

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
October 22, 2014

**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

- Regular Meeting – October 8, 2014

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 REPRESENTATIVES REPORT – Charles Perosino and Sarah Welch

F. SUPERINTENDENT'S REPORT

- F.1 Capital Budget Proposed (2015/2016 – 2019/20)
- F.2 2014 – 2015 Operating Budget Status

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

- I.1 Obsolete and Surplus Equipment – Food Service
- I.2 Cancellation of November 26, 2014 Board of Education Meeting
- I.3 Recommendation of Special Meeting – November 19, 2014
- I.4 Website Task Force Recommendation
- I.5 Bylaw 9130 – Time, Place and Notice of Meetings (First Reading)

J. PUBLIC PARTICIPATION (2 minute limit)  
*Comments must be limited to items on this agenda.*

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Meeting – October 14, 2014

M. FUTURE AGENDA ITEMS

N. PROPOSED EXECUTIVE SESSION

- N.1 Purpose of discussing Superintendent of Schools contract.

O. ADJOURNMENT

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

REGULAR MEETING – October 8, 2014

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Kathy Gorsky, Secretary; Ms. Karen Moran, Mr. Steve Clark, Mr. Robert Pagoni, Ms. Colleen Yudichak, Mr. Tom Frattaroli, Mr. Joe Sce, and student representative, Charles Perosino.

Administrators Present: Dr. Thomas McDowell, Interim Superintendent of Schools; Ron Army, Interim Business Manager; Corrine Lorenzet, Director of School Counseling, Tolland High School

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:30 P.M. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES – September 23, 2014 – Regular Meeting

The heading of the minutes should be changed to indicate that the September 23, 2014 meeting was held at Tolland High School, 1 Eagle Hill.

Mr. Clark motioned to accept the minutes of the September 23, 2014 meeting. Ms. Moran seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Ms. Gorsky noted that she received a letter in regard to residency issues in Glastonbury, CT. Another letter received expressed concern about the accountability of the curriculum department while another asked the Board not to make decisions based on the maximum capacity of the schools.

D. POINTS OF INFORMATION

Mr. Doyle commented that in regard to the final letter noted by Ms. Gorsky, when DRA did the facility study, it updated the capacity to 20 students per classroom.

Mr. Frattaroli noted that Tolland Lacrosse does a good job of having events broadcasted on the cable access channels and inquired if this may be a resource that could be used in a greater capacity.

Ms. Moran presented a Thank You card signed by the staff at Tolland Middle School in thanks for all the work that was done over the summer.

E. STUDENT REPRESENTATIVE REPORT

Mr. Perosino reported that the Student Council is preparing for the upcoming Homecoming Dance on October 25<sup>th</sup>. The Music Department fundraiser ended today. This was to raise money to help offset the cost of the April trip to Chicago and many students were able to save hundreds of dollars. He also noted that he and Student Representative Ms. Welch met with Dr. McDowell and Ms. Gorsky to discuss multiple issues including the cell phone policy. He hopes that the meeting will have a positive impact on the Tolland school community in the future.

Mr. Frattaroli asked Mr. Perosino to expand on the cell phone policy. Mr. Perosino explained that students are unable to use their cell phone devices from the start to the end of the school day and many would like to be able to use their phones during downtime and when in the cafeteria. This is a sample of things people want to see changed or improved. Ms. Gorsky added that the meeting went very well and Mr. Perosino had a lot of good information to share. The Policy Committee will review the information at its next policy meeting.

F. CLASS OF 2014 GRADUATE REPORT – Corrine Lorenzet

Ms. Lorenzet provided an overview of the attached report.

The Class of 2014 had 217 graduates (including students in the alternative education program). There was a 6% increase in the number of seniors going to a 4-year school in the fall of 2014, a small increase in the number of students who do a post grad year, and a decrease in the number of students entering the military. Typically students apply to 3 categories of schools: safety, reach, and target. The Class of 2014 submitted 886 college applications to 245 institutions. Most go to state schools in CT or the New England area. The decision often comes down to finances and projected plans. Ms. Lorenzet explained the guaranteed admission program that many community colleges have with the state university system. In turn, many students make a conscious choice to attend a community college for their first two years to save money and decide on what they would like to pursue.

In regard to SAT testing, state scores were published in the October 7<sup>th</sup> Hartford Courant. Tolland's scores (84% participation rate) for both Critical Reading and Writing increased from 2013 while the Math score dropped. Tolland's Math scores are historically high so there may be times that they do dip. Ms. Lorenzet noted that the Math scores are still significantly higher than the state and national averages. In the report, "total group" represents what formerly known as the national average.

Advanced Placement and UConn ECE (Early College Experience) testing was reviewed. It was noted that THS moved from an AP Biology program to an ECE Biology program so the number of AP test takers dropped. On the AP test, a score of 3 or better is usually considered when awarding college credit. It may be a 4 or 5 at some of the more competitive institutions and may vary among programs at a specific university. Eighty three percent of the students received scores of 3 and higher. It was noted that it is up to the students in the AP course if they wish to sit for an AP exam. Likewise, a student may sit for an AP exam even if an AP course is not offered at the high school. Ms. Lorenzet reviewed the UConn High School ECE program.

The attached report includes a list of all schools where students were accepted as well as the list of schools where the 2014 graduates matriculated.

G. SUPERINTENDENT'S REPORT

G.1 2014-2015 Operating Budget Status

Dr. McDowell noted that the attached budget report is incomplete and he is not prepared to discuss it at this time. A number of line items were not included and he wants to ensure that the numbers presented are accurate. He will report back to the Board as soon as the report is complete and apologized for the misinformation.

Dr. McDowell is working on the capital budget as well as the development of the 2015/2016 budget. He is involving Dr. Willett in all of the meetings. Dr. McDowell met with Ms. Moran regarding the Website Taskforce and will bring forth recommendations to the Board at the October 22 Board of Education meeting.

Dr. McDowell met with Mr. Perosino and Ms. Welch along with Ms. Gorsky. He said it was great to get a fresh perspective from the students regarding their concerns. It is also an opportunity for Board members to hear the students' perspective.

The Roles and Responsibilities Workshop is scheduled for October 29<sup>th</sup> at 7PM. Any Board members who have not yet contacted Ms. Palumbo regarding their availability should do so.

Mr. Adlerstein noted that TMS also has a Student Council and believes it is important to hear the student voice from TMS as well. Dr. McDowell responded that he would be happy to meet with representatives from the Student Council and will speak with Dr. Willett. Mr. Pagoni inquired how this ties in with the school administration. Dr. McDowell explained that the meeting this afternoon was about a concern. When he brings a concern forward to the Board, it will be something that would have already been addressed by the school administration.

Mr. Adlerstein noted that the capital budget plan is due soon. Dr. McDowell noted that the big ticket items will be technology, building needs, and long term facility needs. Short term, the big issue will be technology. The capital budget expresses the needs. Some of these items will be transferred into the operating budget. Mr. Adlerstein added that one of the things the Board has asked the Interim Superintendent to do is to assess the district's financial practices.

Mr. Pagoni commented that he would like the public to see the capital budget plan in advance. Dr. McDowell will provide the report as soon as it is complete to allow as much time as possible for the Board to review the information.

#### H. COMMITTEE AND LIAISON REPORTS

##### Finance and Facilities

Mr. Doyle explained that the Committee met on October 1<sup>st</sup>. He will post the minutes shortly. The Committee will refer the facility study to the Board with the understanding that there still needs to be conversations with the stakeholders and items need to continue to be reviewed. Discussions regarding the study have taken place to ensure there are good engineer reports and that information will be available to be used in the capital budgeting process. Mr. Doyle is committed to getting DRA to provide more details to option A and will provide a memo regarding the information.

The Committee had a visitor from the Technology Advisory Board who provided an update and feedback. He recommended setting up a process or standard for assessing why technology is being requested, the goal of the technology, and what other technology may exist in order to maximize flexibility. The topic of having an educational technology position in curriculum was also discussed as well as the concern of putting IT under the curricular subheading.

A brief discussion regarding the concern took place. Mr. Sce explained that since technology will be a shared services function, putting it under curriculum makes the IT focus on the schools and not the Town as a whole. He recommended a direct line to the Superintendent and a dotted line to the Town Manager. Dr. McDowell responded that it is clear that IT reports directly to the Superintendent. The purpose of technology in schools educationally is for it to assist teachers and students. He spoke with Dr. Willett who agreed that the ET piece should be over the IT piece. The focus of technology needs to be on education – to assist in delivering curriculum and instruction. A discussion between Dr. McDowell and the Technology Advisory Board will take place to discuss this concern. Mr. Pagoni and Mr. Sce would like to hear directly from Mr. Powell, a member of the Technology Advisory Board. Mr. Adlerstein noted that if needed, this could be added to an agenda.

#### Policy

Ms. Gorsky noted that the next meeting will be held on October 15<sup>th</sup> at 1PM

#### Communications

Ms. Moran noted that the next meeting will be held on October 15<sup>th</sup> at 12PM. Additionally, the Business Meet and Greet will be held on October 16<sup>th</sup> at 6:30PM at the Crandall Lodge. The Committee will have a booth at the event to represent the school district.

#### Technology Advisory Board

Ms. Yudichak noted that the next meeting will be held on October 9<sup>th</sup>. Mr. Doyle requested that they clarify about Mr. Sher directly reporting to the Superintendent regarding overall IT functionality.

#### I. CHAIRPERSON'S REPORT

Mr. Adlerstein noted that the Board is awaiting the results of the background check on Dr. Willett. A draft contract has been created and will be presented to Mr. Richard Mills (Shipman and Goodwin LLP) for his input.

#### J. BOARD ACTION

##### J.1 Obsolete and Surplus Equipment

Dr. McDowell noted that these items do not have any book value and do not believe that they work.

Mr. Frattaroli motioned to approve the removal of the obsolete and surplus equipment. The administration requests that the Board declare these items obsolete and turn them over to the Town Council in accordance with Board of Education Policy 3040. The five items as listed under J.1 on the agenda. Mr. Clark seconded the motion. All were in favor. Motion carried.

#### K. PUBLIC PARTICIPATION - none

#### L. POINTS OF INFORMATION

Mr. Sce inquired if the meeting scheduled for October 6<sup>th</sup> with Honeywell took place. Dr. McDowell responded that it did and since there are still further questions, an additional meeting will be held. The following attended the meeting on October 6<sup>th</sup>: Dr. McDowell, Mr. Army, Mr. White, Mr. Werbner, Ms. Hancock, 2 representatives from Celtic Engineering, and Mr. Ed Daly

from Honeywell. There are project update meetings as well. Dr. McDowell noted that he has some concerns that the project is being funded by anticipated savings. Ms. Gorsky noted that she would like there to be a meeting for the Board so that the members may gain a better understanding.

Mr. Clark asked if there are any updates regarding the paraprofessional contract. Dr. McDowell did not have any information at this time but will keep the Board informed of the progress.

M. CORRESPONDENCE

- Town Council Meeting – September 23, 2014

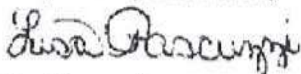
N. FUTURE AGENDA ITEMS

- Honeywell project
- Budget report
- Website task force recommendations
- Capital plan
- Superintendent contract
- Protocol regarding the teachers'/health professionals' response to an ill student who arrives at school

O. ADJOURNMENT

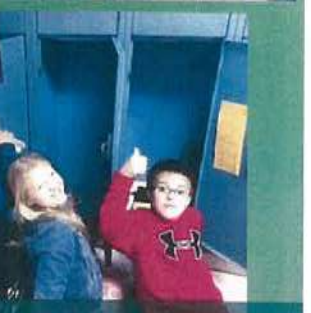
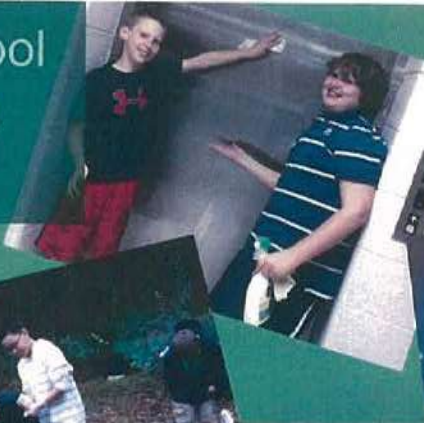
Mr. Doyle motioned to adjourn the meeting at 8:51 PM. Mr. Clark seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi  
Clerk

Tolland High School  
October 8, 2014  
7:30 p.m



TMS Community Block  
10/7/14

Board of Education



# Agenda

- A. CALL TO ORDER
- B. APPROVAL OF MINUTES Regular Meeting - September 23, 2014
- C. PUBLIC PARTICIPATION
- D. POINTS OF INFORMATION
- E. STUDENT REPRESENTATIVE REPORT
- F. CLASS OF 2014 GRADUATE REPORT - Corrine Lorenzet
- G. SUPERINTENDENT'S REPORT
  - G.1 2014 - 2015 Operating Budget Status
- H. COMMITTEE & LIAISON REPORTS
- I. CHAIRPERSON'S REPORT
- J. BOARD ACTION
  - J.1 Obsolete and Surplus Equipment
- K. PUBLIC PARTICIPATION (2 minute limit, comment on these agenda items)
- L. POINTS OF INFORMATION
- M. CORRESPONDENCE
  - Town Council Meeting - September 23, 2014
- N. FUTURE AGENDA ITEMS
- O. ADJOURNMENT

# BOE Meeting Ground rules

Set direction, with a sense of urgency  
Move efficiently and effectively to decisions & actions

BOE Members	Supporting behavior
1. Purposeful	Work of <i>ensuring higher levels of student achievement for each individual academically, socially and emotionally in preparation for a 21st Century World</i>
2. Intentional	Discussion is related to mission
3. Directional	Discussion is focused on decisions / actions
4. Aligned	Interaction is a model for our students and reflects the values of this community
Presenters	(anyone providing expert information)
1. Directional	Presentation focused on decisions / actions. Answer, "Why is this important?"
2. Clear / Concise	Presentation of most relevant information in time allotted. Information in advance, include additional information if applicable.



## Correspondence Since 9/23/14 BOE meeting



- One letter provides a link to an article in the Hartford Courant regarding residency issues in Glastonbury
- Another letter expresses concern about accountability in our curriculum department; the writer is worried about the quality of resources for teachers, the sequence of learning from grades K-12; the writer also expresses concern that our science units don't align with state standards
- A third letter asks the Board not to make decisions regarding the DRA analysis based on the maximum capacity of our schools



# Public Participation

2 min :-)

Please speak your mind

EDC is having their second Business Meet & Greet on October 16, 2014 at 6:00 pm at Crandall's Lodge. The Committee thought it might be a good idea to have some tables available for Town Boards and Commissions where materials could be placed and for a member of each Board/Commission to answer questions from the business owners.

RSVP if your Board/Commission would like a table and who will be attending.



**OCT. 16 - 6:00PM**  
**TOLLAND**  
**BUSINESS MEET**  
**& GREET**

*Develop and grow your business in Tolland!*



Sponsored by the Tolland Economic Development Commission and the Tolland Economic & Community Development Corporation (TECDC)

BRIEF PRESENTATION BY  
CAPITAL WORKFORCE  
PARTNERS

BRIEF PRESENTATION BY  
CIWORKS

TELL US **WHAT YOU NEED**  
TO SUPPORT YOUR  
BUSINESS GOALS

JOIN OUR SMALL  
BUSINESS EDUCATION  
SERIES PRESENTED BY  
THE TOLLAND LIBRARY  
FOUNDATION

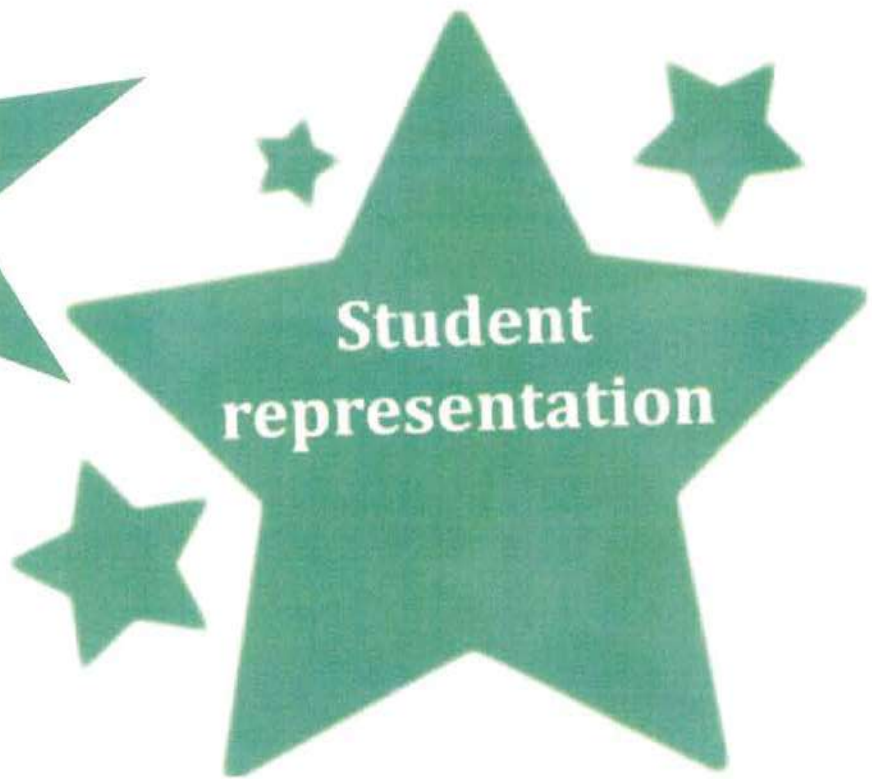
NETWORK WITH TOWN  
REPS AND FELLOW  
BUSINESS OWNERS

CRANDALL'S LODGE

6:00PM

Please RSVP to Lynn at  
(860) 873-3663

[www.tolland.org](http://www.tolland.org)  
FREE FOOD AND DRINK



**CLASS OF 2014  
GRADUATE REPORT**

Corrine Lorenzet

## CLASS of 2014

### GRADUATE PLANS

4 YEAR COLLEGES	68%
2 YEAR COLLEGES/ VOCATIONAL PROGRAMS/ POST-GRADUATE PROGRAMS	23%
EMPLOYMENT	9%
MILITARY	<1%

217 total graduates

The post-high school plans of the Class of 2014 show an increase of 6% in the number of seniors attending 4 year institutions in the fall of 2014. There is a slight decrease in attendance at 2 year or vocational programs. A number of the graduates who will be attending community college indicate they intend to transfer to 4 year programs after completion, many of these using the guaranteed admissions programs with the Connecticut state universities and the University of Connecticut.

The Class of 2014 submitted 886 college applications to 245 institutions in 30 states as well as the District of Columbia, Canada and the United Kingdom.



# SAT Scores

## Reading

Mean Scores and Point Change by Year

	2010	2011	2012	2013	2014	Five-Yr Change
TOLLAND HIGH SCHOOL	526	539	526	532	536	+10
Change:		+13	-13	+6	+4	
CONNECTICUT	509	509	506	508	507	-2
Change:		0	-3	+2	-1	
TOTAL GROUP	500	497	496	496	497	-3
Change:		-3	-1	0	+1	

## Math

Mean Scores and Point Change by Year

	2010	2011	2012	2013	2014	Five-Yr Change
TOLLAND HIGH SCHOOL	552	560	549	550	538	-14
Change:		+8	-11	+1	-12	
CONNECTICUT	513	513	512	512	510	-3
Change:		0	-1	0	-2	
TOTAL GROUP	515	514	514	514	513	-2
Change:		-1	0	0	-1	

2014

84% of the graduating seniors participated in the testing.  
(183 students reporting scores – 217 total graduates)

## ADVANCED PLACEMENT TESTING SPRING, 2014

<b>NUMBER OF TESTS TAKEN:</b>	<b>64</b>
<b>NUMBER OF STUDENTS TESTING:</b>	<b>52</b>
<b>% OF SCORES OF 3 OR BETTER:</b>	<b>83%</b>

AP tests are graded on a scale from one to five (with 5 being best). Scores of three or better are generally accepted by colleges to earn college credit.

The following tests were administered in May 2014: Biology, Calculus, Chemistry, English Language, English Literature, European History, Physics, Psychology, Studio Art and U.S. History. Although we do not offer AP classes in Biology, Chemistry, Physics or U.S. History, students prepare independently and are allowed to take the exams.

The significant decrease in the number of students taking AP exams is due to the change in Biology. Beginning in 2013-2014, the science department is offering UCONN ECE Biology instead of AP Biology. Tolland High School does not require students enrolled in AP classes to take the AP exam. Students are taking advantage of the challenge of AP courses and are exposed to the increased academic rigor of these courses.

### UCONN HIGH SCHOOL EARLY COLLEGE EXPERIENCE PROGRAM

In addition to earning college credit through the Advanced Placement program, students in Biology, Chemistry and Physics can earn UCONN credit through the UCONN Early College Experience program. UCONN ECE Biology was new for 2013-14, replacing AP Biology.

These courses must follow the UCONN curriculum, and administer UCONN mid-term and final exams. Students pay a fee to participate in this program (\$25/credit in addition to a processing fee, and in some cases a materials fee). UCONN awards credit for successful course completion (75 or better). UCONN credits are transferable to most four-year universities.

In 2013-2014, THS students earned the following credit:

Biology:	1 student earned 4, credits, 29 students earned 8 credits
Chemistry:	7 students earned 4 credits, 20 students earned 8 credits
Physics:	12 students earned 4 credits, 18 students earned 8 credits

School	% attending			% of 194 tot.
	Accepted	Attending	(of accepted)	
Accepted, none going	184			
Accepted, one going	100	50		26%
Manchester Community College	52	46	88%	24%
University of Connecticut	67	24	36%	12%
Eastern Connecticut State University	57	17	30%	9%
Central Connecticut State University	38	9	24%	5%
Keene State College	15	6	40%	3%
West Virginia University	8	5	63%	3%
Roger Williams University	12	4	33%	2%
Champlain College	8	4	50%	2%
Rochester Institute of Technology	5	3	60%	2%
University of Rhode Island	20	2	10%	1%
University of New Hampshire	14	2	14%	1%
University of Hartford	12	2	17%	1%
Western New England University	11	2	18%	1%
Southern Connecticut State University	11	2	18%	1%
Assumption College	7	2	29%	1%
Ventworth Institute of Technology	6	2	33%	1%
The University of Tampa	4	2	50%	1%
Southern New Hampshire University	4	2	50%	1%
High Point University	4	2	50%	1%
Norwich University	3	2	67%	1%
Maryland Institute College of Art	2	2	100%	1%
Saint Michael's College	2	2	100%	1%
<b>Grand Total</b>	<b>646</b>	<b>194</b>		<b>100%</b>

194 (89%) of our 217 grads are headed to 122 different colleges. 50% chose these schools:

- 46 (24%) chose MCC
- 24 (12%) chose UCONN
- 17 (9%) chose Eastern
- 9 (5%) chose Central

50 (26%) are the only grad headed to their choice, one of a wide variety of schools.

The remainder are shown to the left.

#### Accepted vs. Attending:

More students were accepted to UCONN than any other school. 64% of them then decided to go elsewhere. Eastern has a similar ratio (70% went elsewhere). Contrast that to MCC where most accepted (88%) are attending.

Stats:	
Number of grads	217
% grads attending a school	89%
Number schools - attending	122
Number Tolland students per school	1.6
Number of acceptances	646
Average acceptances per grad	3.0
Number schools - acceptances	306

# **Superintendent Report**

Dr. McDowell

# **Committee Reports**

Toward Board Action

# **Chairperson's Report**

# **Board Action**



**TO: Members of the Board of Education**

**FROM: Dr. Thomas Y. McDowell**

**DATE: October 8, 2014**

**SUBJECT: Obsolete and Surplus Equipment**

The below list shows those items which are in disrepair or obsolete.

The Administration requests that the Board of Education declare these items as obsolete and turn to the Town Council in accordance with Board of Education Policy 3040, Disposal of Obsolete, or Surplus Equipment/Materials. I have attached a copy of this policy.

**Birch Grove Primary School**

- 1-3M 1700 overhead
- 8- Buhl 9014ED overheads
- 1-Bell & Howell 3870A overhead
- 1-3M 9100 overhead
- 1-RCA M134C television

**TOLLAND PUBLIC SCHOOLS**  
Tolland, Connecticut

BOARD POLICY REGARDING Disposal of Obsolete or Surplus  
Equipment/Materials

Number: 3040  
Business

Approved: 9/12/01

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare, as necessary, lists of such equipment and materials and forward such lists to the Superintendent of Schools.

The Superintendent of Schools shall, as necessary, provide such lists of obsolete or surplus equipment to the Board of Education. The Board of Education, after review and appropriate action, will forward such list to the Town Manager for appropriate disposal.

**J1. Board Action**  
Motion to declare these items as obsolete and turn them over to the Town Council in accordance with BOE Policy 3040.

## **Future Agenda Items**

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- 
- 
-

**TO: Members of the Board of Education**

**1.1**

**FROM: Dr. Thomas Y. McDowell**

**DATE: September 19, 2014**

**SUBJECT: Board of Education Meeting Dates – 2015**

Attached please find the recommended Board of Education meeting dates for calendar year 2015. The calendar includes dates for proposed meetings on the second and fourth Wednesday of the month.

January 14

January 28

February 11

February 25

March 11

March 25

April 8

April 22

May 13

May 27

June 10

June 24

July 8\*

July 22\*

August 12

August 26

September 9

September 24 (Thursday, Due to Yom Kippur)

October 14

October 28

November 10 (Tuesday, Due to Veteran's Day)

November 25\*

December 9

December 23\*

**Meetings with an asterisk have traditionally been cancelled**

**All meetings will be at Hicks Municipal Center – Council Chambers except November 10, that meeting will be at Tolland High School library.**

WHAT'S

HOT

- Financial Report
- Class of 2014 Graduate Report
- Next year calendar
- Website improvement plan
- Transition with Dr. Willett
- Assessment | Set the Table

**TOLLAND PUBLIC SCHOOLS**51 TOLLAND GREEN  
TOLLAND, CONNECTICUT 06084OFFICE OF THE  
SUPERINTENDENT OF SCHOOLS  
860-870-6850  
FAX: 860-870-7737**Dr. Thomas Y. McDowell**  
*Interim Superintendent*

October 17, 2014

TO: Tolland Board of Education  
FR: Dr.  Y. McDowell  
RE: Capital Budget

I have attached the Administration's recommendations for the Capital Budget for the next five (5) years 2015/16 through 2019/20.

In developing this proposal John Carroll met with building principals, then with Mr. Army and me. Mr. Army and I met with Adam Sher and Carolyn Tyl regarding technology requests.

The Capital requests detailed in the Capital Budget proposal include technology, renovations of science classrooms/labs at Tolland Middle School and projects necessary to maintain our school facilities.

The proposed roofing projects at Tolland Intermediate School and Tolland Middle School qualify for reimbursement from the State of Connecticut. The renovations of the science classrooms/labs at Tolland Middle School and any asbestos abatement project also qualify for state reimbursement.

The administration will be presenting the proposed Capital Budget to the Board at the October 22, 2014 meeting. Capital Budget recommendations are due to the Town Manager on Thursday, October 23, 2014.

# TOLLAND PUBLIC SCHOOLS



**Capital Budget  
2015/2016 – 2019/2010**

## Tolland Public Schools Science Lab Improvements

### OVERVIEW:

Science—and therefore science education—is central to the lives of all Americans, preparing them to be informed citizens in a democracy and knowledgeable consumers. If the nation is to compete and lead in the global economy and if Tolland students are to be able to pursue expanding employment opportunities in science-related fields, all students must have a solid K–12 science education that prepares them for college and careers. This request comes on the heels of the development of the *Next Generation Science Standards* (NGSS), the document that will guide the development of a new K-12 Science curriculum in Connecticut over the next few years. Our instructional facilities must support the approach to the learning of science, specifically the inclusion of *STEM* (*Science, Technology, Engineering and Math*) approaches & techniques outlined in the standards.

The *NGSS* describes a vision of what it means to be proficient in science; it rests on a view of science as both a body of knowledge and an evidence-based, model and theory building enterprise that continually extends, refines, and revises knowledge. It presents three dimensions that will be combined to form each standard: *Practices, Crosscutting Concepts, and Disciplinary Core Ideas*.

It is important to understand that the scientific practices (including Engineering design) in the *Next Generation Science Standards* include the critical thinking and communication skills that students need for postsecondary success and citizenship in a world fueled by innovations in science and technology. These science practices encompass the habits and skills that scientists and engineers use day in and day out....also known as *STEM*. In the *NGSS* these practices are wedded to content. In other words, content and practice are intertwined in the standards, just as they are in today's workplace.

The Tolland Middle School (TMS) Science laboratories/classrooms were constructed with the technology and instructional philosophies of the 1970's in mind. The furniture in the Tolland Intermediate School (TIS) science labs was purchased at least twenty years ago. Needless to say, major advances have since taken place in the world of science and in our understanding of how

students learn science effectively. The time is right to take a fresh look and provide our kids with a modern cutting-edge science education experience. Combined with technology plan and the programs and facilities at Tolland High School (THS), the approval of these projects position our science program to be one of the most innovative in the district.

**DRAFT**



## Tolland Public Technology for Education

### Overview

#### *It's a Big Wide World*

**of information technology that allows for learning anywhere, anytime; not just in one particular classroom for seven hours a day.**

There are sound educational reasons that explain why the Tolland School District needs technology enhancements. The routine use of technology in each classroom improves student learning. But, in what way, precisely, will the education be better? There are several fundamental reasons we should invest in technology. The positive effect of technology on student learning acts as the rationale for our technology plans in Tolland Public Schools.

Using technology promotes deeper understandings. For example, the use of interactive simulations and illustrations can yield a great depth of understanding of a concept. When virtual manipulatives are utilized in an instructional setting they can lead to comprehension well beyond what the "chalk and talk" technique returns. Using a projector, the teacher can conduct onscreen investigations and demonstrate concepts far more easily than by using just words. Because the students have access to the same tools over the web, they can reinforce the ideas by experimenting with the simulations and manipulatives themselves.

The use of technology is instrumental in flipping the classroom. Technology allows the tables to be turned; instead of teacher centered learning, students complete projects that lead them to a deeper understanding of the required content and skills. Teachers provide the required instruction and guidance, but students show their understanding by completing an authentic task. Key to this is the ability to find the information they need without being in the physical presence of a teacher. This project-based approach makes learning far more engaging for the student.

Using technology permits teachers to use a variety of approaches. "Back in the day", students could write in a notebook, and what they wrote was seen only by the teacher. Using 21<sup>st</sup> Century technology we will prepare our students for college and career. Some examples of how technology supports instruction are students ability to make a digital presentation, record/edit the spoken word, create graphics with digital photography, record/ edit a video, manage and publish a class/ school newspaper, create a web-based school radio or TV station, compose digital music on a synthesizer or specialized software, build a website, or create a blog to explain or apply their understanding of something they learned.

Collaboration is defined as a vital skill in the 21<sup>st</sup> Century digital world. The ability to work collaboratively on projects with others who may not be physically close can best be done using modern computer tools such as the web, email, instant messaging and a cell phone. Instead of laboring alone on homework, students work in small groups whenever and wherever they happen to be. The district's adoption of *Google Apps for Education* will facilitate this process. Collaboration with project groups can now be formalized and taught as a vital skill. Many university and business projects are undertaken by teams of people spread around the world. Tolland students need to be prepared for this.

The worldview of the student can be expanded because of the zero cost of communicating with other people around the globe. Going Global is a component of the 21<sup>st</sup> Century learning environment. The Internet permits free video conferencing which facilitates interaction in real time with sister schools

in other countries. From an educational viewpoint, what could be more important than understanding other cultures through direct dialog and collaboration?

Information technologies can permit individuals to break step with the class and go at a pace and order that suits that student better; they allow for ***Individualized instruction***. Without disrupting the class, students can repeat difficult lessons and explore what they find interesting. With time, it will become more like having a private tutor rather than being one of many in a large class.

Three textbooks and three binders easily weigh over 25lb. A laptop computer weighs about 5lb and provides access to infinitely more material via its own storage and the Internet. The use of technology will permit schools to reduce the ***volume of information*** each student carries around to a minimum and increase the efficiency of finding information.

Students need productivity tools for the same reasons we all do. They need to learn about their own ***personal productivity*** so they understand how to write, read, communicate, organize and schedule their time. A student's life is not much different from any worker, and they need similar tools. In addition to being used in the classroom, portable personal computers will make a student's (and teacher's) life more efficient and effective.

Due to budget constraints, there has been little support to replace our aging instructional devices in the past seven years. As the world became more reliant on technology, Tolland fell further and further behind. The generosity of the Tolland Education Foundation (close to \$100,000.00 awarded for innovative technology in the past 10 years), our PTOs, and with grants awarded by the state and federal government we have been able to implement the use of interactive white boards, iPads, and recently, Chromebooks. The following table summarizes our plan for upgrading district technology. Barring an influx of funding, we anticipate the plan being rolled out gradually over the next few years.

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**Table 1: Specifics of Tolland Public Schools Technology Upgrade Plan**

Item	Description	Advantages	Justification	Cost	Life Exp.
<p><b>VDI Virtual Desktop Infrastructure</b></p>	<p>Using software to virtualize desktops, then deliver that user experience centrally.</p>	<ul style="list-style-type: none"> <li>• Allows up to 400 logins/ hardware device/ subscription</li> <li>• Requires less powerful desktop computers</li> <li>• Upkeep/ maintenance centralized to one device</li> <li>• TPS Director of Technology expects the VDI technology to serve us for 10 years</li> <li>• Supports BYOD</li> </ul>	<p>VDI will be used where most of the computer work involves using the internet and a Windows desktop environment. It will be used in our library media center devices K-12, our K-5 computer labs, and the THS Main Lab. It allows us to keep older desktop computers in-service for a longer period of time, as well as the flexibility to use various thin clients/ tablets/ laptops/ desktops to access a Windows desktop environment and the related educational software. It will also allow our teachers and students secure access to the district network while off-site. Certain student classroom devices will function through VDI.</p>	<p><b><u>\$112,000.00</u></b>  <b>400 logins</b>                      An investment in hardware is required in order to provide the VDI connection. The annual software licensing fee is part of the annual Technology budget.</p>	<p>10 years</p>
<p><b>Classroom devices K-12</b></p>	<p>Devices for student use in the classroom for daily instruction. A variety of devices are needed depending on the educational purpose. (iPad, Android tablet, Chrome book, thin client, laptop, desktop, etc)</p>	<ul style="list-style-type: none"> <li>• Deliver curriculum using methods that support the way our digital native students learn</li> <li>• Supports the use of 21<sup>st</sup> century skills in the classroom</li> <li>• Allows use of educational software that supports/ reinforces/ enhances instruction</li> <li>• Allows for individualization of learning experiences</li> <li>• Portable devices allow for sharing between classrooms for maximum use.</li> </ul>	<p>The 21<sup>st</sup> century skills are a set of abilities that students need to develop in order to succeed in the information age. The Partnership for 21<sup>st</sup> Century Skills lists three types: 1. <b>Learning Skills</b> Critical Thinking, Creative, Thinking, Collaborating, and Communicating 2. <b>Literacy Skills:</b> Information Literacy, Media Literacy, Technology Literacy 3. <b>Life Skills:</b> Flexibility, Initiative, Social Skills, Productivity, Leadership                      21<sup>st</sup> Century curriculum and instruction demands the use of collaborative “real-world” learning in the classroom. Providing the appropriate technological tools is imperative to providing a structure for success in every classroom. Providing classroom devices will supplement our BYOD program in grades 7-12.</p>	<p><b><u>\$642,500.00</u></b></p> <ul style="list-style-type: none"> <li>• 10 devices/ classroom Gr K-4  <math>\cong 50 \times 10 = 500</math> devices                      500 devices X \$ 300/ device = <b><u>\$150,000.00</u></b></li> <li>• 15 devices/ classroom Gr 5-8  <math>\cong 50 \times 15 = 750</math> devices                      750 devices X \$ 350/ device = <b><u>\$262,500.00</u></b></li> <li>• Classroom Devices 9-12                      400 devices X \$ 350 = <b><u>\$140,000.00</u></b></li> <li>• Charging Stations                      100X \$900 = <b><u>\$90,000</u></b></li> </ul>	<p>10 years</p>

<p><b>Computer Labs/ Specific Lab Devices/ Teacher Devices K-12</b></p>	<p>Specialized courses require the use of devices with specific software that does not function well through VDI. Our science classrooms, graphics lab, computer labs, CAD lab, animation lab, art &amp; music classrooms are included.</p>	<ul style="list-style-type: none"> <li>• Allows the use of specialty software/ hardware</li> <li>• Device can be customized</li> <li>• Supports development of 21<sup>st</sup> Century Skills required for school/career</li> <li>• Preparation for college/ career</li> </ul>	<p>To provide a relevant and current instructional environment we use powerful software and hardware devices to deliver the curriculum. A regular student/ teacher device replacement cycle will be developed and implemented after these computers are upgraded. The <u>newest</u> computers listed for replacement are 7 years old, and the new computers listed will be used to support the new STEM curriculum standards in science as well as our tech ed, music and art programs for Grades 6-12. Depending on the requirements for instruction the devices and operating systems will be selected appropriately.</p>	<p><b><u>\$243,000.00</u></b></p> <p>50 Computers: THS Science Classrooms  30 Computers: THS Animation Lab  30 Computers: TMS Computer Lab  72 Computers: TMS Science Classrooms  16 Computers: TMS Tech Ed Classroom  24 Computers: THS Music Classrooms  24 Computers: TMS Music/Art Classrooms  24 Computers: THS World Language Lab  24 computers: THS Business Lab  30 computers: TIS Science Labs  <b>324 computers X \$750.00 ea =</b>  <b><u>\$243,000.00</u></b></p>	<p><b>10 years</b></p>
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<p><b>Projection System Replacement/ Installation</b></p>	<p>Projection Capable Classroom: A classroom that has fixed data/video projection capabilities, Internet connectivity at the instructor's station, student networking (wireless), input devices, a user-friendly standard laptop interface, interactivity, and capabilities for other add-on modular features.</p>	<ul style="list-style-type: none"> <li>• Upgrade to interactive systems to enhance instruction.</li> <li>• Current technology is more energy efficient.</li> <li>• We will replace systems that are 7-8 years old &amp; failing.</li> <li>• Will allow for easier collaboration between students, classes, schools, etc</li> </ul>	<p>The first projection systems in the district were installed at THS and used for the first time during the 2007-08 school year. At TMS, 20 units were first installed in 2008-09 while 10 units were hung at TIS. Since then, projection systems and interactive whiteboards were installed in all of the core subject area classrooms K-8. The last few systems were installed in October, 2014. It is time to replace the 7 year old projection systems at THS, and the 10 year old systems at TMS with interactive projection systems. The TMS, TIS &amp; BGP specials areas should also have systems installed as they presently have no way to project instructional materials, websites, or interactive learning programs in their classrooms. A replacement cycle for some systems will be included in annual budget requests after this investment is made.</p>	<p><b><u>\$ 402,000.00</u></b>          64 THS          40 TMS          20 TIS          10 BGP          134 total  <b>134 X \$3000.00=</b>  <b>Total: \$ 402,000.00</b></p>	<p><b>10 years</b></p>
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<p><b>Instructional Equipment/ Hardware Replacement/ Purchase</b></p>	<p>Many peripheral devices are used for instruction in all grades K-12. Document cameras, digital microscopes, scanners, microphones, head phones, bar code readers/scanners, printers, and digital probe ware are examples of hardware devices used by students and teachers in our system. Other devices such as digital musical instruments and 3-D printers are devices commonly used for instruction that the district has been unable to fund.</p>	<ul style="list-style-type: none"> <li>• Replace non-functional equipment that has out-lived its usefulness</li> <li>• Bring instructional devices back into the curriculum</li> <li>• Make use of the district WiFi network for educational purposes</li> <li>• Expose students to commonly used digital instruments in business, industry, and research areas</li> </ul>	<p>The district's migration from Windows XP to Windows 7 left many of our instructional devices useless. The demands of the 21<sup>st</sup> century require our students to learn the necessary technological skills to function effectively and support themselves in the future. "By 2020, 65 percent of all jobs—compared to 28 percent in 1973—will require some form of postsecondary education, according to a new report from the Georgetown University Center on Education and the Workforce. The National Association of Manufacturers reports more than 600,000 unfilled jobs this year. There simply aren't enough workers with the science, technology, engineering and math (STEM) knowledge and skills needed for these and other high-tech, high-skill jobs. Schools must prepare our students now, and that preparation must start at an early age. Supporting our curriculum with the necessary tools is imperative to adequately prepare students for their high-tech futures.</p>	<p><b><u>\$197,500.00</u></b></p> <ul style="list-style-type: none"> <li>• Purchase/ Replace Document Cameras: <ul style="list-style-type: none"> <li>64 THS</li> <li>20 TMS</li> <li>20 TIS</li> <li>15 BGP</li> <li>120 total</li> <li><b><u>120 X \$200.00=</u></b></li> <li><b><u>Total= \$24,000</u></b></li> </ul> </li> <li>• Purchase/ Replace Digital Microscopes <ul style="list-style-type: none"> <li>56 TMS: \$350 ea</li> <li>48 THS : \$500 ea</li> <li>24 TIS: 250 ea</li> <li>12 BGP: 100 ea</li> <li><b><u>Total: \$50,800.00</u></b></li> </ul> </li> <li>• Purchase Air Printers, 3-D Printers, Scanners, Color Printers, and W Printers <ul style="list-style-type: none"> <li>THS: \$10,000.00</li> <li>TMS: \$7500.00</li> <li>TIS: \$7500.00</li> <li>BGP: \$7500.00</li> <li><b><u>Total: \$31,500.00</u></b></li> </ul> </li> <li>• Purchase digital/ STEM equipment to support computer/ tech ed/ science/ Math instruction (probes, balances, robotics, legos, Hummingbird kits, etc) <ul style="list-style-type: none"> <li>THS: \$50,000.00</li> <li>TMS: \$30,000.00</li> <li>TIS: \$20,000.00</li> <li>BGP: \$15,000.00</li> <li><b><u>Total: \$115,000.00</u></b></li> </ul> </li> </ul>	<p><b>10 years</b></p>
<b>Grand Total:</b>				<b><u>\$1,597,000</u></b>	

**Table 2: Five Year Implementation Plan**

	2015-16	2016-17	2017-18	2018-19	2019-20	
Virtual Desktop Infrastructure	0	\$112,000	0	0	0	
Classroom Devices K-12	\$75,000	\$75,000	\$90,700	\$147,000	\$270,000	
Computer Labs/ Specific Lab Devices/ Teacher Devices K-12	\$75,000	\$75,000	\$78,000	0	0	
Projection System Replacement/ Installation K-12	\$75,000	\$75,000	\$75,000	\$150,000	\$27,000	
Instructional Equipment/ Hardware Replacement/ Purchase K-12	\$72,000	\$72,000	\$53,300	0	0	
<b>Total</b>	<b>\$297,000</b>	<b>\$409,000</b>	<b>\$297,000</b>	<b>\$297,000</b>	<b>\$297,000</b>	<b>\$1,597,000</b>

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## Maintenance Improvements

2015 - 2016

Item	Description	Justification	Cost	Life Exp.	Priority
<b>Concrete Sidewalks &amp; Entryways THS, BGS, TIS</b>	Replacement of ACO Co. 38" Trench Drain back loading dock area	Safety Concerns	\$5,600	10 years	Priority 1
<b>BGS Extension of Existing Side Walk</b>	At this time we can only off load or load from 8 school buses at a time in front of BGS if we can cut that time in half by installing a new 12 ft. wide x 212 ft. long side walk paralleling the main access roadway and connecting it to the existing sidewalk we can get the children in to the school or home faster and save energy in the long run. To do this 4 young trees (Installed 1999) will have to be relocated and possibly 2 low retaining walls built paralleling the new side walk 12' ft. X 212 ft. L = 2,544 sq.ft. @ \$4.12 sq.ft.	Safety Concerns	\$10,481	10 years	Priority 1
<b>BGS Repair &amp; Replacement (some Trench Drain Tiles)</b>	Trench Drain Back loading dock area	Safety Concerns	\$2,500	10 years	Priority 1
<b>BGS Concrete Walkway &amp; Patio</b>	Replacement of 2003 Walkway & Patio	Safety Concerns	\$5,800	10 years	Priority 1
<b>BGS Fire Exit Door by Classroom A-2 &amp; SPL A-12</b>	The concrete slab and asphalt outside the exit area approximately 1,680 sq. ft. needs to be removed and the area re-graded so the rain and ice melt flow towards an existing field catch basin 30' away from the exit doors. The doors and frames for both the foyer and outside door needs additional work due to rusting from standing water. Approximate cost \$ 6,000	Floods after a heavy rain	\$6,000	10 years	Priority 3



<b>TIS – Removal of Concrete, Front Entrance Area</b>	Some areas of the sidewalk entrance area (1970) and other areas have been repaired more than once. The snowstorm of 2011 has made things worse in regards to “tripping issues”, Handicap access. Cost to remove old concrete sidewalk and replace with new –	Safety Concerns	\$8,600	10 years	Priority 1
<b>THS Roof Top Chiller</b>	Due to a design flaw in the Mc Quaid rooftop chiller #2 (Installed in 2005) it has been suggested by both Hartford Steam Boiler Insurance co. and their Engineering Consultant that an eddy current analysis be done on the 236 evaporator tubes (Wall thickness of the thin-wall type copper tubes) located inside the large chiller barrel. And that tubes 1,2,3,4 be plugged to ward off any possible future problems in this area with this unit.		\$10,300	10 years	Priority 1
<b>TIS Master Fire Alarm Control Panel (Priority 1)</b>	The existing Edwards Fire Alarm System Co. master fire alarm panel # ESP-2 (TIS front Office) that was installed in 2003 will no longer be supported (due in part to a lack of available parts) by Edwards Co. A new Edwards Model ESP-3 addressable fire alarm panel and devices needs to be installed at TIS. It has been suggested by Red Hawk Security Co. (Service Co.) that by reusing the existing Edwards Co. field devices (Smoke Detectors & pull Stations) and wiring that runs throughout the building that will help lower our upfront cost.		\$26,000	15 years	Priority 1

<p><b>TMS (OHS) Fire Alarm Panel (New Project)</b></p>	<p>The existing Notifire Fire System Co. master fire alarm panel # AFP-400 (TMS Front Office) that was installed in 1998 will no longer be supported (Due in part to a lack of available parts) by Notifire Co. A new Notifire Model NFS-640 addressable fire alarm panel and devices needs to be installed at TMS. It has been suggested by Tec Control Security Co. (Service Co.) that by using the existing Notifire Co. field devices (Smoke Detectors &amp; pull Stations) and wiring that runs throughout the building upfront cost is lower.</p>	<p>TOTAL Installed Cost (New Main Fire Panel &amp; Purchase of New Field Devices) \$ 34,025 If installed by the town the cost will be \$27,525</p>	<p>15 years</p>	<p>Priority 1</p>
<p><b>TMS Painting Project</b></p>	<p>Hire 8 College Age (18 Yr. Old or Older) Students workers &amp; one Supervisor and give them all 1 week training by a professional painter. TMS Painting of all Class Rm. Paintable area New GEO Units (Class Rm. Walls, Inside &amp; Outside steel windows, Steel Fascia at roof line, Locker Rm., Sci. Wing, Kitchen, Art Rm's., Aud. Section, NOTE: We buy all Paint (Water Base Epoxy Paint) &amp; Supplies, Rent a Two man 40 ft. high Articulated Two person Man-Lift for 25 ft. high steel fascia work.</p>	<p>\$50,000</p>	<p>8 years</p>	<p>Priority 4</p>

<b>BGS Repair, Replace Outside Classroom Door Frames</b>	Rusted		\$2,000 per door. Total \$40,000	15 years	Priority 2
<b>BGS Continuation of Soccer Field Chain Link Fence</b>	Add on to the existing 4 ft. high fence that was installed in 1999 for safety reasons. This large grassy area (Soccer Field) is used by 1 <sup>st</sup> & 2 <sup>nd</sup> , graders. The additional 630 ft. of chain link fencing will make monitoring children's movement safer & easier. The new fence will require two 8 ft. wide gates for equipment and or ambulances.	Safety	\$17,000	20 years	Priority 1
<b>TMS Removal of Old Band Room Riser Carpet</b>	The carpeting on the TMS Band room riser is 30 years old and needs to be removed and replaced with VCT Tile.		\$10,400	10 years	Priority 4

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<p><b>Up-Grade Electronic Surveillance Systems-All Schools</b></p>	<p>Tolland Board of Education to purchase new "Base Equipment" to include Servers, DAS storage devices, and Software Upgrades. All Installations and Configurations, etc. to be completed by Tolland Board of Education, IT Personnel.</p> <p><b>Notes:</b> No Hardware Upgrades, Modifications, or Repairs or Replacements have been made to these Base Systems since their installation in 2005. Hardware Pricing per State Contracts All School Administrators, Tolland Public Safety Personnel, and the School District's SRO are currently using these outdated Systems.</p> <p>With these upgrades, The State Police at Troop C and State Police Mobile Command Centers will also use these Systems during an Incident at a School.</p> <p><b>Pricing Breakdowns:</b> 4 – Servers = \$16,716 4 – DAS Storage Devices = \$47,688 4 – Software Upgrades = \$10,058 NOTE= All quotations are in the Sep-Oct, 2014 period</p> <p>would have the capability of accessing the system remotely.</p>	<p><b>Pricing Breakdowns:</b> 4–Servers= \$16,716</p> <p>4– DAS Storage Devices= \$47,688</p> <p>4–Software Upgrades= \$10,058</p> <p>NOTE=All Quotations are in the Sep-Oct, 2014 Period</p> <p>Approximate Cost For All Equipment \$74,462</p>	<p>8 years</p>	<p>Priority 1</p>
<p><b>THS Front Entrance Cantilever Roof Ice Melting</b></p>	<p>During the Snow Storm 2009/11 we had 8' of snow on the Cantilever Roof over the front entrance and foyer to the THS. This caused 5 of the 6 front entrance doors to be jammed shut due to snow loads. This snow came from the two high roofs above Cantilever roof. (All 8 of the Rear Bus Entry doors were in good working order) The 2" to 3" stones (Roof Ballast) will have to be moved to make way for the 912 sq. ft. ice melting cable and then be reinstalled over the cable.</p>	<p>\$25,255</p>	<p>30 years</p>	<p>Priority 1</p>

<b>Generator Projects</b>	Install generators at TIS and TMS to support geothermal heat units, etc.  The following TMS & TIS Generator Project requires the services of a licensed engineer. The estimated cost for engineering services is 6% of the project.	Energy Conservation	\$469,300 each  Total \$938,600	20 years	Priority 1
<b>Architectural Study for TMS Roof Replacement</b>	Roof qualified for replacement in 2006.		56 square feet at \$33.00 per sq. ft. \$186,648-11,198.88 (Architectural Study)	20 Years	Priority 1
<b>Architectural Study for TIS Roof Replacement</b>	Roof qualified for replacement in 2006.		41,235 square feet at \$33.00 per sq. ft. \$1,360,755-\$81,645.30 (Architectural Study)	20 Years	Priority 1

**2016 - 2017**

Item	Description	Justification	Cost	Life Exp.	Priority
<b>TIS Painting Project</b>	Hire 8 College Age (18 or Old or older) Student workers & one supervisor and provide them training by a professional painter. <b>TIS Painting of all Class Rm.</b> Paintable area New GEO Units (Class Rm. Walls, Inside & Outside steel windows, Steel Fascia at roof line, Locker Rm., Sp. Wing, Kitchen, A/C Rm's., Load. Section, <b>NOTE:</b> We buy all Paint (Water Base Epoxy Paint) & Supplies, Rent a Two man 40 ft. high Articulated Two person Man-Lift for 25 ft. high steel fascia work.		\$50,000	8 Years	Priority 4

<p><b>TMS Handicap Vertical Platform Lift to Mini-Gym Stage/Class Room</b></p>	<p>After meeting with the TMS Administration &amp; Pupil Services Director it was determined that a way must be found to get a student from the ground floor to the Mini-Gym Stage/ Class Room. I then had a meeting with the Building Inspector, Fire Marshal &amp; Friar Associates (Architect). It was later determined that a Vertical platform lift installed outside in the enclosed teacher court will work. The installation of a vertical platform left in required to provide student access</p>		<p>\$110,700</p>	<p>10 years</p>	<p>Priority 1</p>
<p><b>BGS Engineer required to redesign existing classroom duct work</b></p>	<p>Duct Workroom <b>two roof top HVAC units</b> and resolve the ongoing "vibration/sound problem" created by units within the 2<sup>nd</sup> floor classroom of the new 2003 addition. <b>Add.</b></p>	<p>Energy Conservation</p>	<p>\$10,000</p>	<p>25 years</p>	<p>Priority 3</p>

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<p><b>Renovate 6 TMS Science Labs</b></p>	<p>Completely strip rooms 10, 11, 13, 15, 17, 30, to renovate and transform them into 21<sup>st</sup> Century learning environments.</p> <p><b>This project will be eligible for state reimbursement</b></p>	<p>Present TMS Science facilities do not support the modern way to approach the learning of science. First, the rooms were designed for high school students and the "science wing" of the "Old THS" was meant to include the lecture hall where classes would meet, then separate into the lab areas to perform experiments. The lab rooms were designed for 15-16 students and we have classes of 24. Secondly, in four out of six of the rooms the tables are attached to the floor so they cannot be rearranged depending on the lesson. This also results in a flow of traffic in the room not designed with safety in mind. The rooms have obvious water damage in the cabinets and ceilings; there is evidence of mold and rodents in all of the rooms. Additionally, the greenhouse has water and air leaks, a non-functioning ventilation system and 40 year old decomposing plant</p>	<p>250 per foot \$225,000 per classroom</p> <p>Total – \$1,000,000</p>	<p>25 years</p>	<p>Priority 1</p>
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		benches; a well-planned renovation make the space more energy efficient. Finally, the lack of adequate and secure storage space for equipment and chemicals will be addressed with this project. The aging countertops in all of the labs contain asbestos, so parts of the project are eligible for state funding.			
<b>TMS Gym Door Removal</b>	Remove hydraulically/chain operated large bi folding gym door (installed 1966). Note: The door is 20' H x 88' L and there are 24 panels that make up the bi folding door. 12 of those panels have hydraulic cylinders at the top that lift the door off the wooden gym floor 2" and then lower it when it reaches the other side of the gym. (Two gym class rooms) we will replace it with an electric operated "roll down curtain". Parts are hard to find or need to be custom made for this door and down time is very disruptive for teaching		\$60,000	15 years	Priority 2



<p><b>TIS Gym Door Removal</b></p>	<p>Remove the large bi-folding electrically operated gym door with a built in door type floor seal that holds it steady when the gym is divided in half (Two gym class room.) The gym door was installed in 1973 and is 20'6" H x 72' L and will be replaced with electric "roll down curtain". Parts are hard to find or need to be custom made for this door and we also have had to restrict usage.</p>		<p>\$54,000</p>	<p>15 years</p>	<p>Priority 2</p>
<p><b>TIS Remove and Replace Asbestos</b></p>	<p><b>Removal of AFT:</b>  <b>Plan #1</b> Main Building 1st &amp; 2nd Floor  Removal of asbestos floor tile  Moving Company  Installation of new floor tile  Project planning/bid spec's and state approval  Soft cast  Contingency  The average classroom (700 sq. ft) can cost \$6,000+ for removal of VAC and air sampling (not covered by insurance) and installation of new tile. Classroom can be out of service for a week or more and no students can be in the building until final air sampling is done. The larger areas, CAFÉ and hallway can cost \$3,000+ and the down time can be a lot greater.</p>		<p>\$414,000</p>	<p>25 years</p>	<p>Priority 1</p>

<p><b>New Built-Up Roof, TMS, TIS</b></p>	<p>This is a State of Ct. reimbursable project. We will need to hire an Architectural Co. at this time (2015/16) to write up specification for mutual buildings and have a 5 year plan in place to replace the roofs in a timely fashion. <b>PS:</b> I would also recommend staying with the built-up 4 ply asphalt roof with pee stone verse's a single ply rubber roof because they have worked out very well for us through snow storms and are very durable. The <b>TIS</b> Gym Skylight replacement project (8 Units 1976) should also be considered at this time to save money.  <b>The roof project qualifies for state reimbursement</b></p>	<p>Roof qualified for replacement in 2006</p>	<p>TMS  5656 sq. ft.  \$33 a square Foot  \$175,449.12</p> <p>TIS  41,235 sq. ft.  \$1,279,109.70</p>	<p>20</p>	<p>Priority 1</p>
<p><b>TMS and TIS Spare Geothermal Compressors and Parts for Classrooms Vertical Stack Units</b></p>			<p>Climate Master Co. Vertical Stack Classroom Units:  [1]  TSM36EBSPDSSD  A = \$ 2,574.60  [2]  TSM30EBAPDSSS  A = \$2,536.80  [3]  TSM24EBASPDSSS  A <u>\$2,331.00</u>  Total \$7,442.40  [4] Associated Parts +  <u>\$2,321.17</u>  [5] New Total  \$9,763.57</p>	<p>20</p>	

DRAFT

<p><b>TIS Replace Science lab furniture</b> <b>TIS Science labs</b></p>	<p>Replace furniture in rooms 229, 230, 233 &amp; 234</p>	<ul style="list-style-type: none"> <li>• Furniture will “fit the kids”- present furniture was purchased when TIS housed middle school students.</li> <li>• Allows flexible grouping structures that fit the instructional purpose.</li> <li>• Conforms to OSHA safety guidelines for lab furniture.</li> </ul>	<p>TIS lab furniture is 20 plus years old. The table tops are worn due to use and the legs are unstable on many of the tables. Many of the chairs have defective, or are missing floor guards. The number of chairs is inadequate for the number of students in some classes. Because the furniture was purchased for middle school students, it is too big for many grade 3 and 4 students. New lab tables will conform to OSHA safety guidelines.</p>	<p><b><u>\$34,320.00</u></b> Four labs • 13 tables each 4X13= 52 tables 52X \$500.00= <b><u>\$26,000.00</u></b> • 26 chairs/stools each 26X4= 104 stools 104X\$80.00= <b><u>\$8,320.00</u></b></p>	<p>30 years</p>	<p>1 Priority</p>
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**2017 - 2018**

Item	Description	Justification	Cost	Life Exp.	Priority
<p><b>THS All Weather Track (Installed 2005) Resurfacing</b></p>	<p>The track at THS is newer than TMS and some areas have been raised due to settlement the new estimate is just after talking with Tracklite Clean &amp; Repair Track, 2 coats of Road Structure Urethane Spray, 400 lbs</p>		<p>\$105,000</p>	<p>10 years</p>	<p>Priority 2</p>
<p><b>TIS Replace Central Clock System</b></p>			<p>\$273,062 (DRA Associates 2014 Estimate)</p>	<p>20 years</p>	<p>Priority 5</p>
<p><b>TMS Replace Central Clock System</b></p>			<p>\$218,252 (DRA Associates 2014 Estimate)</p>	<p>20 Years</p>	<p>Priority 5</p>

**2018 - 2019**

Item	Description	Justification	Cost	Life Exp.	Priority
<b>THS Repair of 6" Chiller/Hot Water Main Loop</b>	The 6 " Dia. main circulation loop chilled/hot water line that is located in the 1 St. floor ceiling hallway outside the boiler room is leaking onto the floor.		\$10,710	30 years	Priority 2
<b>Install New Fire Sprinkler System at TMS</b>			\$614,389	50 years	Priority 1
<b>Replacement of 1996 Jeep With new 2015 Ford F-250 4x4</b>	Current SUV – 1996 Jeep Grand Cherokee with 200,000 miles (as of 9/2014) New 2015 Ford F-250 4 x 4 full cab, with a plow, bins & ladder rack \$30,500 Note: Cost to replace jeep \$1,800 to 3,000 in poor gas mileage, body rust, and due to road salt, some major repairs needed	Safety Concerns and cost in repairs	\$30,500	10 years	Priority 3

**2019 - 2020**

Item	Description	Justification	Cost	Life Exp.	Priority
<b>BGS Boilers</b>	Replace three boilers at BGS. The boiler was installed in 1999.		125,000 x 3 = \$375,000	30 years	Priority 1
<b>BGS, replace 10,000 gallon fuel tank</b>	Fiberglass Double Wall Fuel Oil Tank. Installed in 1999.		DRA Associates Estimate \$20,000	30 years	Priority 2
<b>TIS Install a new Fire Sprinkler System</b>			DRA Associates 2014 Estimate \$491,000	50 years	Priority 1

<b>TIS Replace Central Emergency Lighting System &amp; Exit Signs</b>	If generator is installed this project is not needed		DRA Associates 2014 Estimate \$109,126	30 years	Priority 2
<b>TMS Replace Central Emergency Lighting System &amp; Exit Signs</b>	If generator is installed this project is not needed		DRA Associates 2014 Estimate \$273,062	30 years	Priority 2
<b>TIS &amp; TMS Restoration of selected student/ teacher laboratories Tile Floor</b>	Restoration of Bath Room floors by extraction of contaminants, orders and minerals from tile and grouted surfaces. Floor tile area that were brown or gray in color are now white after this application they put down a protective coating.  The existing floors are 40 plus years old		Estimated Cost for 6 Bath Rooms @ <b>TMS</b> \$ 7,500  Estimated Cost for 8 Bath Rooms @ <b>TIS</b> \$ 17,900  \$ 25,800	15 years	Priority 4
<b>TIS Replacement Automatic Walk Behind Floor Scrubber</b>	This unit is used by the custodian daily to wash the hallway and the gym floors and in the summer time to clean the class room areas. The present unit was purchased in 1987.		\$10,075	10 years	Priority 1

### Five Year Implementation Plan

	2015-16	2016-17	2017-18	2018-19	2019-20
Concrete Sidewalks & Entryways	\$5,600				
BGS Extension of Existing Side Walk	\$10,481				
BGS Repair & Replacement (some Trench Drain Tiles)	\$2,500				
BGS Concrete Walkway & Patio	\$5,800				
BGS Fire Exit Door by Classroom A-2 & SPL A-12	\$6,000				
TIS – Removal of Concrete, Front Entrance Area	\$8,600				
New Built-Up Roof, TMS, TIS	\$92,844.98	\$1,558.82			
THS, Roof Top Chiller	\$10,300				
TIS Master Fire Alarm Control Panel (Priority 1)	\$26,000				
TMS (OHS) Fire Alarm Panel (New Project)	\$30,025				
TMS Painting Project			\$50,000		
Replacement of Jeep				\$30,500	

Repair/Replace Outside Class Room Door Frames	\$2,000 per door. Total Cost \$40,000				
BGS Continuation of Soccer Field Chain Link Fence	\$17,000				
TMS Removal of Old Band Room Riser Carpet	\$10,400				
TMS and TIS Spare GEO Compressors and Parts for Classrooms Vertical Stack Units Only		\$9,763.57 Plus shipping			
Up-Grade Electronic Surveillance Systems-All Schools	\$74,462				
THS Front Entrance Cantilever Roof Ice Melting	\$25,255				
TIS Painting Project			\$50,000		
TMS Handicap Vertical Platform Lift to Mini-Gym Stage/Class Room		\$110,700			

BGS Engineer required to redesign existing classroom duct work		\$10,000			
Generator Projects	\$938,600				
TMS Modernize 6 Science Class Rooms		\$1,000,000			
THS All Weather Track (Installed 2005) Resurfacing			\$105,000		
TIS Replace the Central Class Room Clock System			\$278,052 (DRA Associates 2014 Estimate)		
TMS Replace the Central Class Room Clock System			218,752 (DRA Associates 2014 Estimate)		
THS Repair of 6" Chilled Water Main Loop				\$10,710	
Install New Fire Sprinkler System at TMS				\$614,389	
BGS Boilers					\$375,000
BGS, replace 10,000 gallon					\$20,000
TIS Install a new Fire Sprinkler System					\$491,000



TIS Replace Central Emergency Lighting System & Exit Signs					\$109,126
TMS Replace Central Emergency Lighting System & Exit Signs					\$273,062
TMS & TIS Restoration of selected (40 plus) year Bathroom Tile Floor					\$25,800
TIS Replacement Automatic Walk Behind Floor Scrubber					\$10,075
TMS Gym Door Removal		\$60,000			
TIS Gym Door Removal		\$54,000			
TIS Old Remove and Replace Asbestos Floor Tile		\$414,000			
Science Lab Modifications		\$34,320.00			
<b>Total Maintenance</b>	\$1,357,867.18	\$3,197,342.39	\$596,314	\$655,599	\$1,304,063
<b>Total Technology</b>	\$297,000	\$409,000	\$297,000	\$297,000	\$297,000
<b>Grand Total</b>	\$1,654,867.18	\$3,606,342.39	\$893,314	\$952,599	\$1,601,063

**Tolland Board of Education  
Business Office  
51 Tolland Green  
Tolland, CT 06084**

[rarmy@tolland.k12.ct.us](mailto:rarmy@tolland.k12.ct.us)

TO: Dr. McDowell  
Interim Superintendent

FROM: Ron Army  
Interim Business Manager

SUBJECT: Budget Projection

DATE: October 17, 2014



As of this date, we are projecting a surplus of \$1,354 in the 2014-2015 Operating Budget. Please remind the Board that this includes a projection of \$1,400,000 in excess costs. In addition, the surplus amount can change with any type of emergency or a family moving to town with a child with special needs. We have experienced many unanticipated expenses such as: severance, an additional kindergarten teacher, kindergarten furniture and supplies for the additional kindergarten classroom, additional paraprofessionals as required by student IEPs, and some equipment and electrical work.

Please let me know if you need more information.

RA/ja

Program #	Program Description	Original Budget	Year-to-Date Budget Transfers	Adjusted Budget	Projected Expenses/ Encumbrances Y - T - D	Balance	%
101	Language Arts	\$ 56,583	\$ -	\$ 56,583	\$ 54,583	2,000	3.5%
102	Math	\$ 36,666	\$ -	\$ 36,666	\$ 32,666	4,000	10.9%
103	Social Studies	\$ 15,120	\$ -	\$ 15,120	\$ 13,120	2,000	13.2%
104	Science	\$ 64,700	\$ -	\$ 64,700	\$ 60,700	4,000	6.2%
105	Art	\$ 26,955	\$ -	\$ 26,955	\$ 24,955	2,000	7.4%
106	Music	\$ 15,235	\$ -	\$ 15,235	\$ 15,235	0	0.0%
107	Physical Education/Health	\$ 12,038	\$ -	\$ 12,038	\$ 12,038	0	0.0%
108	World Language	\$ 9,142	\$ 1,082	\$ 10,224	\$ 9,224	1,000	9.8%
109	Family and Consumer Science	\$ 14,879	\$ -	\$ 14,879	\$ 14,887	(8)	-0.1%
110	Technology Education	\$ 26,530	\$ -	\$ 26,530	\$ 25,530	1,000	3.8%
111	Business Education	\$ 20,825	\$ -	\$ 20,825	\$ 17,825	3,000	14.4%
112	Digital Education	\$ 9,366	\$ -	\$ 9,366	\$ 8,366	1,000	10.7%
115	TALC	\$ 1,240	\$ -	\$ 1,240	\$ 1,240	0	0.0%
131	Special Services	\$ 2,399,935	\$ -	\$ 2,399,935	\$ 2,309,423	90,512	3.8%
132	Special Education	\$ 102,732	\$ -	\$ 102,732	\$ 97,732	5,000	4.9%
133	Interdistrict Programs	\$ 217,441	\$ -	\$ 217,441	\$ 217,441	0	0.0%
134	Student Athletics	\$ 175,086	\$ -	\$ 175,086	\$ 175,086	0	0.0%
136	Student Activities	\$ 19,850	\$ -	\$ 19,850	\$ 18,850	1,000	5.0%
142	School Counseling Services	\$ 9,015	\$ -	\$ 9,015	\$ 9,015	0	0.0%
144	Nursing	\$ 20,327	\$ -	\$ 20,327	\$ 20,327	0	0.0%
145	Library	\$ 13,445	\$ -	\$ 13,445	\$ 12,445	1,000	7.4%
146	Audiovisual	\$ 2,015	\$ -	\$ 2,015	\$ 2,015	0	0.0%
710	Principals' Office	\$ 159,678	\$ (1,082)	\$ 158,596	\$ 138,596	20,000	12.6%
701	Transportation	\$ 2,360,862	\$ -	\$ 2,360,862	\$ 2,377,394	(16,532)	-0.7%
755	Superintendent's Office	\$ 26,145	\$ (565)	\$ 25,580	\$ 25,580	0	0.0%
756	Business Services	\$ 193,137	\$ -	\$ 193,137	\$ 193,137	0	0.0%
757	Technology Services	\$ 273,680	\$ 20,065	\$ 293,745	\$ 288,745	5,000	1.7%
661	Custodial Services	\$ 166,155	\$ -	\$ 166,155	\$ 196,155	(30,000)	-18.1%
667	Comm/Ins	\$ 196,265	\$ 565	\$ 196,830	\$ 199,098	(2,268)	-1.2%
663	Utilities-Energy Mgt	\$ 1,377,053	\$ -	\$ 1,377,053	\$ 1,377,053	0	0.0%
666	Energy Management	\$ 6,380	\$ -	\$ 6,380	\$ 6,380	0	0.0%
662	Maintenance	\$ 438,162	\$ -	\$ 438,162	\$ 413,162	25,000	5.7%
770	Prog/Prof Development	\$ 84,500	\$ (20,065)	\$ 64,435	\$ 64,435	0	0.0%
790	Adult Education	\$ 30,872	\$ -	\$ 30,872	\$ 30,872	0	0.0%
791	Board of Education	\$ 70,826	\$ -	\$ 70,826	\$ 82,826	(12,000)	-16.9%
xxx	<b>Program Total</b>	<b>\$ 8,652,840</b>	<b>\$ -</b>	<b>\$ 8,652,840</b>	<b>\$ 8,546,136</b>	<b>106,704</b>	<b>1.2%</b>

TOLLAND PUBLIC SCHOOLS  
 Business Services  
 October 16, 2014  
 Fiscal Year 2014-15 Expenditure Report

Program #	Program Description	Original Budget	Year-to-Date Budget Transfers	Adjusted Budget	Projected Expenses/ Encumbrances Y - T - D	Balance	%
177	Staff Services - Other	\$ 979,745	\$ -	\$ 979,745	\$ 1,308,094	(328,349)	-33.5%
177	Staff Services - Health Insurance	\$ 5,317,662	\$ -	\$ 5,317,662	\$ 5,302,333	15,329	0.3%
178	Certified Regular Ed	\$ 13,420,826	\$ -	\$ 13,420,826	\$ 13,350,826	70,000	0.5%
179	Certified Special Ed	\$ 2,882,696	\$ -	\$ 2,882,696	\$ 2,787,696	95,000	3.3%
180	Non-Certified	\$ 1,262,816	\$ -	\$ 1,262,816	\$ 1,327,816	(65,000)	-5.1%
181	Building Operations	\$ 804,555	\$ -	\$ 804,555	\$ 784,555	20,000	2.5%
182	Building Maintenance	\$ 177,327	\$ -	\$ 177,327	\$ 177,327	0	0.0%
183	BOE Clerk	\$ 2,420	\$ -	\$ 2,420	\$ 2,750	(330)	-13.6%
184	Business Services	\$ 312,339	\$ -	\$ 312,339	\$ 300,339	12,000	3.8%
185	Superintendent's Office	\$ 282,037	\$ -	\$ 282,037	\$ 286,037	(4,000)	-1.4%
186	Principals' Office	\$ 1,589,348	\$ -	\$ 1,589,348	\$ 1,589,348	0	0.0%
187	Substitutes	\$ 413,099	\$ -	\$ 413,099	\$ 413,099	0	0.0%
188	Systemwide Services	\$ 1,091,871	\$ -	\$ 1,091,871	\$ 1,011,871	80,000	7.3%
xxx	<b>Personnel Total</b>	<b>\$ 28,536,741</b>	<b>\$ -</b>	<b>\$ 28,536,741</b>	<b>\$ 28,642,091</b>	<b>(105,350)</b>	<b>-0.4%</b>
xxx	<b>Original Appropriation Total</b>	<b>\$ 37,189,581</b>	<b>\$ -</b>	<b>\$ 37,189,581</b>	<b>\$ 37,188,227</b>	<b>1,354</b>	<b>0.0%</b>
xxx	<b>Grand Total</b>	<b>\$ 37,189,581</b>	<b>\$ -</b>	<b>\$ 37,189,581</b>	<b>\$ 37,188,227</b>	<b>1,354</b>	<b>0.0%</b>

**TO:** Tolland Board of Education  
**FROM:** Dr. Thomas Y. McDowell  
**DATE:** October 22, 2014  
**SUBJECT:** Obsolete and Surplus Equipment

The attached list shows those items which are in disrepair or obsolete.

The Administration requests that the Board of Education declare these items as obsolete and turn the items over to the Town Council in accordance with Board of Education Policy 3040, Disposal of Obsolete, or Surplus Equipment/Materials.

WDG:jp



## Tolland Public Schools Food & Nutrition Services

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To: Ron Army, Interim Business Manager  
From: Abby Kassman-Harned, Director of Food Service  
Date: October 2, 2012  
Subject: Surplus Equipment at Tolland Intermediate School

The following chart includes a list of all of the electric kitchen equipment that was replaced with gas-fired equipment as part of the Honeywell project in the Tolland Intermediate School kitchen. The equipment is in good working condition and still holds value.

I would like to be able to sell the equipment and have the proceeds allocated to the Food Service account. Please let me know if this equipment can be declared surplus and then released for us to sell? If there is anything additional information required, please let me know.

Item #	Description	Manufacturer	Model	KW -ea	Qty	Total KW
1	Stationery Kettle	Market Forge	F60-PE	33	2	66
2	Convection Steamer	Vulcan	C24EA10-DLX	25.6	1	25.6
3	Convection Oven	Vulcan	VC44-EC2	12.5	1	12.5
4	Convection Oven	Vulcan	VC-4EC1	12.5	2	25
5	Table kettle	Groen	TDB 20	6.3	1	6.3

c: Dr. Timothy Y. McDowell, Superintendent of Schools

**TO: Tolland Board of Education**  
**FROM: Dr. Thomas Y. McDowell**  
**DATE: October 22, 2014**  
**SUBJECT: Cancellation of November 26, 2014  
Board of Education Meeting**

After consulting with Chairman Adlerstein, I am recommending the Board of Education meeting scheduled for November 26, 2014 be cancelled. November 26<sup>th</sup> is the day before Thanksgiving. This meeting has traditionally been cancelled.

TYM;jp

**TO:** Tolland Board of Education  
**FROM:** Dr. Thomas Y. McDowell  
**DATE:** October 22, 2014  
**SUBJECT:** Board of Education, Special Meeting

After consulting with Chairman Adlerstein, I am recommending the Board of Education schedule a Special Meeting on November 19, 2014.

The purpose of this special meeting will be to conduct a budget workshop.

TYM;jp



October 17, 2014

TO: Tolland Board of Education

FR: Dr. T. Y. McDowell

RE: Website Taskforce

After meeting with Karen Moran and Kate Vallo I am recommending that the Board of Education recharge the Website Taskforce to continue their work effective October 22, 2014 through June 30, 2015.

Karen Moran will continue to update the Board regarding the Website Taskforce through the Communication and Outreach Committee.

**TO:** Tolland Board of Education  
**FROM:** Dr. Thomas Y. McDowell  
**DATE:** October 22, 2014  
**SUBJECT:** Bylaw 9130 – Time, Place and Notice of Meetings

Attached please find the above referenced Bylaw. It was reviewed by the Policy Committee on October 15, 2014. The language to be changed is underlined.

The recommended revision states “no later than the first regular meeting in November”. The committee unanimously agreed to forward this revision to the full board.

TYM:jp

**TOLLAND PUBLIC SCHOOLS**  
Tolland, Connecticut

1. Regular Meetings
  - A. The Board of Education shall set a calendar of regular meetings for the ensuing year at no later than the first regular meeting in November.
  - B. In compliance with the General Statutes of the State of Connecticut, the Superintendent of Schools, on behalf of the Board of Education shall file this calendar with the Town Clerk by November 30.
  - C. Normally the Board shall schedule regular meetings on the second and fourth Wednesday of each month of the year.
  - D. If at any point in the meeting the Board of Education should not retain a quorum, then the Chairperson of the Board may adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.
  - E. Pending minutes of regular board meetings will be posted on the school district website within 48 hours of the meeting.
2. Special Meetings
  - A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or upon written request of three members of the Board.
  - B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town Clerk, twenty-four (24) hours before the time stated for the meeting to convene.
  - C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may

be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.

3. Meeting Time and Place

- A. All regular meetings of the Board shall begin at 7:30 p.m. or as soon thereafter as a quorum is present and shall adjourn no later than 10:00 p.m. unless extended by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in Council Chambers of the Hicks Municipal Building, unless otherwise ordered by the Board.
- B. Special Meetings (non-emergency) - time and place to be determined and announced in advance of meeting.

Legal References:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule of agenda of meetings to be filed. Notice of special meetings Executive session.
- 1-228 Adjournment of meetings. Notice.
- 1-229 Continued hearings. Notice.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 7-3 Warning of Town and other meetings.
- 7-4 Record of warning.
- 10-218 Officers. Meetings.
- P.A. 08-3 Special Session (June 11) – Comprehensive Ethics Reform

Approved: 10/9/02

Revised: 1/14/09

Revised: 11/14/12

Revised:

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OCT 16 2014

Shawn R. Roney  
Town Clerk

## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM OCTOBER 14, 2014 – 7:30 P.M.

**MEMBERS PRESENT:** Jack Scavone, Chairman; George Baker, Vice-Chair; William Eccles; Richard Field; Paul Krasusky; Jan Rubino and Ben Stanford

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Steven Werbner, Town Manager; Kathy Bach, President of the Tolland Historical Society; Celeste Senechal, Tolland 300<sup>th</sup> Anniversary Committee; Linda Byam, President of the Board of Directors of the Tolland Public Library Foundation, Inc.; Barbara Pettijohn, Director of Library Services; Beverly Bellody, Human Services; Lisa Hancock, Director of Finance and Records

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:**
  - 4.1 Certificate of Recognition and Thanks Presented to Bill's Auto Parts, Inc. and its owners, Bill & Greg DeBacco.

Kathy Bach and Celeste Senechal presented the following Certificate of Recognition to Bill, Greg (son) and Billy (grandson) DeBacco:

*CERTIFICATE OF RECOGNITION AND THANKS  
PRESENTED TO BILL'S AUTO PARTS, INC.  
AND ITS OWNERS, BILL & GREG DeBACCO*

*On this 14th day of October, 2014  
For their \$1,000 donation to the Tolland 300th Anniversary Celebration,  
making them a Crandall-level sponsor*

5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2 minute limit)*

**Betty Lou Griffin of 40 Cervens Road:** She is here for the third year asking the Council to do something about the unsafe conditions to get into the Council meetings. She walks in the dark, on uneven surfaces, and claims it is safer to walk in the street. The first time she came before a Council, she heard nothing. The second time she came, she did get a response from Mr. Field. Mr. Field said the Council would deal with the problem when the Rt. 195 construction occurs. The construction is occurring and she would like a response from the Council as to their plans are for improving access to Town Hall in terms of lighting and uneven surfaces. (She is referring to the front of the Town Hall).

*Mr. Eccles advised that there is the ability to use an elevator within the building, if she were not to park in the front. Mr. Werbner suggested that she park at the Public Works door, where she can gain access to the elevator easily. Mr. Eccles said the Rt. 195 construction is not being done right*

*now. The work that she is seeing, is being done is a water project. He also mentioned that when the Library expansion project is done, there will be elevator access from the lowest level of the Town Hall, which would allow the building to be fully accessible. Mr. Field said that he believes the sidewalks should be looked at and improved. Mr. Werbner said they did look into this, and it was a much more complicated project than originally anticipated. With regard to the lighting, that was discussed long before he got here with the Historical Commission. The lighting issue may be a conversation that she may want to have with the Historical Commission and others who are involved. Mr. Krasusky agreed that when he comes to Town Hall at night, it is very dark. If there was better lighting, the sidewalks wouldn't necessarily need to be fixed, because you would see them. Although, he believes the lighting probably needs to fall within the purview of the Historical Society. Mr. Scavone recalls that the lights chosen were chosen for a reason. They do not want to detract from the charm of the Green. Mr. Krasusky said as the Rt. 195 project gets underway, they will take a look to see if any improvements could be made.*

Ms. Griffin asked if stronger lights could be put into the lighting.

*Mr. Werbner said that would need to be addressed with the Historic Commission. Ms. Rubino will send an e-mail to the Historic Commission on behalf of Ms. Griffin.*

**Josh Barnes, a THS student:** He said there is a policy that they are not allowed to have any water bottles in school. He believes viruses would spread a lot more by using the water fountains. Water fountains have a lot of germs on them. He realizes they are not allowed to bring water bottles, because of the possibility of bringing alcohol in the building, but stated they are allowed to have water bottles at lunch. So, the policy doesn't make sense to him.

*Mr. Field said one of the reasons for this policy, along with the alcohol problem, is because of homeland security (bombs, etc.). Mr. Krasusky said they appreciate the feedback, but this would be better served if it was brought before the BOE. Sam Adlerstein, Chairman of BOE, said they are also hearing complaints about not allowing the use of cell phones during class. Although the BOE would likely not address these concerns directly, they can forward these concerns to the Principal for consideration.*

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

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Mr. Krasusky updated on the BOE from review of their minutes: the temporary superintendent is in the process of reviewing the Capital Budget, and the new superintendent was named. Mr. Stanford commented on the WPCA: they approved a motion to purchase auto dialers for the Gateway; they are looking for some relief from the BOE for the high school dialer. The operator has some concerns with the flow rates on Old Post Road, which means the pumps may be getting ready to go again. Mr. Eccles updated on the Technology Advisory Board: Mr. Racicot gave them an update on the fiber project. The EDC discussed the zoning of Civic Lift. The Gateway Design District and its configuration are appealing to UConn. UConn and developers initially didn't want to have anything to do with Tolland, but when developers looked at Tolland and recognized that UConn was interested, they are now looking to see if there is something that can happen that will be positive for all involved. There is a business meet and greet this Thursday night at 6:00 p.m.

**Rick Field motioned to add an item to consider a resolution authorizing the Town Manager to proceed with a bid waiver and change order to the existing Tolland Intermediate School Façade Improvements for Phase II of the project. This would become item 8.4, and appointments to vacancies will be moved to item 8.5; Seconded by George Baker. All in favor. None opposed.**

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

- 8.1 Annual Meeting of the Tolland Public Library Foundation Inc. to discuss Foundation Directors, 2013/2014 accomplishments, 2014/2015 goals and 2014/2015 approved budget as well as an overview of the Foundation activities over the past year.

Linda Byam introduced the Board members present, and spoke on the Board's behalf. She submitted a letter to the Council prior, and summarized its' contents:

Foundation Directors:

- Nick Cook, Kate Farrish and Dani Titterton have terms that expire this year and have requested to be reappointed as Directors for the October 2014 - October 2016 term. (Although Nick was recently appointed to the board, he was replacing a member with an expiring term). With these reappointments, we continue to have a full board.

With regard to the 2013-2014 accomplishments:

- The Foundation board, along with the Library Director and staff, implemented a new "Evolution of the Library" initiative, a long-term vision of focused grants to substantially improve the library. The initiative seeks to promote the changing role of a public library in a contemporary community. This initiative will coordinate with the library expansion project.
- In March 2013, The Foundation provided a grant for \$5,500 for the purchase of five new public access computers and associated software updates.
- The fourth season of the popular Eaton-Dimock-King Author's series began in September 2013 with Denis Horgan, award-winning author discussing his new memoir, "The Bangkok World." Young adult author Steven Parlato followed in January 2014 to discuss his book "The Namesake." In May 2014, Susan Campbell, a former Hartford Courant columnist, discussed her new book "Tempest Tossed" about the life of Isabella Beecher Hooker. Our fifth season will kick off as we host novelist Susan Schoenberger, author of The Virtues of Oxygen, on September 10.
- The Foundation provided a grant for the "1000 Books Before Kindergarten" program.
- The Foundation hosted young adult author Dawn Metcalf and a "Come to Your Senses" creative writing workshop for teens and adults in October 2013.
- The board supported the purchase of Nutmeg nominee books for middle and high school readers.
- A grant was made for the purchase of two tickets to the movie, The Giver, (based on the book of the same title by Lois Lowry) as an incentive prize for attending a young adult book discussion in July.
- The board sponsored another session of "How to Pay for College" in fall 2014.
- A 1,000-word history of the Foundation was written and included in the Tolland 300<sup>th</sup> Anniversary commemorative book.
- The Foundation purchased a Tolland 300th Anniversary blanket for display at the library.
- Ancestry Library Edition was funded for a fourth year from the Eaton-Dimock-King endowment account. The Foundation evaluates the decision to continue to fund the annual license fees for these databases based on patron use data and the library director's recommendation.
- In June, the Board approved and adopted a Planned Giving Policy. The purpose of the policy is to establish the procedures and guidelines applicable to bequests and donations to the Tolland Public Library Foundation.
- Efforts continued to increase awareness of the Foundation and the material and programming it provides to the library. The Foundation website ([www.TollandPublic LibraryFoundation.org](http://www.TollandPublicLibraryFoundation.org)), blog on Patch; and the TPLF Facebook page are currently used for this purpose. The board also participated in Celebrate Tolland.
- The Board continues publicity and awareness of the Foundation as a United Way designated recipient of contributions, resulting in increased donations earmarked for the Foundation from the United Way.
- The Foundation board has continued to work closely with Apex Investment Services, Inc., the investment advisor for the Eaton-Dimock-King endowment.

- As of 8-31-2014, the year-to-date grant amount disbursed from the Eaton-Dimock-King endowment account and our operating funds is \$15,963.74 (see attached details).
- The Board, in coordination with the Town Council, executed and received payment from a Quit Claim Deed with WPX Energy.
- The Board recently received an additional \$200,000 as the final distribution from the Eaton-Dimock-King bequest.

The goals for 2014-2015:

- Develop and deliver a Small Business Lecture Series.
- Develop and deliver a historical lecture series in coordination with the Tolland 300<sup>th</sup> Anniversary and the Tolland Historical Society. The six lectures will be from April Page 6 of 58 through September 2015, with each focusing on a different 50-year time period in Tolland history: 1715, 1765, 1815, 1865, 1915 and 1965 and beyond.
- Continue to provide focused grants to the library based on endowment income and donations aligned with the library director's priorities. Current plans to focus on the "Evolution of the library" initiative, and will coordinate with the expansion plans.
- Continue to improve public and business awareness of the Foundation. Activities will include a marketing strategy to educate library users and non-users of the benefits of Foundation donations to the library; participate in collaborative activities with other organizations; continue to publish articles in local media.
- Resume our efforts to gain formal recognition by more Connecticut employers/corporations to facilitate Tolland resident employee matching gifts.

The budget and financials were included in Ms. Byam's report. Mr. Field said the future looks bright. The Council members agreed, and thanked them all for their hard work and efforts.

#### 8.2 Consideration of a resolution for payment in lieu of taxes for the Old Post Village Elderly Complex.

Mr. Werbner said this was started in August, 2007 at the request of the Housing Authority. Originally, they paid 10% to the town as a payment in lieu of taxes. It was requested that it be reduced to 3%. The Town Council granted that request and again approved continuing the 3% rate for 2009 through 2014. The difference between the 10% and the 3 % is placed into their capital improvement fund. The amount budgeted for 2014/2015 is \$4,061 anticipating this request.

George Baker motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it agrees to allow the Housing Authority to address current and future capital improvement needs:

1. Effective with the 2014 calendar year the Local Authority shall pay the Town in lieu of real property taxes as well as special benefit assessments and sewerage user charges should either of those apply to the site, the sum of three (3) percent of the shelter rent paid by tenants for each occupied dwelling unit.
2. The Housing Authority shall establish and place in its capital repair account the difference between the three (3) percent of the shelter rent paid by tenants and ten (10) percent of such rents on a calendar year basis.
3. The amount of the payment in lieu of taxes shall be reviewed by the Town Council and the Housing Authority on an annual basis in the month of September and in addition the Housing Authority shall submit at the same time a list of capital improvement projects proposed for the each of the next five years.



Seconded by Rick Field. All in favor. None opposed.

- 8.3 Consideration of a resolution to declare various equipment as surplus property within the Board of Education.

Mr. Werbner said the BOE has requested that the items referenced below be declared as surplus in accordance with our surplus policy (A176-4). The items have primarily no value.

Ms. Rubino said she received an e-mail from Karen Moran, Board Member of BOE. It is her understanding that these items are obsolete and there are no longer parts available for them. Ms. Moran made a recommendation that the items go to the electronic recycling event that is happening this weekend. Mr. Werbner said the BOE would need to arrange to have someone deliver the items on Saturday.

George Baker motioned to accept the following resolution:

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

- 1-3M 1700 overhead
- 8- Buhl 9014ED overheads
- 1-Bell & Howell 3870A overhead
- 1-3M 9100 overhead
- 1-RCA M134C television

**The Council also requests that the BOE arrange to get the items to the electronic recycling event being held Saturday, October 18, 2014, at the Tolland Middle School, 9a.m. to noon.**

Seconded by Paul Krasusky. All in favor. None opposed.

- 8.4 Consideration of a resolution authorizing the Town Manager to proceed with a bid waiver and change order to the existing Tolland Intermediate School Façade Improvements for Phase II of the project.

Mr. Werbner spoke about the façade project at TIS. There are concerns about falling bricks and loose joints, etc. The project was initially broken down into two phases due to the funding. Phase I has been completed well within the budget. The contractor that did the work was excellent. Phase II was anticipated to be in the range of \$130,000. The contractor has given an estimate in the range of \$60,000 - \$70,000. There is a time concern, because the work needs to be done before frost sets in. They would like to get the work done immediately. The contractor is available to do it. They would like to request a bid waiver and a change order to have the contractor complete the work. This will complete Phase I and II well under the anticipated budget for the project.

Mr. Baker said he would like to have the normal process followed. Mr. Werbner said they can follow the normal process, but if that were to happen, the project would not commence until next Spring. Mr. Baker said he understands the need to move forward now, but still would have liked this to go through the normal process. Ms. Rubino said part of this involves a safety issue. Therefore, she will definitely vote yes for this.

George Baker motioned to accept the following resolution:

**WHEREAS**, the Town and Board of Education engaged the services of Friar Associates to review the condition of the existing masonry at Tolland Intermediate School and received a report with recommendations for specific improvements and those recommendations were budgeted in the Town's Capital Improvement Program in Phases; and

**WHEREAS**, the Town and Board of Education went out to bid for construction services for Phase I of the project and GL Capasso Inc. was the winning bidder; and

**WHEREAS**, Phase I of the project is almost complete and in order to complete Phase II there are certain weather conditions that require the project to be complete by November; and

**WHEREAS**, that the Town staff recommends that Phase II of the project be completed by the current contractor GL Capasso Inc. and current Architect Friar Associates Inc., at a cost not to exceed the balance available within the Capital Improvements TIS Façade budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Tolland Town Council that the requirement for bidding Phase II of the Tolland Intermediate School Façade Improvement Project is hereby waived in accordance with Town Policy A176-11(D7) and the Tolland Town Council hereby authorizes Steven R. Werbner to execute agreements with GL Capasso Inc. and Friar Associates Inc. for the purchase of services, labor and materials not to exceed the lesser of the amount remaining after all final bills are paid for Phase I or \$182,474.

Seconded by Bill Eccles.

Mr. Baker said he will vote for it, but he just has a problem getting it this matter late. If they had known about it sooner, it could have gone through the formal bidding process. Mr. Krasusky said it did go to a formal bidding process and it came in at an amount that was deemed appropriate. Now, it is coming in less. Mr. Krasusky is okay with that. Mr. Field said he understands Mr. Baker's point, but sometimes some things come up that are time sensitive and you just need to have it done. Mr. Field will vote yes. Mr. Werbner said he doesn't often bring items to the Council on the night of the meeting. He does appreciate the concern, and as Mr. Krasusky said, Phase I was competitively bid and they were the low bidder.

All in favor. None opposed.

8.5 Appointments to vacancies on various municipal boards/commissions.

Jan Rubino motioned to re-appoint the following to the Tolland Public Library Foundation, Inc.

Daniela M. Titterton, new term 10/31/14 – 10/31/16

Katherine Farrish, new term 10/31/14 – 10/31/16

Nicholas Cook, new term 10/31/14 – 10/31/16

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

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS):** None.

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** Mr. Werbner said they had an excellent week in terms of their credit rating with Standard & Poors regarding the Triple A rating that got reaffirmed. Some really nice things have been said about our small community. It is because of our good credit rating, that we received a great rate in terms of bonds (1.87%).

**11. ADOPTION OF MINUTES**

- 11.1 September 23, 2014 Regular Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by George Baker. All in favor. None opposed.

**12. CORRESPONDENCE TO COUNCIL**

- 12.1 Invitation from the Connecticut Urban Forest Council Conference;  
12.2 Invitation from the Tolland Fire Department re: 3<sup>rd</sup> Annual Awards Ceremony;  
12.3 Letter from Laura Barrow of Hampton, CT re: bullying in the workplace; and  
12.4 Letter from a TMS student – thanking them for fixing up the dirty bathrooms.

**13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** None.

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

**15. EXECUTIVE SESSION**

Rick Field motioned to go into Executive Session at 8:14 p.m., thus ending the Regular Meeting of the Town Council. Invited to the Executive Session were: Mr. Werbner, Mike Wilkinson and Patrick McHale; Seconded by George Baker. All in favor. None opposed.

- 15.1 Discussion of documents privileged by the Attorney Client protection.

**16. ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by Paul Krasusky at 8:48 p.m. All were in favor.

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Jack Scavone, Council Chair

**Michelle A. Finnegan**  
**Town Council Clerk**