

PLEASE NOTE CHANGE IN LOCATION AND THURSDAY MEETING

TOLLAND BOARD OF EDUCATION

Tolland High School
Library Media Center
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
September 27, 2012

VISION STATEMENT

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

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. APPROVAL OF MINUTES

September 12, 2012 – Special Meeting
September 12, 2012 – Regular Meeting

- C. PUBLIC PARTICIPATION (2 minute limit)
The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information." However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.
- D. POINTS OF INFORMATION
- E. STUDENT REPRESENTATIVE REPORT
- F. SUPERINTENDENT'S REPORT
 - F.1. Paraprofessional of the Year – Linda Binheimer
 - F.2. Recognition of Board Member – Althea O. Gill (no enclosure)
 - F.3. Tolland High School – Artificial Turf Project
 - F.4. Freshmen Boys Basketball – Proposal
 - F.5. Energy Service Company (ESCO) Request for Proposals – Status Report
 - F.6. Board Policies
 - 9010 – Role of Board Members
 - 9020 – Transaction of Business

- 9030 – Formulation, Adoption, Amendment or Deletion of Policies
- 9040 – Formulation, Adoption, Amendment or Deletions of Bylaws
- 9050 – Formulation, Adoption, Amendment of Deletions of Administrative Regulations
- 9085 – Official Duties – Vice-Chairperson
- 9090 – Official Duties - Secretary

F.7. Status of the Budget – September 14, 2012

- 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 Minutes from September 11, 2012
 - Tolland 300th Email
 - School Calendars
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Personnel Matters
- O. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION
Tolland, CT**

MINUTES – Special Meeting – September 12, 2012

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

The meeting was called to order at 7:08 p.m.

EXECUTIVE SESSION:

Mr. Clark motioned and Dr. Block seconded to go into Executive Session for the purpose of discussing personnel matters. All in favor. Motion carried.

The Board returned to public session at 7:28 p.m.

ADJOURNMENT:

Mr. Clark motioned and Mr. Tantillo seconded to adjourn the meeting at 7:28 p.m. All in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Board Clerk

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

REGULAR MEETING - September 12, 2012

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

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

August 22, 2012 – Regular Meeting

Dr. Block motioned to approve the minutes of the August 22, 2012 Regular Meeting. Ms. Riley Vincent seconded the motion. Discussion: when referring to Mrs. Karen Kramer, “Mrs. Kramer” should be used throughout the document; under item G, paragraph 6, “island of refuse” should be, “island of refuge”. Ms. Riley Vincent motioned to approve the amended minutes. Dr. Block seconded the motion. All were in favor. Mr. Tantillo abstained. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit)

None

D. POINTS OF INFORMATION

Mrs. Kramer noted that there is Planning and Zoning Commission meeting taking place regarding the Route 195 corridor at the Tolland Senior Center so there may be some members of the public at that venue.

E. STUDENT REPRESENTATIVE REPORT

Student representatives Carrie LaSala and Meera Dave introduced themselves. Ms. LaSala and Ms. Dave are both seniors at Tolland High School. They reported on the Freshmen Orientation that took place the day before school started. The event went smoothly and the Student Council will work with some of the freshmen who attended to determine what would make for a smoother transition for students in the future. Additionally, Tolland High School recently implemented a new program called Advisory which is similar to homerooms. It meets every other week between 1st and 2nd block for approximately 30 minutes. It is a structured event that has helped students feel more acclimated to the school.

F. SUPERINTENDENT’S REPORT

F.1. Teacher of the Year

Mr. Guzman announced to the Board of Education that Linda York is the 2012 Tolland Teacher of the Year. She has taught in the Preschool program in Tolland since 1986. She puts forth great effort on a daily basis to teach the core curriculum and sets high expectations for herself and her students to achieve

their fullest potential. Mrs. York is a tireless, dedicated professional teacher. She is always enthusiastic and eager to implement suggestions with her students. She is able to grasp behavior analysis theory and application. She works with her staff to make sure that theory is put into practice. She is a nurturing type and most deserving of the Teacher of the Year Award and truly a dedicated professional. Mr. Guzman introduced Mrs. Linda York. Mr. Powell expressed that it is with great pride and pleasure to extend the Board of Education's heartfelt appreciation for her professionalism and care for the students in the district. Her experience, knowledge and wisdom are greatly appreciated and the award is well deserved. Mrs. York thanked the Board of Education and noted that Tolland is full of outstanding teachers who do their best for their students.

F.2. Strategic Plan Presentation

Mr. Guzman explained that during the 2011/2012 school year, the Strategic Plan for the School District has been under development. This data gathering process has been facilitated by the New England School Development Council (NESDEC), two graduate student interns from the University of Connecticut and the Strategic Plan Committee led by former Board of Education member Mrs. Diane Clokey. This part of the process has come to a conclusion and the results will be presented this evening.

Mr. Don Kennedy, the NESDEC facilitator explained that the organization was founded at the end of World War II the Harvard Graduate School of Education and has approximately 300 members from the six New England States. They assist with executive searches and planning concept projects.

The project team from NESDEC included four members. Mr. Kennedy commended Mrs. Clokey on her relentless drive to move this project forward. Mr. Kennedy commented that Tolland is in a very good place as will be seen in the presentation. To arrive at this point, documents were reviewed and training was done with the district leadership team, community forums were held and notably having 427 respondents to a lengthy survey was superior. This was more than double the participation traditionally found in a district the size of Tolland lending to a statistically significant sample to build a strategic plan upon. Participants in the survey included 22 members of the business community, 25 senior citizens, and 19 town officials; hence a well-represented sample with multiple, good suggestions.

Mr. Kennedy noted the following translation to assist with interpretation of the report distributed to the members:

UCONN INTERN REPORT	NESDEC
Technology	Educational Success "STEM"*
21 st Century Learning Skills	Educational Success
Student/Learning/Curriculum	Educational Success
School Environment	School Climate/Culture

*STEM = Science Technology Engineering and Mathematics

Mr. Kennedy highlighted pages 12 and 13 of the NESDEC report. These pages highlight some options for moving forward and the best ways to do so based on research. Further, the vision, mission and beliefs are good first drafts. He noted that the next step in writing a strategic plan were to fill in boxes on a grid. This template should include: Goals, Strategy, Action Plan, Person(s) Responsible, Timeline, Indicators of Success, Evaluation Criteria, Financing.

Mr. Kennedy added that the Board of Education deserves to be commended for commissioning this study and allowing them to have this year of data-gathering and engagement with the stakeholder groups. The UCONN Interns further analyzed the data and did some additional work with focus groups; this additional work is consistent with NESDEC's report.

Mrs. Clokey distributed the report to the members of the Board so they could retain a central location for notes on where they would like to go with this information.

Mrs. Clokey explained that in February the district convened a planning committee. While there is a lot of very good information gathered by NESDEC it wished to maximize face-to-face participation with the stakeholders in the district before passing the data along to the staff and the Board of Education. This committee forged deeper into themes which emerged from the survey such as technology, 21st century learning and what it means to have a vision. Interns from UConn's Graduate Program in Survey Research were engaged and conducted focus groups with a wide variety of stakeholders throughout the district. Fifteen focus groups with 6-12 participants were held in one week with a total of 122 participants. The stakeholder groups included parents, business leaders, senior citizens, town officials, students and educators.

The findings were that communication was a key issue, both internal and external. People wanted two-way, meaningful, and timely communication within the district and to external constituents. Parents wished to understand their children's experience; staff wished to know how to best support student learning. All groups other than administrators expressed the sentiment that they had no voice in the education process. Further, much of the communication from the schools to the general public is negative which does not engender confidence and trust. Parents felt there were fewer opportunities to participate and be part of the school community as their children advanced through the grades. Some participants also noted that they only hear from the schools when donations are requested.

In terms of technology, it was agreed that students need basic computer competencies to be qualified for work but that learning could also be enhanced with the media available today. An emphasis was placed on using technology for learning rather than learning technology. Further, participants focused on students learning to make good decisions, social skills, basic manners and students should have clearly defined expectations for behavior at all levels. Teaching how to be skillful communicators was also a point of emphasis. The overwhelming sentiment was to have well-rounded students able to think critically, be life-long learners and good citizens.

In terms of the school environment, there was a good understanding of anti-bullying programs in place but some believed that district-wide it is a little inconsistent. Human capital was noted as the district's greatest strength and was expressed by every group.

Lastly, other key points were mentioned that did not necessarily fit within other parameters. One item was that participants wished to have the district find new, innovative ways to seek resources. Further, accountability should be across the board and include teachers, staff, administrators, students and parents. The community would like to see how people are held accountable for their roles. It was also noted that since Tolland is not a terribly diverse community, educators and parents need to intentionally create opportunities for students to interact with others.

Mrs. Clokey presented Senge's Nested Learning Systems and noted that the Board of Education is the only entity that overlaps two systems (the larger school environment and the community) in a formal way. In turn, communication through the Board is systematically important for the success of the school system and crucial to the success of the strategic plan.

Going forward, in October the superintendent and administration will present a plan with specific goals based on the data. Mrs. Clokey emphasized that the plan needs to be at the forefront of the Board of Education's plans. Further, she would like to get back together with the community and inform them of the plan's outcome on items such as the goals that have been set and what is in place to move the strategic plan forward.

Mr. Powell expressed that Mrs. Clokey has been very passionate and for good reason. Over time this information has been missing as a guiding point and this document is very much needed. The document has a broad spectrum of input and will allow the Board of Education to communicate its direction. Mr. Powell expressed his thanks to Mrs. Clokey, the members of NESDEC and everyone who made this document happen.

Mr. Powell noted the need to engage the business community and others to learn what they would like to see in graduating students. Mr. Powell noted that any goals set need to be forward-looking, achievable, and attainable. Further, he will contact some other Chairs of Boards of Education to learn if they too have a strategic plan and if so how it is being implemented. Mrs. Kramer added that she could contact someone from the CBIA (CT Business and Industry Association) education foundation who she recently met at a university event as well.

Mr. Guzman inquired if the plan included an aspect of facility upkeep. While the focus group did not mention facilities, Mr. Kennedy noted that there were comments regarding a need to have a systematized and organized way of looking at the lists of things that need to be done to upgrade facilities. Mr. Powell added that this needs to be part of the plan as well. Mrs. Clokey explained that this also falls under safety issues and Maslow's Hierarchy of Needs. Mrs. Kramer inquired if budgetary matters fit into this? Mr. Kennedy responded that while it was requested that this specifically not be included it was brought up by many respondents. Mr. Powell added that one reason this documents is so

important is because in order to show a need for funding there needs to be a plan. Mrs. Clokey explained that if one presents the same goals in public all the time, then the resources needed to reach these goals are not a surprise; it is more compelling to present a program rather than a dollar amount. Mr. Kennedy added that on page 13 of the document ways to go forward are noted. He suggested two books: A Strategic Plan in Education and The Rise and Fall of Strategic Planning. Both note that the districts that utilize the strategic plans have plans where the authors were the ones held accountable for the accomplishment of the plan. Mr. Guzman added that in the next month the reports will be used to develop an action plan and determine who is responsible with delivery dates to the Board of Education. It will be presented at the 2nd meeting in October or the 1st meeting in November along with a timeline. It will then be presented to the community at large. Periodic reports of deliverables will be presented to the Board of Education. Mr. Frattaroli inquired as to whether this would be another component to teacher evaluation. Mr. Guzman noted that this plan is going forward to the degree of speaking to educational success, student achievement, 21st century skills and curriculum work. This plan does not deviate from the common core or the new teacher evaluation mandate. Mr. Guzman briefly discussed the teacher evaluation plan being piloted in 10 districts throughout the state. The work being developed in the strategic plan needs to be cohesive and aligned, and from what he has seen he believes it is consistent.

F.3. Requests for Information

Mr. Guzman addressed previous requests for additional information on the following:

- Status of Community Conversation
- Exit Survey – Six Year Data Comparison
- Emergency Planning
- District Reference Group C – Program Information (4x4 blocks)
- Freshmen Girls Volleyball Team
- Artificial Turf

In terms of the Community Conversations, there were 18 recommendations, of which 15 have been addressed and a multiple reports have been provided to the Board of Education. This report was included as attachment A. In terms of surveying the residents, the District has will have a survey tool available on the website and Mr. Guzman expanded on the volume of surveys being distributed and that anti-bullying surveys are on top of exit surveys as well as the requirements of the new teacher evaluation plan.

Mr. Pagoni inquired about the 2nd bullet under Transportation/Energy/Technology and Mr. Werbner's response. Mr. Guzman explained that the request was addressed and that he did not have further information at this time. Mr. Pagoni also asked about the first bullet under Budget regarding implementation of a fixed asset module. Since the new District Director of Technology has been in place for some time, Mr. Pagoni inquired if this had been addressed. Mr. Guzman explained that this has not yet been put in place. The technology staff of three is currently working beyond that of a normal day addressing the setting up of 80 new computers, the installation of Windows 7 and working on compatibility issues to enable the use of the previous system's software with the Windows 7 platform. Mr. Powell added that in businesses typically there is one administrator for every

200-300 computers. Currently the staff of three is responsible for 1500 computers as well as other technology needs. Mr. Pagoni further inquired if the issue of reaching out to the Town's Senior Citizens to invite them to come out to be a part of the school community (support the sports teams and other extracurricular groups) had been revisited. He would like to do so and consider the possibility of offering admission discounts. Ms. Riley Vincent inquired about the last bullet under Budget regarding on-line courses. Dr. Eidson noted that 4 students took French with the program last year and thus far there has been 1 request this term. Mr. Powell believed more may participate if the program was better advertised. Dr. Eidson added that the policy that the course must be in the catalog may be limiting participation. Perhaps an amendment to this policy should be reviewed.

Attachment B provides information to allow comparison of the exit surveys administered in 2007 and 2012. Over time the questions have been changed. To the degree Mr. Guzman could determine similarity in questions, the data was compiled into the charts. An example of this was regarding homework. Tolland High School's survey in 2007 addressed if the students had more than 60 minutes of homework a night where the 2012 survey inquired if the student believed they had more than 120 minutes of homework a night. Further, the 2012 surveys contained an "N/A" option and some rounding of numbers was done. Mr. Pagoni expressed concern with the data regarding discipline being fairly administered by staff. Tolland High School's respondents indicated that 46% disagreed that it was being done fairly and 45% of Tolland Middle School's respondents disagreed as well. Further, Mr. Pagoni expressed concern with the responses in regards to the statement concerning whether students feel comfortable bringing information to a staff member if a student learns that someone might get hurt or hurt others. Mr. Guzman explained that these were items that are being addressed via programs such as the Positive Behavior program, the Names Can Really Hurt Us program and Rachel's Challenge. These are concerns that will continue to be addressed.

In terms of emergency planning, five of the seven upgrades have been completed to make the high school a viable shelter during emergencies. With this work complete and a more viable building for disaster recovery, Mr. Powell would like to investigate getting the funds to address the auditorium so that people have a location to get information and have access to power.

District Reference Group (DRG) C program information was provided. Tolland and Regional School District 12 are the only districts participating in the 4x4 block method. A brief discussion took place as to whether this is the best option for the district and if perhaps there is an evolution beyond this model. It was noted that it does provide more learning time and greater student engagement since there are no study halls. Mr. Guzman added that it is fundamental for the curriculum that is being delivered and aligned with state standards, similar to college structure and provides a basis for moving to higher education. Along the lines of higher education, Dr. Block added that the school should make the opportunities available at UConn for their senior options more visible to the students. It was a very good learning experience for her daughter but the staff at the high school was not familiar with the procedure.

Twelve students have signed up for freshmen volleyball so the costs of running the team are covered.

The artificial turf information will be presented at the August 27th meeting

F.4. Cooperative Team Request – Ice Hockey

Mr. Guzman explained that the cooperative ice hockey program established with E.O. Smith, Tolland and Windham has afforded the three schools an opportunity to compete in Boys' Ice Hockey in CIAC competition. He recommended that the Board of Education approve the agreement with E.O. Smith for Tolland High School students to participate in this program and represent Tolland High during the 2012-2013.

F.5. Cooperative Team Request - Swimming

Mr. Guzman explained that the cooperative Boys' Swimming program established with E.O. Smith and Tolland High School has afforded the two schools an opportunity to compete in Boys' Swimming in the CCC and at the state level. He recommended that the Board of Education approve the agreement with E.O. Smith for Tolland High School students to participate in this program and represent Tolland High during the 2012-2013 school year.

Mr. Powell entertained a motion to take action on both items F4 and F5. Mr. Pagoni motioned to take action on these items and Ms. Riley Vincent seconded the motion. All were in favor. None opposed. No abstentions. Motion carried. (Item I1)

Mr. Guzman introduced Karen Moran, president of TEPTO (Tolland Elementary Parent and Teacher Organization). She has been the driving force behind the Tolland Intermediate School playscape. She and the members of TEPTO have worked tirelessly fundraising and constructing the site. Mr. Guzman thanked her for all of her efforts. Ms. Moran expressed that she was grateful for all of the community's support. Mr. Powell added that it is through the continued dedication of residents such as Ms. Moran that such projects are able to come to fruition and expressed his thanks.

G. COMMITTEE & LIAISON REPORTS

Finance & Facilities Committee

Mr. Frattaroli noted that the committee met on Tuesday. He provided a breakdown of the health insurance enrollment summary. Two hundred and nine members are on the traditional plan and 90 on the HSA plan. Eleven out of 424 eligible people out did not elect coverage. In terms of the budget summary, the adopted budget (2011/2012) was \$34,663,347; the expended budget was \$4,794.00 over the adopted budget accounting in part, for the Medicare reimbursement to the District. In terms of student transportation there is an ongoing plan to check the condition of the buses although the company and DMV also do reviews. In terms of developing technology use for learning it is a challenge for the staff to integrate and evaluate and many of these initiatives are tied to student achievement. He suggested further data gathering and analysis. Mr. Powell recommended drawing a line between information technology and curriculum. What is needed is a data administrator to be under the curriculum team. There is an initiative to get lighting on the high school's

athletic fields and discussion took place regarding the capital improvement plan. There may be STEEP grants available for these items. The gymnasium is a viable facility for refuge in terms of technology but the technology task force would like to see this expanded to the auditorium as well. Lastly, a brief discussion on energy performance contract selection program management took place. Mr. Powell added that it was necessary to maximize savings before working with an energy proposal.

Policy Committee

Ms. Riley Vincent noted that a meeting was held on August 22nd. Changes were made to clarify language and the process as well as to increase specificity in the 9000 series of the policy manual. Items addressed were: 9010, 9020, 9030, 9040, 9090, 9150, 9190. These will be brought to the Board of Education on September 27th for the first reading and on October 10th for adoption. These are all bylaws regarding how the Board of Education conducts its business.

Negotiation Committee

None

EASTCONN Liaison Report

Mrs. Kramer attended the meeting on August 28th and will provide booklets distributed at the meeting to the Board of Education at a later time. Finances were discussed and the price of fuel is an issue for them although they recognized some savings on the bus purchases. They attained accreditation at the in-school Vernon sites and updated the corporate resolution. The next meeting is September 25th. Mrs. Kramer spoke with someone regarding ADK (all-day kindergarten) and it was recommended the midday bus run be reviewed as well as class-size when examining budgeting items.

Town Council Liaison

Mr. Clark explained that the Town Council has requested that some kind of instruction be given to the students to encourage recycling in homes. Mr. Powell noted that the district has green teams but will go back and review what could be done.

Community hour is on September 27th, 6-7 P.M. at the Fire Training Center. Town Hall construction will continue through October. Lastly, this Saturday is Celebrate Tolland Day. The Board of Education will have a table at the event.

Great Path Academy Liaison

None

H. CHAIRPERSON'S REPORT

Mr. Powell expressed that he was grateful to have such a professional and dedicated staff. The educators are the ones who make a difference and it is nice to see community involvement as well. The Board of Education reached out to the community in search of people who would be interested in researching grants. Four volunteers came forward and Mr. Powell expressed his sincere thanks.

I. BOARD ACTION

1. Cooperative Team Action Request

Mr. Pagoni motioned that the Board of Education approve the agreement with E.O. Smith and Windham High School for Tolland High School students to

participate in Ice Hockey and approve the agreement with E.O. Smith for Tolland High School students to participate in Boys Swimming and represent Tolland High School during the 2012/2013 school year. Ms. Riley Vincent seconded the motion. All were in favor. No one opposed. No one abstained. Motion carried.

J. PUBLIC PARTICIPATION (2 minute limit)

Ms. Shea of 6 Charlotte Drive works in the Tolland Schools and is a parent of a Tolland High School student. At the Teacher of the Year presentation there was also a presentation for the first time of a Paraprofessional of the Year. Ms. Shea's colleague Linda Binheimer was honored with this award for her service to special needs students in Tolland. Ms. Shea would like to see her acknowledged. Additionally, Ms. Shea's son was part of the staff during the summer working in the technology department. She expressed her gratitude to those working hard in preparation for school opening and sees good things going forward.

Ms. Moran of 50 Merlot Way would like to see senior citizens have the opportunity to see the matinee of the drama production for free and perhaps have the culinary students prepare a treat for them to enjoy during the intermission.

Ms. Clokey of 29 Tolland Farms Road inquired about block scheduling and if there is anything between a 4x4 block schedule and a 7 period regular schedule. She is interested in learning what would make the most sense.

K. POINTS OF INFORMATION

Mr. Powell apologized for not having addressed the Paraprofessional Award at the Board of Education's meeting and will make that announcement at the next meeting. Mr. Guzman agreed and believes this should be a continuing program and knows how hard paraprofessionals work on a daily basis.

Mr. Powell explained that the "skinny block" is what would be in between the 4x4 block and 7 period options.

Mr. Powell noted the great amount of work that IT did over the summer to bring the district to where it is today.

Mrs. Kramer thanked Dr. Eidson for making up the folder with the requested information regarding the common core standards for language arts.

Mr. Powell announced that with the resignation of Ms. Gill, a seat is available. The new person will be brought before the Town Council for consideration and via the town charter will be a Republican replacement.

L. CORRESPONDENCE

- Town Council Minutes from August 14, 2012
- Town Council Minutes from August 30, 2012
- New England Association of Schools and Colleges Notice of Evaluation
Tolland High School will be evaluated on March 23, 2014 through March 26, 2014.

M. FUTURE AGENDA ITEMS

1. Mr. Chris White will be in attendance for program discussion

2. Amended policies for first reading
3. THS artificial turf proposal with an emphasis on safety
4. Linda Binheimer will be asked to attend
5. Recognition and thanks for Ms. Gill's services

N. EXECUTIVE SESSION – Personnel Matters

Mr. Clark motioned to move into Executive Session for the purpose of discussing personnel matters at 9:43 P.M. Ms. Riley Vincent seconded the motion. All were in favor. Motion carried.

The Board returned to Public Session at 10:00 p.m.

MOTION

Mr. Clark motioned and Ms. Riley Howard seconded to have the meeting extend beyond 10:00 p.m. All in favor. Motion carried.

Mr. Clark motioned and Mr. Tantillo seconded to return to Executive Session. All in favor. Motion carried.

The Board returned to Public Session at 10:08 p.m.

O. ADJOURNMENT

Mr. Pagoni motioned and Mr. Tantillo seconded to adjourn the meeting at 10:09 p.m. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TO: Members of Board of Education

**FROM: William D. Guzman
Kathryn L. Eidson**

DATE: September 27, 2012

SUBJECT: Tolland Paraprofessional of the Year – Linda Binheimer

It is with great pleasure that I announce that Linda Binheimer has been chosen as the 2012 Tolland Paraprofessional of the Year. Linda has worked in the Tolland Schools since January 2, 1980 and has served as a paraprofessional for more than 24 years. She is currently assigned at Tolland Middle School but also has worked at Parker Memorial School.

Linda has worked with children in many different capacities. She has been a one to one paraprofessional, working with our most challenging students. She has also worked in the general education classroom with students. No matter what the task, she carries out her responsibilities with a positive attitude and a confident manner. Linda has a keen sense for meeting the emotional and academic needs of students and they, in turn, respond positively to her firm, fair, and consistent style. Despite the challenges and responsibilities of her position, Linda makes it her mission to see to it that each of her students meets with the highest level of success.

Not only is Linda committed to the education and well being of all students, she is also highly respected by her colleagues. Linda works in several different classrooms and has built a solid relationship with all of the general education teachers. She is quick to lend a helping hand and go the extra mile to help in the classroom with all students. Linda presents a calming and consistent presence for students.

Linda has always worked well with colleagues across disciplines. She has taken a leadership role within the paraprofessional organization, and is well regarded by her peers. As the head of the paraprofessional union, Linda always makes herself available to help address concerns or answer questions for other paraprofessionals. She is most deserving of the 2012 Tolland Paraprofessional of the Year award.

WDG:ca

F.3.

TO: Members of Board of Education

FROM: William D. Guzman

DATE: September 27, 2012

SUBJECT: Tolland High School – Artificial Turf Project

At the August 22, 2012 meeting, Board members raised concerns about the safety of playing on artificial turf fields. Pat Cox, Athletic Director, will address the following:

1. Types of synthetic playing surfaces
2. Concerns about artificial turf
 - a. chemical exposure
 - b. risk of infection
 - c. environmental
 - d. risk of injury

The cost for the installation of artificial turf at the High School will total approximately \$500,000. It is anticipated that these funds will come from a Small Town Economic Assistance Program (STEAP) grant for which the Town Manager has applied. The estimated cost for developing the plans and contract specifications totals \$20,980. Sources for these funds have yet to be identified.

The Administration recommends approval of the installation of an artificial turf field at the High School should sufficient funds be secured.

WDG:ca

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: September 27, 2012
SUBJECT: Freshmen Boys Basketball – Proposal

Tolland High School would like to sponsor a freshmen boys basketball team for the 2012/13 school year.

The estimated costs for the program are as follows:

Coach Stipend	\$ 3,476
Officials	\$ 932
Transportation	<u>\$ 1,320</u>
Total Cost	\$ 5,728

Supplies would be shared with the varsity and JV teams. It is estimated that 12 athletes will participate at \$225 each.

The total cost of the program is as follows:

Projected expenses	\$ 5,728
Projected revenues	
(12 athletes at \$225)	<u>\$-2,700</u>
Cost to Board of Education	\$ 3,028

Mr. Cox, Athletic Director, will be at the meeting to answer any further questions.

The Administration recommends approval to sponsor a Freshmen Boys Basketball Team for the 2012/2013 season.

WDG:ca

TO: Members of Board of Education

FROM: William D. Guzman

DATE: September 27, 2012

SUBJECT: Energy Service Company (ESCO) Request for Proposals – Status Report

Winter 2012

In January, the Town was notified by the Office of Policy Management that there was a new competitive funding opportunity titled Municipal Quickspend Energy Efficiency Program. This program was designed to award municipalities competitive grants for energy efficiency projects. Application was due January 20, 2012. Funds also had to be spent by June 30, 2012.

In February, the Town was notified from the Department of Energy and Environmental Protection that the competitive grant application was approved for \$20,000. The Town and Board of Education were seeking to hire an Owners Representative to help the Town develop a Request for Proposals (RFP) to hire an Energy Service Company to ultimately perform an Energy Savings Performance Contract. This phase of the project was to pay for an approved energy consultant to help the Town and Board of Education develop the RFP.

On February 21, 2012 and after favorable review of Town Attorney, the Town Manager signed a contract with Celtic Energy, Inc. to develop an RFP to secure an Energy Service Company (ESCO) to upgrade energy efficiency of Town owned facilities through a performance contract and review & evaluate the proposals by the ESCO and submit a written report with comments.

Spring/Summer 2012

Celtic Energy developed and issued a Request for Proposal in the Spring of 2012. Proposals were submitted by two companies – Johnson Controls and Honeywell.

In anticipation of a joint meeting of the Town Council and Board of Education, Chris White, Energy Manager, will be at the Board of Education meeting to answer questions regarding the ESCO selection process.

WDG:ca

TO: Members of Board of Education

FROM: William D. Guzman

DATE: September 27, 2012

SUBJECT: Board Policies
9010 – Role of Board Members
9020 – Transaction of Business
9030 – Formulation, Adoption, Amendment or Deletions of Policies
9040 – Formulation, Adoption, Amendment of Deletions of Bylaws
9050 – Formulation, Adoption, Amendment of Deletions of
Administrative Regulations
9085 – Official Duties – Vice Chairperson
9090 – Official Duties – Secretary

Attached please find the above referenced Board Policies.

These Policies were reviewed by the Policy Committee on September 12, 2012.

Board Policy 9085 is a new policy and the language is in caps and bolded.

The remaining policies are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

WDG:ca

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Role of Board and Members

Number: 9010
Bylaws

Approved: 2/28/01

REVISED:

1. General Duties

- A. The Board of Education represents the residents of the Town in carrying out the mandates of the General Statutes pertaining to education.
- B. The Board of Education shall determine all questions of general policy to be employed in the conduct of the schools.
- C. In determining school policy it shall:
 - (1) hear and consider facts and recommendations,
 - (2) adopt a plan, policy or course of action, and
 - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

2. Specific Powers and Duties

The Board of Education **AFTER BEING SWORN IN** shall have authority to take all action necessary or advisable to meet its responsibilities under state statutes and Town Charter including but not limited to the following:

- A. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect a Superintendent of Schools in accordance with state statutes.
- C. To consider and adopt an annual budget prepared **AND RECOMMENDED** by the Superintendent of Schools.

- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policy for employment, promotion and dismissal of personnel in accordance with the state statutes **AND EMPLOYMENT CONTRACTS.**
- F. To provide for the appraisal of the efficiency of personnel.
- G. To initiate and approve the acquisition and disposition of school sites, to initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
- J. To consider, revise and adopt any changes in the curriculum.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - (1) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
 - (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;
 - (4) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal References:

Connecticut General Statutes

1-18a Definitions (public agency)

10-4a Educational interest of the State Defined

10-4b Failure of local or regional board to implement educational interests

- 10-220 Duties of Boards of Education
- 10-221 Board of education to prescribe rules
- 10-241 Powers of school district

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Transaction of Business

Number: 9020
Bylaws

Approved: 2/28/01

REVISED:

- A. The Board shall transact all business at a legal meeting of the Board.
- B. The Board shall act as a committee of the whole, except as the [Chairperson] **BOARD OF EDUCATION** has created a committee in accordance with these bylaws.
- C. Individual members shall make no commitments for the Board or issue orders for the Board, except when executing an assignment delegated by the Board.
- D. The Board shall concern itself with questions of educational policy, and not with administrative details.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY	REGARDING: Formulation, Adoption, Amendment or Deletion of Policies
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Number: 9030
Bylaws

Approved: 2/28/01

REVISED:

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.
2. Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:
 - A. Board of Education Members
 - B. Superintendent
 - C. Statute
 - D. Matters of law
 - E. Citizens
 - F. Students.
3. The Superintendent will prepare a draft policy statement for consideration and [for the] development by the [Board of Education] **POLICY COMMITTEE**.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular Board meeting.
6. Policies that affect students are normally effective **IMMEDIATELY UNLESS PROVIDED** [at the beginning of the next school year following adoption unless the policy provides] otherwise.

7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.
9. The formal adoption of policies or policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.
10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY	REGARDING: Formulation, Adoption, Amendment or Deletion of Bylaws
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Number: 9040
Bylaws

Approved: 2/28/01

REVISED:

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to [all members of the Board of Education] **MEMBERS OF THE POLICY COMMITTEE** by the Superintendent in writing prior to a regular Board of Education meeting. [in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.]

Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption **UNLESS FURTHER INVESTIGATION OR LEGAL CLARIFICATION IS REQUIRED. IF SO, ACTION WILL BE POSTPONED UNTIL FURTHER INFORMATION IS OBTAINED.**

Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY	REGARDING: Formulation, Adoption, Amendment or Deletion of Administrative Regulations
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Number: 9050
Bylaws

Approved: 2/28/01

REVISED:

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the Board.
2. The Superintendent shall bring to the attention of the **[Board] POLICY COMMITTEE** all new, revised or deleted administrative regulations.
3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.
4. **NO VOTE BY THE BOARD OF EDUCATION IS NEEDED FOR THE ADOPTION OF AN ADMINISTRATIVE REGULATION.**

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY REGARDING: OFFICIAL DUTIES – VICE-CHAIRPERSON

NUMBER: 9085
BYLAWS

APPROVED:

1. **TO PRESIDE AT THE MEETING OF THE BOARD OF EDUCATION IN
THE ABSENCE OF THE BOARD CHAIRPERSON.**

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Official Duties - Secretary

Number: 9090
Bylaws

Approved: 2/28/01

Revised: 1/14/09

REVISED:

1. The Secretary of the Board shall keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board of Education at a duly convened meeting of the Board. In addition, pending minutes will be posted on the school district website within 48 hours of the meeting.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.
5. The Board Secretary shall submit to the Town at its annual meetings a report of the doings of the Board.
- 6. TO PRESIDE AT THE MEETING OF THE BOARD OF EDUCATION IN THE ABSENCE OF THE BOARD CHAIRPERSON AND THE BOARD VICE-CHAIRPERSON.**
- 7. THE RESPONSIBILITIES OF THE BOARD SECRETARY ARE DELEGATED TO THE BOARD CLERK.**

Legal Reference:

Connecticut General Statutes

7-3

Warning of Town and other meetings

7-4	Record of Warning
10-224	Duties of the Secretary
10-225	Salaries of Secretary and Attendance Officers
P.A. 08-3	Special Session (June 11) – Comprehensive Ethics Reform

TO: Members of Board of Education

FROM: William D. Guzman
Jane A. Neel

DATE: September 27, 2012

SUBJECT: Status of the Budget – September 14, 2012

In accordance with Board of Education policy 3010, attached please find the first status report of the budget for fiscal year 2012-13 as of September 14, 2012.

The budget for fiscal year 2012-13 is \$35,702,228. The current adjusted budget is \$35,702,228.

As of September 14, 2012, expenditures and encumbrances total \$33,152,039 leaving an unexpended balance at this time in the amount of \$2,550,189.

This report does not reflect all adjustments made to the personnel budget since the salary accounts are still under review with regard to staff transfers and replacements.

Requests for approval of extra duty hours for paraprofessionals have proven significant as the specific need for special education students occurs during the year.

The bulk of the transportation expenses (Program 701) have been encumbered and as specific bus runs are ordered (i.e. special education services), the appropriate funds will be set aside.

In Program 177, Staff Services – Other, we have an anticipated deficit of \$19,670 due to the estimated increase in the life insurance policy rates as a result of several recent claims.

According to the Energy Manager, there have been no positive or negative events, news or experiences, to change the current energy budget projection for this fiscal year.

As you are aware the following programs are often unstable when determining expenses as we progress through the year:

- Program 662, Maintenance
 - Currently \$35,974 of unanticipated expenses have been incurred

- Program 131, Special Services
 - Known outplacements for students have not been encumbered as we are waiting for tuition rates from the various schools.

At his time there are no budget transfers that require Board of Education approval.

WDG/JAN:ca

TOLLAND PUBLIC SCHOOLS
Business Services
September 14, 2012
Fiscal Year 2012-13 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	September Budget Transfers	Balance	%
101	Language Arts	\$ 97,960	\$ -	\$ 97,960	\$ 54,063	\$ -	\$ 43,897	44.8%
102	Math	\$ 41,263	\$ -	\$ 41,263	\$ 26,201	\$ -	\$ 15,062	36.5%
103	Social Studies	\$ 18,918	\$ -	\$ 18,918	\$ 3,436	\$ -	\$ 15,482	81.8%
104	Science	\$ 73,525	\$ -	\$ 73,525	\$ 24,280	\$ -	\$ 49,245	67.0%
105	Art	\$ 28,992	\$ -	\$ 28,992	\$ 18,647	\$ -	\$ 10,345	35.7%
106	Music	\$ 19,804	\$ -	\$ 19,804	\$ 7,984	\$ -	\$ 11,820	59.7%
107	Physical Education	\$ 13,238	\$ -	\$ 13,238	\$ 7,341	\$ -	\$ 5,897	44.5%
108	World Language	\$ 11,268	\$ -	\$ 11,268	\$ 4,052	\$ -	\$ 7,216	64.0%
109	Family and Consumer Science	\$ 14,917	\$ -	\$ 14,917	\$ 13,825	\$ -	\$ 1,092	7.3%
110	Technology Education	\$ 36,678	\$ -	\$ 36,678	\$ 30,801	\$ -	\$ 5,877	16.0%
111	Business Education	\$ 6,472	\$ -	\$ 6,472	\$ 4,286	\$ -	\$ 2,186	33.8%
112	Computer Education	\$ 10,083	\$ -	\$ 10,083	\$ 2,951	\$ -	\$ 7,132	70.7%
114	Skills for Adolescence	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
115	TALC	\$ 1,240	\$ -	\$ 1,240	\$ 915	\$ -	\$ 325	26.2%
131	Special Services	\$ 2,291,201	\$ -	\$ 2,291,201	\$ 1,003,997	\$ -	\$ 1,287,204	56.2%
132	Special Education	\$ 88,051	\$ -	\$ 88,051	\$ 80,514	\$ -	\$ 7,537	8.6%
133	Interdistrict Programs	\$ 146,038	\$ -	\$ 146,038	\$ 15,584	\$ -	\$ 130,454	89.3%
134	Student Athletics	\$ 153,677	\$ -	\$ 153,677	\$ 99,839	\$ -	\$ 53,838	35.0%
136	Student Activities	\$ 23,787	\$ -	\$ 23,787	\$ 9,837	\$ -	\$ 13,950	58.6%
142	Guidance Services	\$ 9,948	\$ -	\$ 9,948	\$ 2,916	\$ -	\$ 7,032	70.7%
144	Nursing	\$ 16,561	\$ -	\$ 16,561	\$ 13,707	\$ -	\$ 2,854	17.2%
145	Library	\$ 16,475	\$ -	\$ 16,475	\$ 10,782	\$ -	\$ 5,693	34.6%
146	Audiovisual	\$ 3,614	\$ -	\$ 3,614	\$ 2,696	\$ -	\$ 918	25.4%
710	Principals' Office	\$ 130,446	\$ (6,270)	\$ 124,176	\$ 44,494	\$ -	\$ 79,682	64.2%
701	Transportation	\$ 2,317,868	\$ -	\$ 2,317,868	\$ 2,181,779	\$ -	\$ 136,089	5.9%
755	Superintendent's Office	\$ 18,924	\$ 6,020	\$ 24,944	\$ 13,692	\$ -	\$ 11,252	45.1%
756	Business Office	\$ 191,953	\$ -	\$ 191,953	\$ 167,266	\$ -	\$ 24,687	12.9%
757	Technology Services	\$ 215,116	\$ -	\$ 215,116	\$ 151,343	\$ -	\$ 63,773	29.6%
661	Custodial Services	\$ 219,364	\$ -	\$ 219,364	\$ 177,256	\$ -	\$ 42,108	19.2%
667	Comm/Ins	\$ 195,297	\$ -	\$ 195,297	\$ 199,113	\$ -	\$ (3,816)	-2.0%
663	Utilities-Energy Mgt	\$ 1,383,344	\$ -	\$ 1,383,344	\$ 1,357,243	\$ -	\$ 26,101	1.9%
666	Energy Management	\$ 6,360	\$ -	\$ 6,360	\$ -	\$ -	\$ 6,360	100.0%
662	Maintenance	\$ 379,772	\$ -	\$ 379,772	\$ 146,775	\$ -	\$ 232,997	61.4%
770	Prog/Prof Development	\$ 67,163	\$ 250	\$ 67,413	\$ 14,799	\$ -	\$ 52,614	78.0%
790	Adult Education	\$ 30,269	\$ -	\$ 30,269	\$ 30,267	\$ -	\$ 2	0.0%
791	Board of Education	\$ 75,921	\$ -	\$ 75,921	\$ 79,576	\$ -	\$ (3,655)	-4.8%
xxx	Program Total	\$ 8,355,507	\$ -	\$ 8,355,507	\$ 6,002,257	\$ -	\$ 2,353,250	28.2%

TOLLAND PUBLIC SCHOOLS.
Business Services
September 14, 2012
Fiscal Year 2012-13 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	September Budget Transfers	Balance	%
177	Staff Services - Other	\$ 1,141,474	\$ -	\$ 1,141,474	\$ 1,161,144	\$ -	\$ (19,670)	-1.7%
177	Staff Services - Health Insurance	\$ 4,592,232	\$ -	\$ 4,592,232	\$ 4,592,232	\$ -	\$ -	0.0%
178	Certified Regular Ed	\$ 13,044,049	\$ -	\$ 13,044,049	\$ 13,015,778	\$ -	\$ 28,271	0.2%
179	Certified Special Ed	\$ 2,732,975	\$ -	\$ 2,732,975	\$ 2,668,084	\$ -	\$ 64,891	2.4%
180	Non-Certified	\$ 1,212,738	\$ -	\$ 1,212,738	\$ 1,234,481	\$ -	\$ (21,743)	-1.8%
181	Building Operations	\$ 902,310	\$ -	\$ 902,310	\$ 787,543	\$ -	\$ 114,767	12.7%
182	Building Maintenance	\$ 176,911	\$ -	\$ 176,911	\$ 170,861	\$ -	\$ 6,050	3.4%
183	BOE Clerk	\$ 1,095	\$ -	\$ 1,095	\$ 3,132	\$ 2,037	\$ -	0.0%
184	Business Services	\$ 292,814	\$ -	\$ 292,814	\$ 276,409	\$ -	\$ 16,405	5.6%
185	Superintendent's Office	\$ 274,641	\$ -	\$ 274,641	\$ 271,351	\$ (2,037)	\$ 1,253	0.5%
186	Principals' Office	\$ 1,525,238	\$ -	\$ 1,525,238	\$ 1,518,594	\$ -	\$ 6,644	0.4%
187	Substitutes	\$ 364,736	\$ -	\$ 364,736	\$ 364,736	\$ -	\$ -	0.0%
188	Systemwide Services	\$ 1,085,508	\$ -	\$ 1,085,508	\$ 1,085,437	\$ -	\$ 71	0.0%
xxx	Personnel Total	\$ 27,346,721	\$ -	\$ 27,346,721	\$ 27,149,782	\$ -	\$ 196,939	0.7%
xxx	Original Appropriation Total	\$ 35,702,228	\$ -	\$ 35,702,228	\$ 33,152,039	\$ -	\$ 2,550,189	7.1%
	<u>Additional Appropriations:</u>							
179	Medicaid Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Add'l Appropriations Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Grand Total	\$ 35,702,228	\$ -	\$ 35,702,228	\$ 33,152,039	\$ -	\$ 2,550,189	7.1%

RECEIVED
SEP 13 2012
Tolland Public Schools

MEETING MINUTES

TOLLAND TOWN COUNCIL
FIRE TRAINING CENTER
191 MERROW ROAD, TOLLAND
SEPTEMBER 11, 2012 – 7:30 P.M.

September 13, 2012
Suzanne M. Return
Asst. Town Clerk

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

MEMBERS ABSENT: Jack Scavone, Chairman

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Clem Langlois, Public Works; Lisa Hancock, Director of Finance and Records

1. **CALL TO ORDER:** Richard Field 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.
4. **PROCLAMATIONS:** None. Although, Mr. Field mentioned that on Saturday at Celebrate Tolland (September 15th @ THS), they will give a Proclamation to the Tolland Juniors baseball team @ approximately 10:30 a.m.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

Peter Micari of 22 Barbara Road – (Acting on behalf of the neighbors on Barbara Road): Their concerns are being presented in the form of a letter re: 46 Barbara Road. He wanted to thank Steve and the town for giving this problem the recognition they feel that it deserves. He asked that this item be on an Agenda so that steps can be taken. He encouraged the Council members to take a ride by and put themselves in their position as neighbors on that road.

Gael Stapleton of 239 Anderson Road – She thanked the present Council and the past Councils for the work that has been done preserving land in this town, in cooperation with conserving Tolland, what the Conservation Corps has done, and what many other organizations have done. She is concerned with what will happen with the Campbell Peaceful Valley Farm. She spoke of taking children for a walk on the property. She hopes the negotiations move forward. She knows the Council has the support of the Tolland community to keep it farmland. She asked that they continue the agreement, as is, to keep the land in perpetuity.

Ray McKenna of 7 Island Lane – When you look at the farm, you are looking at the beginning of Tolland. We do not want to ruin that. It is spiritual and tranquil. It is currently home to many animals. He provided the Council with various letters from residents of Tolland.

Bob Thiesing of 6 Weigel Valley Drive – He said he supports protecting the valley / farm. He strongly supports completing the agreement with the Connecticut Farmland Trust, protecting the Peaceful Valley Farm in perpetuity and issuing a license to farm to someone with the know how to maintain the farm for the residents to enjoy.

Bill Murphy of 4 Overlook Lane – He asked if they were going to hear the legal opinion tonight as to what the rights of the town are. If not, as far as he is concerned, we are wasting our time.

Mr. Gill said one of the agenda items is to provide an update of exactly where the Council is on this item.

Lynn Caley of 593 Old Post Road – She believes the town should enter into the agreement with the Connecticut Farmland Trust. The Campbell's sold the property to the town. She feels the property should be available to those in town. It doesn't seem fair that only one person gets the shot to farm that land. She wants it to be preserved for agricultural process, but she thinks there needs to be an open and fair process before the land is licensed to any one particular individual.

Cheryl of 79 Burbank Road – She would like to propose moving the *Town of Tolland Established 1750* sign currently behind the Hick's building to a more visible area.

Mr. Field advised her to send a letter to the Council requesting that it be put on a future agenda.

Linda Palmer of 584 Sugar Hill Road – She believes this decision does deserve more time. She would like to see it stay agricultural, but before the town grants use of any town owned property to any agent/person, in perpetuity, they really need to do some investigating. It may be time to come up with an Agricultural Advisory Board.

Ruddy Fiorillo of 92 Crystal Springs Road – What is the process going to be with regard to the Campbell Farm?

Mr. Field said he will provide a timeline of where it started and where they are now when it comes up on the agenda.

Roseanne Gottier, Conserving Tolland, of 120 Bald Hill Road – She liked Ms. Palmer's idea of the Advisory Board. If at all possible, she would like to involve the Connecticut Farmland Trust to partner for extra protection into the future.

Karen Bell of South Road, Ellington – She travels Hunter Road daily. She is in attendance to support the farmland. She believes having one person in charge of the operation will keep it consistent.

Cherri Trice of 108 Sharon Drive – She is in support of the Campbell Peaceful Valley – The family gifted the property to the Town, not sold it. Look in between the lines to see what the Campbell family's intent was.

Debra Campbell (youngest daughter of Clarence and Bea Campbell) – She clarified that the town bought the land from her parents. Her parents very much wanted everyone in town to have access to the property, the trails, etc.

Mark Gill motioned to move agenda item 9.1 up to 5.1; Seconded by Josh Freeman. All in favor. None opposed.

~~9.1~~ 5.1 Discussion of the status of the Campbell property review.

Mr. Field began by saying that this Council does not want to turn this property in a ball field. The Council wants to maintain the property as Clarence and Bea Campbell would have liked it to be. Mr. Field read the following statement:

A previous Town Council had authorized staff to investigate entering into an agreement with a third party to ensure that the portion of the Campbell property, 13 acres, that potentially could be used for athletic purposes, be used only for agricultural purposes in perpetuity.

The Connecticut Farmland Trust within the last two months provided the Town with a proposed Conservation Restriction for said area which needs to be reviewed and responded to by the Town.

The Town Manager's office received a request by Jeff Campbell to revise the farm lease agreement, which his mother had entered into with the Town to use 6 of the 13 acres for farm related use. As a result of the

request by Jeff Campbell, the Town asked the Town Attorney to determine if the Town had the right to revise the farm lease based on the wording of the lease, the deed and the conservation easements on the property.

As a result of that review, the Town Attorney found a number of legal issues related to the meaning of the conservation easement(s), the ability of the rights under the deed to transfer to an heir, the rights to water and septic fields that the Campbell's retained on the property purchased by the Town and whether the Town had the ability to address any of the concerns now found within the agreed to deed.

The Town Attorney and staff continue to investigate the legal issues surrounding this matter and will report back to the Town Council in executive session at their second meeting on Monday, September 24th with additional information.

Upon receipt of the additional information, the Town Council will determine a course of action related to this matter at the first meeting in October.

Mr. Field assured the public that this Council is not trying to change what that parcel of land is. They are just trying to find out if there is a legal way to make sure that it stays that way and a future Council can't change it.

6. PUBLIC HEARING ITEMS:

- 6.1 Consideration of a resolution to approve changes to Ordinance #46 Sections 94-2, 94-17, 94-22 and 94-24 of the Solid Waste and Recycling Regulations and approving the purchase of 200 additional 95 gallon recycling containers.

Mr. Werbner said these changes are being made in the hopes that Tolland can become a leader in terms of solid waste disposal and recycling. We want to promote the recycling since it is good for the environment and it is good for our finances. We make revenue off of the recycling material, versus having to pay for the disposal of solid waste. As people started to get into the program, they found out it was easy to fill the smaller bins. The residents had requested larger bins. The town had a swap out program which was very successful. The following changes are being suggested:

- Making the 95 gallon recycling cart the standard size going forward for new carts.
- Making the 65 gallon refuse cart the standard size going forward for new carts.
- Limiting the number of refuse carts per household from the current (2) to only (1), but grandfathering any resident who previously purchased and currently uses (2).
- Adding language relating to bulky waste pick-up and the ability of the months to be predetermined by the Town on an annual basis.

Mark Gill motioned to open the public hearing; Seconded by Ben Stanford. All in favor. None opposed.

Nolan Payton of 31 Hartford Turnpike – He was told there was no bulky waste pickup.

Mr. Field confirmed bulky waste pick-up was the first full week of the month. You need to call to arrange for a pick-up.

Bob Rubino of 296 Weigold Road – The recycling program is one of the most important things the citizens can do to the town. He is in favor of this program. He likes the idea of the bigger container.

A Resident of 6 Hawthorne Hill - Can there be a drop off point for bulky waste? It looks lousy to see rain soaked couches at the curbside.

A straw poll was conducted of all those in favor of this resolution. 18 in favor; 0 opposed.

Mark Gill motioned to close the public hearing; Seconded by Josh Freeman. All in favor. None opposed.

Mark Gill made a motion to approve the Resolution as read into the record:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached revised sections of Chapter 94 – Solid Waste Regulations (sections 94-2, 94-17, 94-22, 94-24) of the Code of the Town of Tolland and approves the purchase of 200 additional 95 gallon recycling containers.

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

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL: None.

7b. REPORTS OF TOWN COUNCIL LIAISONS:

~Mr. Belsito commented on the EDC meeting: Multi-family dwellings are coming from up Route 195; the Savings Institute is building where SBR was; there is a proposal to put a 2,600 sq. foot residence on the second level of the Subway building; the façade was stopped at Papa T's because it didn't conform with the Tolland Village; there is a Tech Zone meeting at 7:30 tomorrow at the Senior Center.

~Mr. Freeman commented on the PZC meeting: Papa T's has received approval now for their improvements; the residence above Subway is proceeding; there was discussion on a potential multi-family development in the Routes 30 & 74 area. The Tech Zone presentation will have designs shown.

~Mr. Clark said the BOE meets tomorrow night at THS Library. The main agenda item will be the presentation of the strategic plan.

~Mr. Field reminded that the TC/BOE hour will be September 27th, 6-7 p.m. at the Fire Training Center; and the next Council meeting will be Monday, September 24th at the Fire Training Center.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

Mark Gill motioned to add a new agenda item to discuss the abandon house issue; Seconded by Josh Freeman. All in favor. None opposed.

8.1 Discussion of the abandon house issue.

Mr. Werbner provided the following update re: 46 Barbara Road:

On August 16th, the Town Attorney, Mr. Werbner, Planning Director, Building Official, Sanitarian, Human Services Director, Director of Public Safety and Fire Marshall, met with several residents from the Barbara Road area. They discussed in full the status of the abandoned property on 46 Barbara Road including the current condition. The house remains abandoned and while the house is not habitable due to the failing concrete foundation, the house is not in imminent danger of collapsing at this time. Under the Building Code, it is only if a house is in imminent danger of collapsing that the Building Official can issue an order to have the structure raised. The Town Attorney has been in contact with Deutsche Bank, which holds the mortgage in trust, regarding the matter with little success. The Bank continues to pay the taxes, but has taken little or no interest in the current condition of the property. The property owners do not have the financial capacity to make any of the repairs to the house, and are now living in a neighboring community. We have a case pending in Superior Court to try to obtain a court order to have the property raised, which will probably be heard in the fall. In the meantime, the residents remain concerned about the safety and appearance of the property, and we certainly sympathize with them in that regard. Mr. Werbner has contacted our State officials to see if there is any pressure they can apply on the bank to try and get them interested in this matter in Tolland, and we will continue to monitor the status the property as we move forward with our litigation. The letter sent by the residents has been discussed in full and responded to verbally at our meeting of the 16th.

Mr. Werbner continued by saying that this is a difficult case to move forward. The taxes on the property are being paid. They believe banks all over are holding their portfolios until the residential market increases, rather than get rid of the properties at a lower value. The town is prepared and ready to act.

Pat Micari of 22 Barbara Road – She commented that she saw a man walking around the property yesterday. This is a concern for her. It is clearly marked no trespassing. It is also close to the High School.

Mr. Werbner also updated the Council regarding 31 Cook Road: This is another abandoned property. This house has a pool with no fence around it. There is a danger of someone falling into the pool. We have received a quote and it could be \$3,000 to put a fence up and properly board the house. We can lien the property for the costs associated, but we need to up front the costs. Mr. Werbner is advising that there could be this expenditure.

~~8.1~~ 8.2 Consideration of a resolution to establish an Emergency Storm Fund Ordinance and the setting of a Public Hearing on September 24, 2012.

Mr. Werbner read the following summary: Over the past year the Town of Tolland has experienced several severe storms which have had an impact on Town funds. Some of these storms have had a portion of the costs covered by FEMA (Federal Emergency Management Agency) funding. In addition to the Town having to provide a portion of the funding for the FEMA related storms, other storms have not had any funding provided by FEMA. This required the Town to utilize other town funds and fund balance in order to secure public safety. The current infrastructure and environmental conditions of the Town could find us facing significant future costs if these severe storms continue to hit our community. We would like to establish an Emergency Storm Fund in order to set aside funds in anticipation of future storms that may require funds that are not budgeted. This fund would assist with the provision of the immediate funds that are necessary to secure public safety when a storm related public safety emergency exists. It would reduce the demand on the need to access fund balance, provide the ability for immediate access for emergency funds and help maintain a strong credit rating by being proactive and planning for potential emergency needs. It would only be used in those cases where there is severe damage.

Mark Gill motioned that the following resolution be introduced and set down for a public hearing on September 24, 2012 at 7:30 p.m. at the Tolland Fire Training Center:

BE IT RESOLVED by the Tolland Town Council that it hereby adopt the Emergency Storm Fund Ordinance and provide the initial funding from FEMA funds received in excess of actual cash expenditures.

Seconded by Jan Rubino.

Mr. Belsito agrees with everything said, but believes the Ordinance should read that “all expenditures should be approved by the Town Council, who would then give authorization to the Town Manager.” Mr. Gill does not agree with this. If there is an emergency, he is going to need to spend the funds. We may not have convened. Discussion amongst the members occurred. It was decided that members who wanted to, would draft up their thoughts for this Ordinance and forward them to Mr. Werbner for discussion at the next meeting.

All in favor. None opposed.

~~8.2~~ 8.3 Consideration of a resolution in support of the State’s road project on Route 195.

Mr. Werbner said this was discussed at the last meeting. He read the following **proposed** resolution:

WHEREAS, the Connecticut Department of Transportation has proposed widening a portion of the roadway for Route 195 from the intersection of the Interstate Route 84 exit ramp to a point easterly of Goose Lane with four through travel lanes from the highway ramp to Goose Lane; and

WHEREAS, the current project concept design which is the result of many years of discussion between CROG, DOT and the Town, achieves the primary DOT goal which is to remove queues on mainline Interstate Route 84 as well as the community goals of a narrower foot print, landscaped median, roadside landscaping and improved pedestrian and bicycle environment; and

~~WHEREAS, any significant change in the concept design at this stage will significantly delay a project that is still several years away from construction, causing price increases and continuation of the safety concerns on Interstate Route 84 and the exit 68 ramp; and~~

WHEREAS, the Tolland Town Council has reviewed the most recent design for the Road Widening Project and endorses the concept as proposed ~~long as the immediate safety concern of the uncontrolled entrance into the intersection at 195 and Goose Lane is addressed;~~ and

WHEREAS, the Town would ~~request encourage~~ the Connecticut DOT to continue to evaluate the project with respect to the States' complete street initiative and ensure that pedestrian walkways are properly delineated on the plan; and

WHEREAS, the Town, as a separate initiative, wants to stress the need for the State to conduct a traffic study of the entire Route 195 corridor to take into consideration the on-going development at Downtown Storrs and the University of Connecticut as well as the need to address the alignment issues at Rhodes Road and Goose Lane which creates a significant safety hazard.

NOW THEREFORE BE IT RESOLVED that the Tolland Town Council endorses the design concept as proposed and urges completion of this project in a timely manner.

Mr. Belsito said that after 10-20 years, this dead project comes to life. He can't believe the town has no say in the matter. He believes a demand or request was made from the UConn Administration, and this project will go forward no matter what. He doesn't believe the town should endorse or accept this particular concept until they put in exactly what the town wants. It does not correct the problem of Goose Lane and Rhodes Road, the design of the road does not enhance the town of Tolland, it does harm to our small business structure, it will cause a bottleneck up Route 195, and it eliminates the multi-path use. The State is wasting taxpayer's funds on a project that does not satisfy the needs of the Tolland community. He thinks we should tell them what we want. It should be done right the first time.

Mr. Freeman said he has been for and against this project. He has had discussions with the PZC. When he prioritizes the list of items that this project is missing, he thinks the public safety with the intersection of Goose Lane and Rhodes Road is important. He agrees that the realignment of the road is a problem, but there may be some engineering options with lights, signal changes, etc. There is an uncontrolled entrance / exit into the intersection that is a real safety concern. He is concerned with the pedestrian access / crosswalks; he is disheartened with the loss of the multi-use path. He will accept the plan so long as the entrance/exit to the intersection can be addressed. He has some proposed language changes to the resolution.

Mr. Gill agreed that his number one concern is the curb cuts on Goose Lane.

Ms. Rubino agrees with Mr. Belsito saying it will be a bottle neck issue, but they will be taking cars off the highway, it's not like there will be more cars. She agrees that this is an issue now.

Mr. Freeman stated his changes to the resolution as outlined above.

Mark Gill motioned to approve the above resolution as *modified* and read by the Town Manager;
Seconded by Ben Stanford.

Mr. Belsito continued to voice his concerns. He believes the town should request all the changes that they want. He thinks they would get everything they want from the state.

Richard Field, Joshua Freeman, Mark Gill, Jan Rubino and Benjamin Stanford were in favor. Sam Belsito was opposed.

~~8.3~~ 8.4 Appointments to vacancies on various municipal boards/commissions.

Jan Rubino nominated the following to the Inland Wetlands & Watercourses Commission:

Julie Viera of 43 Walbridge Hill Road, as a Regular Member
Raymond Culver of 5 Stonehedge Drive, as an Alternate Member
Aaron Weintraub of 167 Dockerel Road as an Alternate Member

James Williams was Re-Appointed to the WPCA for the term of August 26, 2012 to August 26, 2015.

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

9. OLD BUSINESS (ACTION/DISCUSSION ITEMS):

~~9.1 Discussion of the status of the Campbell property review. Moved and discussed as agenda item number 5.1~~

10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY)

Mr. Werbner commented on the following:

- ~Town Council meetings will be at the Fire Training Center in October.
- ~He would like to schedule a meeting to discuss the performance contracting for reviewing the ESCO's.
- ~Celebrate Tolland is this Saturday, 10 – 3p.m.
- ~September 22nd is the reopening of the Library
- ~Regarding the Town of Tolland Established sign question brought up earlier in the meeting by a resident: He will add it to the agenda for the 2nd meeting in October.

11. ADOPTION OF MINUTES

Mr. Gill noted a change to the August 28, 2012 meeting minutes: Page 4 of 5, Agenda item 8.3, Second bullet point should read: "Making the 65 gallon refuse cart the standard size..."

11.1 August 28, 2012 Meeting Minutes: Josh Freeman moved to adopt the minutes *as amended*; Seconded by Jan Rubino. All in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL:

- 12.1 Willimantic River Alliance
- 12.2 State of Connecticut Letter re: CT Siting Council
- 12.3 University of New Haven College
- 12.4 Letter from Mary Zuckerman re: Rebecca Ellert and Fran Weigand providing assistance for the seniors
- 12.5 E-mail from Jim Norton re: Roads Referendum and Budget; Metcalf paving project
- 12.6 E-mail from Janice Arel re: Preserving Peaceful Valley Farm
- 12.7 E-mail from Rudolph Fiorillo re: Peaceful Valley Farm

- 12.8 E-mail from Stephen G. Romeo re: Campbell Farm
- 12.9 E-mail from S. Carmosino re: Peaceful Valley Land
- 12.10 Letter from Bob and Mary Thiesing re: Protecting the Peaceful Valley Farm in Perpetuity
- 12.11 Letter from Lori Wirth re: Peaceful Valley Farm
- 12.12 Letter from Mary & Dave Schilling re: Clarence/Beatrice Campbell's Peaceful Valley Farm
- 12.13 Letter from Sal Carmosino re: Farmland on Hunter Road
- 12.14 Letter from Carolyn Carmosino re: Campbell Farm
- 12.15 Letter from Mr. and Mrs. John Hutton re: Preserving Peaceful Valley
- 12.16 Letter from Laurel Bowman re: Peaceful Valley Farm

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Belsito asked where the statement that Mr. Field read during the meeting re: Campbell Property came from. Mr. Field said Mr. Werbner and he drew it up and apologized for not sending to Council members prior.

14. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*3 minute limit*): None.

15. **ADJOURNMENT:** Mark Gill moved to adjourn the meeting; Seconded by Ben Stanford at 9:23 p.m. All were in favor.

Richard Field, Council Vice-Chair

Michelle A. Finnegan
Town Council Clerk



Tolland 300th Anniversary Committee Announces Slogan that Highlights a Key Landmark in Town History

9/17/2012 8:43 AM

Town of Tolland - From Us to You <webadmin@tolland.org>

Mon, Sep 17, 2012 at 8:43 AM

Reply-To: Town_of_Tolland_From_Us_to_You_yhmaj_claqlqt@cp20.com

To: wguzman@tolland.k12.ct.us

[Trouble viewing this email? Read it online](#)

"The Settlers Still Rock!" has been selected as the slogan that will be featured leading up to and throughout the Town's 300th anniversary in 2015.

The Tolland 300th Anniversary Committee and the Tolland Historical Society unveiled the slogan and honored its author Carolyn Sireci Saturday during Celebrate Tolland.

Sireci's slogan was selected over 60 other entries from Tolland schoolchildren in grades 3 to 12 because it captures the town's spirit and evokes the legend of Settlers Rock. Historians tell us that settlers to the area sought shelter under the rock on Gehring Road in 1713.

Sireci wrote the slogan as part of an assignment in the spring in Tim Parzych's civics class at Tolland High School. She is now a freshman at Boston University.

Other students honored were: Cody Condry, Jeremy Rooke and Jenna Lovett, honorable mentions from Tolland High; Tommy Pudelkiewicz, Tolland Middle School winner; Abbey Chmura, Middle School honorable mention; Alyssa Carniero, Tolland Intermediate School winner, and Intermediate School honorable mentions, Evan Grocki and Matt Byam.

For more information, visit www.tolland300.org or "like" Tolland 300th Anniversary on Facebook.

*Town of Tolland
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Mon	Tue	Wed	Thu	Fri	Sat	Sun
Oct 1 [F] Falcon News Club [F] XC Practice [F] Soccer vs. JFK Enfield, Boys - Away, Girls - Home	2 [F] Yearbook Club Meeting [F] XC Practice - Pick up at the high school [F] XC Meet vs. Suffield	3 [F] Breakfast with the Principal [F] XC Practice	4 [F] Soccer vs. Windsor Locks - Boys - Away, Girls - Home [F] XC Meet vs. Windsor Locks	5	6	7
8 [F] Columbus Day - No School [F] Falcon News Club	9 [F] Teacher In-Service No School	10 [F] XC Practice [F] Soccer vs. Vernon [F] XC Meet vs. Vernon	11 [F] XC Meet vs. JFK Enfield	12 [F] XC Practice	13	14
15 [F] Student Government Meeting [F] Falcon News Club <i>More events...</i>	16 [F] Yearbook Club Meeting [F] XC Practice <i>More events...</i>	17	18 [F] XC Practice	19 [F] Pumpkin Festival	20	21
22 [F] Falcon News Club [F] Soccer vs. Hartford Achievement First, Boys - No Game, Girls - Away	23 [F] Yearbook Club Meeting [F] XC Practice [F] XC vs. Somers <i>More events...</i>	24	25 [F] Principal's Advisory Group Meetings <i>More events...</i>	26	27	28
29 [F] Student Government Meeting [F] Falcon News Club	30 [F] Yearbook Club Meeting [F] XC Meet vs. South Windsor	31	Nov 1 [F] XC Meet vs. Somers	2	3	4

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