staff replacements and transfers. When all personnel accounts have been reviewed appropriate transfers will be initiated, as necessary.

All anticipated transportation expenses (Program #701) have not been encumbered. As the bus counts for regular and special education transportation runs are finalized, the appropriate encumbrances will be generated.

Anticipated special education outplacement costs (Program #131) are also being finalized and when completed an estimated excess cost revenue will be projected. Special Education tutoring costs have been exhausted at this time and a projection will be done to determine the costs for the remainder of the school year.

After reviewing Program 663, Utilities with the Energy Manager, he has determined that at this time “nothing adverse or advantageous” has occurred in consumption or rates to indicate that trending is higher or lower than projected at this time.

There are no budget transfers that require Board approval at this time.

WDG/JAR:ca

TOLLAND PUBLIC SCHOOLS
 Business Services
 September 23, 2011
 Fiscal Year 2011-12 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	September Budget Transfers	Balance	%
101	Language Arts	\$ 98,376	\$ -	\$ 98,376	\$ 54,348	\$ -	\$ 44,028	44.8%
102	Math	\$ 40,632	\$ (162)	\$ 40,470	\$ 37,742	\$ -	\$ 2,728	6.7%
103	Social Studies	\$ 19,700	\$ -	\$ 19,700	\$ 5,033	\$ -	\$ 14,667	74.5%
104	Science	\$ 74,700	\$ -	\$ 74,700	\$ 25,694	\$ -	\$ 49,006	65.6%
105	Art	\$ 28,992	\$ -	\$ 28,992	\$ 14,474	\$ -	\$ 14,518	50.1%
106	Music	\$ 20,404	\$ (2,600)	\$ 17,804	\$ 8,292	\$ -	\$ 9,512	53.4%
107	Physical Education	\$ 13,238	\$ -	\$ 13,238	\$ 8,719	\$ -	\$ 4,519	34.1%
108	World Language	\$ 7,268	\$ -	\$ 7,268	\$ 2,622	\$ -	\$ 4,646	63.9%
109	Family and Consumer Science	\$ 14,917	\$ 1,300	\$ 16,217	\$ 13,956	\$ -	\$ 2,261	13.9%
110	Technology Education	\$ 21,128	\$ 1,300	\$ 22,428	\$ 16,610	\$ -	\$ 5,818	25.9%
111	Business Education	\$ 6,472	\$ -	\$ 6,472	\$ 2,034	\$ -	\$ 4,438	68.6%
112	Computer Education	\$ 11,947	\$ -	\$ 11,947	\$ 7,992	\$ -	\$ 3,955	33.1%
114	Skills for Adolescence	\$ 750	\$ (750)	\$ -	\$ -	\$ -	\$ -	100.0%
115	TALC	\$ 1,345	\$ -	\$ 1,345	\$ -	\$ -	\$ 1,345	100.0%
131	Special Services	\$ 1,805,875	\$ -	\$ 1,805,875	\$ 1,055,343	\$ -	\$ 750,532	41.6%
132	Special Education	\$ 82,574	\$ -	\$ 82,574	\$ 76,633	\$ -	\$ 5,941	7.2%
133	Interdistrict Programs	\$ 158,997	\$ -	\$ 158,997	\$ -	\$ -	\$ 158,997	100.0%
134	Student Athletics	\$ 95,328	\$ -	\$ 95,328	\$ 95,328	\$ -	\$ -	0.0%
136	Student Activities	\$ 17,025	\$ 750	\$ 17,775	\$ 23,261	\$ 5,486	\$ -	0.0%
142	Guidance Services	\$ 9,948	\$ -	\$ 9,948	\$ 4,774	\$ -	\$ 5,174	52.0%
144	Nursing	\$ 16,601	\$ -	\$ 16,601	\$ 13,914	\$ -	\$ 2,687	16.2%
145	Library	\$ 17,620	\$ -	\$ 17,620	\$ 7,345	\$ -	\$ 10,275	58.3%
146	Audiovisual	\$ 5,914	\$ -	\$ 5,914	\$ -	\$ -	\$ 5,914	100.0%
710	Principals' Office	\$ 85,937	\$ 162	\$ 86,099	\$ 38,817	\$ -	\$ 47,282	54.9%
701	Transportation	\$ 2,347,622	\$ -	\$ 2,347,622	\$ 1,514,534	\$ -	\$ 833,088	35.5%
755	Superintendent's Office	\$ 20,384	\$ -	\$ 20,384	\$ 10,302	\$ -	\$ 10,082	49.5%
756	Business Office	\$ 182,558	\$ -	\$ 182,558	\$ 174,738	\$ -	\$ 7,820	4.3%
757	Technology Services	\$ 113,206	\$ -	\$ 113,206	\$ 64,396	\$ -	\$ 48,810	43.1%
661	Custodial Services	\$ 173,518	\$ -	\$ 173,518	\$ 132,169	\$ -	\$ 41,349	23.8%
667	Comm/Ins	\$ 195,161	\$ -	\$ 195,161	\$ 188,224	\$ -	\$ 6,937	3.6%
663	Utilities-Energy Mgt	\$ 1,347,820	\$ -	\$ 1,347,820	\$ 1,346,001	\$ -	\$ 1,819	0.1%
666	Energy Management	\$ 2,195	\$ -	\$ 2,195	\$ 2,165	\$ -	\$ 30	1.4%
662	Maintenance	\$ 378,703	\$ -	\$ 378,703	\$ 226,464	\$ -	\$ 152,239	40.2%
770	Prog/Prof Development	\$ 52,993	\$ -	\$ 52,993	\$ 18,708	\$ -	\$ 34,285	64.7%
790	Adult Education	\$ 29,674	\$ -	\$ 29,674	\$ 29,674	\$ -	\$ -	0.0%
791	Board of Education	\$ 81,039	\$ -	\$ 81,039	\$ 79,818	\$ -	\$ 1,221	1.5%
xxx	Program Total	\$ 7,580,561	\$ -	\$ 7,580,561	\$ 5,300,124	\$ 5,486	\$ 2,285,923	30.2%

TOLLAND PUBLIC SCHOOLS
 Business Services
 September 23, 2011
 Fiscal Year 2011-12 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	September Budget Transfers	Balance	%
177	Staff Services - Other	\$ 1,194,108	\$ -	\$ 1,194,108	\$ 1,186,882	\$ -	\$ 7,226	0.6%
177	Staff Services - Health Insurance	\$ 5,219,463	\$ -	\$ 5,219,463	\$ 5,073,508	\$ -	\$ 145,955	2.8%
178	Certified Regular Ed	\$ 12,366,268	\$ -	\$ 12,366,268	\$ 12,138,754	\$ -	\$ 227,514	1.8%
179	Certified Special Ed	\$ 2,701,786	\$ -	\$ 2,701,786	\$ 2,644,914	\$ -	\$ 56,872	2.1%
180	Non-Certified	\$ 1,148,115	\$ -	\$ 1,148,115	\$ 1,148,115	\$ -	\$ -	0.0%
181	Building Operations	\$ 850,879	\$ -	\$ 850,879	\$ 850,879	\$ -	\$ -	0.0%
182	Building Maintenance	\$ 175,337	\$ -	\$ 175,337	\$ 175,337	\$ -	\$ -	0.0%
183	BOE Clerk	\$ 1,240	\$ -	\$ 1,240	\$ 1,240	\$ -	\$ -	0.0%
184	Business Services	\$ 287,675	\$ -	\$ 287,675	\$ 285,468	\$ (2,207)	\$ -	0.0%
185	Superintendent's Office	\$ 263,129	\$ -	\$ 263,129	\$ 265,336	\$ 2,207	\$ -	0.0%
186	Principals' Office	\$ 1,485,822	\$ -	\$ 1,485,822	\$ 1,485,822	\$ -	\$ -	0.0%
187	Substitutes	\$ 354,612	\$ -	\$ 354,612	\$ 354,612	\$ -	\$ -	0.0%
188	Systemwide Services	\$ 1,033,362	\$ -	\$ 1,033,362	\$ 1,015,522	\$ (5,486)	\$ 12,354	1.2%
xxx	Personnel Total	\$ 27,081,796	\$ -	\$ 27,081,796	\$ 26,626,389	\$ (5,486)	\$ 449,921	1.7%
xxx	Unallocated Reserve Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Original Appropriation Total	\$ 34,662,357	\$ -	\$ 34,662,357	\$ 31,926,513	\$ -	\$ 2,735,844	7.9%
	Additional Appropriations:							
179	Medicaid Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Add'l Appropriations Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Grand Total	\$ 34,662,357	\$ -	\$ 34,662,357	\$ 31,926,513	\$ -	\$ 2,735,844	7.9%

F.1.

TO: Fellow members of the BOE
FROM: Diane Clokey
RE: Proposed agenda format
DATE: September 27, 2011

Enclosed please find a proposed new format for BOE agendas for your consideration. I revised the September 14th meeting for the example. I am hoping to accomplish a few things via this format:

- 1) Group items by topic so that we are discussing related things together. This includes integrating Superintendent's items, Chairperson's items and Committee Reports into subject-related groups.
- 2) Keep items requiring external participation to the beginning so that we can hear from people early before they need to head home. Also offer guidance about participation format.
- 3) Move scheduled Action Items to the beginning so that we are not rushing through them at 9:55. If something comes up during the meeting that requires action (and that should be rare) we can always add a second item.
- 4) Offer agenda-related public participation at the end as the council does for things that come up during the meeting that inspire comment.
- 5) Keep our mission/vision in front of us as we work and communicate this to the public.
- 6) Use the agenda to communicate about access to the meetings.

I am looking forward to hearing your feedback!

Enc.

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

MISSION STATEMENT

To educate and challenge students to achieve their potential by providing a variety of educational experiences to enable them to be productive citizens in an ever-changing society.

OR

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.

REGULAR MEETING AGENDA

September 14, 2011

7:30-10:00 pm

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. STUDENT REPRESENTATIVE REPORT
- C. APPROVAL OF MINUTES
August 24 Regular Meeting
- D. CORRESPONDENCE (I think the Secretary should report on correspondence received)
- Town Council Minutes of June 1, 2011 Special Meeting
 - Town Council Minutes of June 14, 2011 Regular Meeting
 - CASBO
 - Science Center
- E. RECOGNITIONS/EXTERNAL PRESENTATIONS
- E.1. Tolland Teacher of the Year -- Carolyn Tyl, Science Coordinator
- F. 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. 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.
- G. POINTS OF INFORMATION (do we need this if we use the statement above?)
- H. ACTION ITEMS
- H.1. Cooperative Team Request – Ice Hockey
 - H.2. Cooperative Team Request – Swimming
 - H.3. Freshman Girls Volley Ball – Proposal
 - H.4. Freshman Boys Soccer – Proposal
- I. CURRICULUM/STUDENT ACHIEVEMENT & PROGRAMS

I.1. Class of 2011 – Graduate Report

I.2. Family Resource Center

J. PERSONNEL

J.1. Data for New Hires, Retirements, & Resignations

This section would include any non-confidential information from the Negotiations Committee. Also any information about ongoing searches.

K. FINANCE & FACILITIES

K.1. Status of the Budget (*2nd meeting each month*)

L. COMMUNITY CONNECTIONS

L.1. Town Council Liaison Report (*after 2nd & 4th Tuesday of each month*)

L.2. EASTCONN Report (*after 4th Tuesday each month*)

Do we still have a Great Path Rep?

M. PUBLIC LISTED PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

N. OLD BUSINESS

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

This meeting will be broadcast live on the Community Voice Channel (cable station 96).




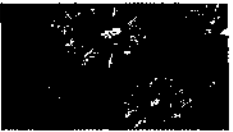

It will also rebroadcast at various times throughout the month.

A schedule can be found at: <http://www.cvcct.org/>

I. INFORMATIONAL

OCTOBER 2011 - Birch Grove Primary School

THE THEME OF THE MONTH IS SHARING

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Cider Mill Road Race
2 	3 TEPTO Meeting at TIS-7:00 pm	4 Lyman Pies Fundraiser Starts 	5 Picture Day Three Year Old Pre-school-Foster Family Farm 9:00 am—12:30 pm	6 Picture Day Grade 2 Curriculum Night 6:30—7:30 pm Four Year Old Pre- school-Johnny Apple- seed Farm 9:00 am—11:20 pm	7	8
9	10 No School Columbus Day	11 No School Teacher In-Service	12	13	14	15
16	17	18	19 Half Day of School Teacher In-Service	20 Lyman Pie Orders Are Due	21	22
23	24	25	26	27	28	29
30	31 Halloween 					

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5 Grade 5 Curri- culum Night	6	7	8
9	10 HOLIDAY	11 INSERVICE	12	13	14 Grade 5 Harvest Dance	15
16	17	18	19 Half Day (Inservice)	20	21	22
23	24	25 T.I.S. Walkthrough	26	27	28	29
30	31					

2011

October 2011						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sep 26 ☑ XC Meet @ VCMS ☑ Grade 7 Open House	27	28 ☑ XC Meet vs. Stafford, Home	29	30 ☑ Soccer vs. Vernon, Boys Away, Girls - Home	Oct 1	2
3	4 ☑ XC Meet @ Somers	5 ☑ Breakfast with the Principal	6 ☑ Lifetouch Picture Day	7 ☑ Soccer vs. TEMS, Boys Away, Girls Home	8 ☑ XC - Wickham Park Invitational	9
10 ☑ Columbus Day - No School	11 ☑ Teacher In-Service - No School	12	13 ☑ XC Meet - Windsor Locks, Home	14 ☑ Soccer vs. Stafford, Boys - Away, Girls - Home	15	16
17 ☑ Soccer vs. Vernon, Boys - Home, Girls - Away	18 ☑ DC Trip ☑ Parent/Student Meeting ☑ XC - Somers, Home <i>More events...</i>	19 ☑ Early Dismissal ☑ Teacher In Service	20 ☑ Soccer vs. Windham, Boys - Home, Girls - Away ☑ XC Meet, VCMS, Home	21 ☑ Pumpkin Festival	22	23
24	25	26	27 ☑ XC Meet @ Stafford	28 ☑ Soccer Vs. Stafford, Boys - Home, Girls - Away ☑ Student Council Dance	29	30
31	Nov 1	2 ☑ Breakfast with the Principal	3	4	5 ☑ XC State Meet - Wickham Park	6

[Print](#)

TOLLAND HIGH SCHOOL

◀ ◁		October 2011						▷ ▶	
Mon	Tue	Wed	Thu	Fri	Sat	Sun			
Sep 26	27	28	29	30 1st Quarter Progress Reports	Oct 1 SAT	2			
3 Senior Portraits	4 Senior Portraits	5 Senior Portraits	6 Senior Portraits Jazz Coffee Night	7 Senior Portraits	8	9			
10 Columbus Day - No School	11 No School - In- Service	12 Yearbook Sales	13 Yearbook Sales	14 Yearbook Sales	15 PSAT	16			
17 Booster Club	18	19 Half Day Session - In-Service	20	21	22 ACT	23			
24 Student & Staff IDs - Retakes	25	26	27 Music Concert	28	29	30			
31	Nov 1	2 End of 1st Quarter	3 NHS Blood Drive	4 Senior Portraits	5 SAT	6			

[Print](#)

K. COMMUNICATIONS

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM SEPTEMBER 13, 2011 – 7:30 P.M.

MEMBERS PRESENT: Frederick M. Daniels, Chairman; MaryAnn Delaney Tuttle, Vice Chairperson; Dale Clayton; Jack Flynn; Francis Kennedy; Craig Nussbaum and April Teveris

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Clem Langlois, Public Works; Eugene Koss, Richard Symonds, Jr. and Glenn MacDonald of the Tolland Water Commission; Todd Rolland and Jim Williams of the WPCA; Tom Ainsworth; Agata Herasimowicz, Acting Director of Finance and Records; Jennifer Usher, Town Engineer; Cynthia MacDonald, Conservation Commission's Liaison to the Willimantic Alliance

1. **CALL TO ORDER** Frederick Daniels called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE** Recited.
3. **MOMENT OF SILENCE** Observed and dedicated to the victims of 9/11 and all those who have sacrificed in defense of our Country since 9/11.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

Jane Rubino of 296 Weigold Road – She was shocked to read that the town does not own a generator and that town offices were shut down due to storm Irene. She hopes that the topic of acquiring a generator to run the town comes up again prior winter. This should be our priority. Also, she commented on the \$4,500 that was approved at the last meeting by the members, except for Jack Flynn and Craig Nussbaum, for the piece of property that was donated to the Trust, not the town. That was pushed through even though the members were told those monies would not be earmarked for that specific piece of property and that this property may have limited access to the public. She would have thought the Council would have looked at the Trust's annual report before making their decision. She is a member of Joshua's Trust, and it is a great organization, but her interest in the town as a Tolland taxpayer carries much more weight. She feels it would have been better to hold off on non-essential spending and direct any money towards projects that would have a direct impact to the taxpayers.

As a point of clarification, Dale Clayton, along with Dr. Daniels, commented that a generator has been approved for the Town Hall.

Ken Hankinson of 54 Johnson Road – Item 8.1 – The Conservation Commission has worked very hard on this project. He hopes that the Council approves this resolution. With regard to 8.4, he hopes this gets approved as well. Although, he recommends that the town boulder off or gate-off the access from Cook Road. When that property was originally set aside, there was a lot of debris removed from there. Since then, more debris has been put there.

Rick Field of Torry Road – He commended the town for the excellent job done during hurricane Irene. The town e-mails were very helpful too.

Sam Belsito of 55 Lee Lane – Good news first: Randall Auclair of Eastern Well Drilling of Tolland has offered to install a complete well, with all of the necessary equipment and a manual pump, on the Green at no charge to the town. It will provide free water to the citizens of Tolland during power outages, etc. His only requirement is that a small plaque be put on the site saying it was donated by Eastern Well Drilling. Bad news: The storm Irene took a toll on this town. The Community was missing our most valuable resource: water. He listed various cities all polluted by salt and whom are committed to reducing salt and stopping the pollution of the water supply. This administration went over the top with salt applications. Now, we have a report by a Tolland citizen that salt has polluted the water at 58 Robbie Road. The resident has stated that the situation is being reviewed. It is time to stop the insane use of salt on our town roads before it is too late. It is time for us to protect our most natural resource. He would like the Council to place a moratorium on the use of salt in this town.

Rich Bozzone of 9 Elm Road – He commented that the coordination of the town/residents/employees was well done during Irene. Everyone was working together. He asked Mr. Werbner why the municipality and schools did not get power established first. Mr. Werbner commented that it all depends on the way the grids are established, which is extremely complicated. The Town Hall area was a priority, along with other areas, but the way things got put back into place did not allow for the Town Hall to get power. Mr. Bozzone believes the dollars will be well spent on the generator.

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

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:**

7a1. Budget report from the Water Commission – Eugene Koss, Glenn MacDonald and Richard Symonds were present from the Tolland Water Commission. The Council members had the Commission's 2012 budget and 2011 to 2016 Capital Improvement Plan. Mr. Koss commented that the water system ran exactly as they would have expected it to during Irene. The people at Town Hall, specifically the Town Engineer, did a wonderful job on staying on top of things. As the budget shows, the Commission is plugging along. In the Capital Plan, you will see there are significant amounts that they plan on spending over the next several years. That is because this system has not had systematic refurbishments, rebuilds and upgrades for many years. From an operations standpoint, we believe the system is performing as it should. Mr. MacDonald provided the members with an overview of the budget and reviewed its numbers. Operationally the Commission is performing well; financially it is marginal at best. There is still a positive cash flow. They are looking at another rate increase within the next twelve months. They will be coming back to the Council with a strategic plan within the next 12 months.

Dr. Daniels asked what the importance of a contracted assistant to the Town Engineer would be. Mr. Koss commented that if there was a part-time employee working with the Town Engineer, they believe some of the work paid to outsiders could be done less expensively within. They are looking for ways to do things as good, if not better, for less money. Mr. MacDonald commented that they are a Commission providing a public utility on a part-time basis, and with only five members. They are trying to keep the system afloat.

Dr. Daniels believed a workshop may be helpful. A workshop was scheduled for October 18, 2011.

MaryAnn Delaney Tuttle commented that it was important for everyone to remember that they are running a public utilities commission as a volunteer Board, and that is a huge responsibility. Mr. MacDonald commented that a majority falls on the Town Engineer. She has done a wonderful job, but we can only use her part of the time.

7a2. Budget report from the Water Pollution Control Authority – Todd Rolland and Jim Williams of the WPCA were present – Mr. Rolland seconded what the TWC said about relying on the town's staff and could use the additional help. They would be happy to sit in on the workshop on October 18th. The Council was provided with their budget and Capital Improvement Plan. Mr. Rolland said their rates are staying the same as last year. The budgets are very tight. Mr. Williams commented on the Capital

Improvement Plan. They are trying to look ahead at things that they see (cleaning of the sewer lines in some areas, upgrades, etc.). Mr. Rolland said they submitted the Sewer Facility Plan in the Spring after making some modifications to the original matrix. The DEP sent it back to them to review. They are continuing to work with the DEP on this. Due to the number of customers (70), it is hard to come up with money for a reserve in case of an emergency. Running and building the system has its challenges.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** None. Dr. Daniels commented that there will be a TC/BOE Hour tomorrow, although the TC will not have a representative there due to a scheduling conflict.

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

- 8.1 Approval of a resolution in support of an application prepared by the Willimantic River Alliance recommending the Willimantic River Water Trail be designated a National Park Service Recreation Trail and approval of the stewardship plan for the site.

Cynthia MacDonald of 55 Stewart Drive / Conservation Commission's Liaison to the Willimantic Alliance spoke: The River Alliance has been working on an Application to have the Willimantic River and the Quinnebaug River nominated as a National Recreational Trail. Currently, the status is as a water trail. The designation process looks for trails that connect people to local resources and improves their quality of life. This designation also provides information, training and seminars for the Trail Manager and sources of funding for coordinated efforts such as signage and maintenance. The Conservation Commission and the River Alliance are asking for the Council's support for the Application and the Stewardship Plan.

MaryAnn Delaney Tuttle asked who created the Stewardship Plan. Ms. MacDonald said the Willimantic River Alliance. John Monroe from the National Park Service coordinated all the stewardship plans so that the language and formats were consistent. Ms. Delaney Tuttle noticed that some items, such as no motorize vehicles along the river banks, public access to the property and how it will be maintained are not included. Those items, as well as others, have been addressed in other properties plans. Ms. MacDonald commented that it is different due to it being a water trail. The Stewardship Plan would be available on-line. Any conservation and public use rules that apply to Heron Cove would apply to any visitor accessing the river from that site, as it would be from any other site. Ms. Delaney Tuttle asked why we would want the additional recreation trail designation. Ms. MacDonald said the recreation trail involves the parks service and expands the opportunity for information and funding for that trail. It is recognition of different groups coordinating and making that trail possible. It is a national recognition.

Mr. Clayton asked for a copy of the "Request for Landowner Support" that is referenced in the resolution to review. Ms. MacDonald will e-mail it to Mr. Werbner for forwarding to the Council members. MaryAnn Delaney Tuttle commented that she would like to have the fiscal implications filled in more on the stewardship plan. It was determined that this item would be tabled in order to review the document.

Jack Flynn moved to table this agenda item until the next meeting; Seconded by MaryAnn Delaney Tuttle. All in favor. None opposed.

- 8.2 Consideration of a proposed ordinance for the Town of Tolland to be exempt from the personal property tax on any furniture and fixtures leased to the Town provided that the equipment is used exclusively for Town purposes and the setting of a public hearing thereon for September 27, 2011.

Mr. Werbner commented that the town currently has two leased copiers. As part of the lease agreement, the leasing company passes any taxes that they have on the equipment to us. The departments are receiving the tax bills and are paying another town department the value of the tax. By town ordinance and pursuant to CGS 12-81-(58), the Town can exempt itself from having to pay this tax. The Assessor will not consider any leased equipment used by the Town as part of the personal property inventory of the company

providing the equipment. This would stream-line us from not having to write a check from one department to another.

MaryAnn Delaney Tuttle motioned that the following ordinance be introduced and set down for a public hearing on September 27, 2011 at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

BE IT ORDAINED by the Tolland Town Council that it hereby approves the following proposed ordinance of the Code of the Town of Tolland:

Proposed Ordinance – Town of Tolland Personal Property Tax Exemption

Effective with the Grand List of October 2011, the Town of Tolland, pursuant to Connecticut General Statute 12-81(58) is hereby exempt from the personal property tax on any furniture and fixtures leased to the Town provided that the equipment is used exclusively for Town purposes.

Seconded by Francis Kennedy. Mr. Clayton requested confirmation for the next meeting that the geo-thermal would not be affected by this. Mr. Werbner will check on this. All in favor. None opposed.

- 8.3 Consideration of a resolution to authorize the submission of an application for the 2011-2012 Local Prevention Council Grant offered by the Department of Mental Health and Addiction Services (DMHAS) through East of the River Action for Substance Abuse Elimination (ERASE).

Mr. Werbner commented that this is an annual grant that the Human Services Department receives for a variety of small programs that they run associated with reducing drug and alcohol use among youth in the Community.

MaryAnn Delaney Tuttle read the following resolution:

NOW, THEREFORE, BE IT RESOLVED that Steven R. Werbner, Town Manager of the Town of Tolland, and in his absence the Acting Town Manager, has been empowered to sign the 2011-2012 Local Prevention Council Grant offered by the Department of Mental Health and Addiction Services (DMHAS) through East of the River Action for Substance Abuse Elimination (ERASE), and any subsequent amendments and modifications on behalf of the Town of Tolland, between the Town of Tolland and ERASE.

Seconded by Jack Flynn. All in favor. None opposed.

- 8.4 Consideration of a resolution to approve the donation of 30.5 acres owned by Crystal Peat Humus Company, Inc. to the Town of Tolland as part of the Carriage Crossing subdivision and to authorize the Town Manager to enter into a Letter of Intent pertaining to the donation and subsequent closing documents and the setting of a public hearing thereon for September 27, 2011.

Mr. Werbner commented that the Town has received an offer to donate 30.5 acres of land to the Town for open space. This property has been owned for many years by Crystal Peat Humus Co., Inc. (the Roncari family) and was part of the subdivision approval of the 45 lot Carriage Crossing subdivision between Old Stafford and Ladd (formerly Cook) Roads at the Ellington Town Line. A representative of the Roncari family contacted him and they would like to donate this 30.5 acre parcel to the Town. The Conservation Commission has endorsed this acquisition and the PZC voted with a favorable recommendation.

MaryAnn Delaney Tuttle asked what “in-fee” means. Ms. Teveris commented its ‘total ownership’, as opposed to an easement right or right-of-way. Ms. Delaney Tuttle would like to recommend that this property be restricted to open-space and not used for other purposes or for the bogs to not be disturbed. She believes if this land is being donated to the town, either money-in-lieu of or for open-space, it is designated as open-space; not as whatever the town chooses to use it for 20 years from now. She would like clarification on this. Mr. Werbner believes they donated more land than what was required as part of the subdivision by the Zoning Regulations. This is above and beyond whatever the Zoning Regulations would have required. You can put in the deed that this land is being donated for open-space purposes if you’d like.

Mr. Flynn wants to know what the legal protection is. What are the limitations of the land coming through as part of development? Mr. Werbner will look into this.

Mr. Clayton asked what we gain if we take the property if it can’t be developed in the future. Mr. Werbner commented that don’t gain much, except for the fact that you will have complete ownership of it.

MaryAnn Delaney Tuttle motioned that the following resolution be introduced and set down for a public hearing on September 27, 2011 at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the donation of 30.5 acres owned by Crystal Peat Humus Company, Inc. to the Town of Tolland and to authorize the Town Manager to enter into a Letter of Intent pertaining to the donation and subsequent closing documents.

Seconded by Jack Flynn. Dr. Daniels would like to know what our rights now, what are the developmental rights, what can be done on that property as it stands. All in favor. None opposed.

- 8.5 Consideration of a resolution making an additional appropriation of \$270,000 to the Passive Open Space III Account from DEP Open Space Grant received towards the purchase of the Luce Property and the setting of a public hearing thereon for September 27, 2011.

Mr. Werbner commented that this is reimbursement to the town of \$270,000 from the State’s Open-Space Grant Fund for which we were successful to receive a portion of the cost to purchase the 83 +/- acre Luce property. The total cost to purchase was \$540,000. This money will go back into the Open Space account. Once all of the approved, but not yet received, grant funds are received by the Town, there is approximately \$1,058,000 left in the Passive Open Space III Account.

MaryAnn Delaney Tuttle motioned that the following resolution be introduced and set down for a public hearing on September 27, 2011 at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates \$270,000 in open space grant funds received from the State of Connecticut, Department of Environmental Protection, to Passive Open Space III (20400072-755728).

Seconded by Francis Kennedy. All in favor. None opposed.

- 8.6 Appointments to vacancies on various municipal boards/commissions.

MaryAnn Delaney Tuttle commented that there were 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)

Mr. Werbner expressed his gratitude to all those who worked diligently during the hurricane, as well as to the residents of the community who were extremely cooperative and understanding of the situation. It was a real community effort. This town should be proud of the fact that in times of need the community comes together. He provided a brochure of the Old Post Road/Mountain Spring Road recommended improvements. Information on the rules, regulations and leasing information re: Parker School has been provided to the Council members. He is happy to report that the 30 year consent order at the Highway Garage is almost at the end of the road.

Mr. Clayton asked for an update on the well testing with regards to salt. Mr. Werbner said he will be meeting with the Health District. The Robbie Road residents have done some of their own testing and have found the salt increasing over time. Dr. Daniels asked if there will be some type of resolution by the winter session. Mr. Werbner said we have one of the most sophisticated winter storm plans in the State of Connecticut. There has to be a reason why the limited area is raising the red flag that it is and it is being looked into. He will have more information in the future.

Mr. Clayton asked if the generator is being pushed to the forefront now as a result of the recent storm. Mr. Werbner said it is at the front of the wish list. Mr. Clayton asked if there are deposits taken from people when they utilize the new parks facilities. Mr. Ainsworth said the Lodge is the only facility. Mr. Clayton suggested that maybe we request security deposits to ensure the removal of decorations, signage, etc. so that it doesn't end up on the side of the road. Mr. Werbner will look into that.

Mr. Flynn commented that he wanted to retract his comments regarding opposing the generator at prior meetings.

Dr. Daniels commented that he didn't believe the donation of the water pump was a bad idea. Although, he doesn't believe it should be in on the Green. It needs to be explored. Mr. Werbner agreed.

Mr. Werbner commented that Celebrate Tolland is this Saturday. Ms. Teveris said that the 300th Anniversary logo will be unveiled at 10:30 that day as well.

11. ADOPTION OF MINUTES

- 11.1 August 23, 2011 Regular Meeting Minutes – MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by Dale Clayton. All in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL

- 12.1 CCM

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS – None.

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

Sam Belsito of 55 Lee Lane – Time to help – the price of home heating oil will be increasing. There will be some taxpayers facing huge bills. He believes a small change at the Town Hall by changing the geothermal to natural gas would be helpful. The town would be able to hook up other facilities. There would also be a reasonable amount of homeowners that would take on gas. If we can get a line to the center of town, we would have an advantage over other towns.

Rich Bozzone of 9 Elm Road – He asked about the Robbie Road situation: was the source of the testing done at the well itself before it hit any water conditioner and do these people have water conditioners? Mr. Werbner said that the Health Department is preparing their assessment and looking into all of that. He asked if there are any guidelines regarding eroding the tax base. Mr. Werbner said it is really a local community decision as to what sort of investment they would like to make. There is no real guideline on a state-wide basis. It is whatever the policy and the wishes of the individual communities are.

Ken Hankinson of 54 Johnson Road – He referenced a recent article that he had read: It would cost \$125 to support 10 acres of open space versus \$6,000 to support land with 4 houses on it. It was dramatic difference.

15. **EXECUTIVE SESSION**

Dale Clayton motioned to go into Executive Session at 9:24 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Jack Flynn. All in favor. None opposed.

15.1 Executive Session to discuss the Town Manager evaluation.

16. **ADJOURNMENT** – MaryAnn Delaney Tuttle moved to adjourn the meeting; Seconded by Francis Kennedy at 10:27 p.m. All were in favor.

Frederick M. Daniels, Council Chair

Michelle A. Finnegan
Town Council Clerk