

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

SPECIAL MEETING

6:30 – 7:30 P.M.

AGENDA
December 10, 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. EXECUTIVE SESSION – For the purpose of interviewing principal candidate
- C. REGULAR SESSION – Possible action regarding the appointment of Tolland Middle School Principal

REVISION

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
December 10, 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 – November 12, 2014
- Special Meeting – November 19, 2014
- Student A Expulsion Hearing – November 7, 2014
- Student B Expulsion Hearing – November 7, 2014
- Student C Expulsion Hearing – November 7, 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

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

- I.1 Cancellation of December 24, 2014 Board of Education Meeting
- I.2 Consideration of the Approval of the Change in Names on the Tolland Public Schools Child Nutrition Program Account

I.3 Policy 9130 – Time, Place and Notice of Meetings
Policy and Regulation 5081 – Bullying Prevention and Intervention
Proposed New Policy – School Calendar

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Meeting – November 12, 2014
- Town Council Meeting – November 25, 2014

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

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

REGULAR MEETING – November 12, 2014

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

Administrators Present: Dr. Thomas McDowell, Interim Superintendent of Schools, Dr. Walter Willett, incoming Superintendent of Schools.

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. RECOGNITION – Girl's Cross Country

Dr. McDowell congratulated the team. He added that it is amazing when one works so hard, accomplishes so much, and is recognized for it because it happens so infrequently in life. It is great to be able to acknowledge the team and what it accomplished this season. He presented each student with a certificate in recognition of the team's win of the Class M Championship and the State Open in Girls' Cross Country.

Coach Judi Lafontaine noted that there are 28 girls on the team. They worked hard this summer and trained for months before the season started. The team has three amazing captains who did a great job. The Coach highlighted some of the team's accomplishments and milestones.

Mr. Adlerstein asked the athletes what it means to them to be part of this team. The three captains responded. One noted that it is really special because there are no cliques and they train very hard. It helps them focus and be better in life. Another commented that being with amazing people every day is inspirational. The team is very bonded and works hard daily. Running teaches life lessons. Lastly, one explained that the team is like a family and participating has helped her grow as a person.

C. APPROVAL OF MINUTES – October 22, 2014 – Regular Meeting

Mr. Clark motioned to accept the minutes of the October 22, 2014 meeting. Mr. Doyle seconded the motion. All were in favor. Motion carried.

D. PUBLIC PARTICIPATION - none

E. POINTS OF INFORMATION

Ms. Gorsky reviewed the correspondence received since the October 22nd meeting. There were two letters, one in regard to heating and cooling regulation in the schools and one in regard to if parents could be involved in creating the school calendar. Ms. Gorsky noted that the Policy Committee will hold a meeting regarding the school calendar and everyone is welcome to attend or communicate via e-mail.

Ms. Moran noted that HS Boys' Soccer Team is off to a champion on Saturday.

F. STUDENT REPRESENTATIVE REPORT

Mr. Perosino noted that Tolland Youth Services will host the Coffeehouse Production at THS at 7pm this weekend. Songs will be performed in an acoustic setting. Ms. Welch commented that the Student Council is holding a food drive and has included a competition aspect in order to encourage donations. The food drive ends next Friday and benefits the Tolland Food Bank. She congratulated the Girls' Cross Country team on its win and the Boys' Soccer team which will play on Saturday. She inquired about the cell phone policy. Dr. McDowell responded that the Policy Committee meeting is scheduled for the 19th and Principal Fox will be invited to discuss this topic.

G. SUPERINTENDENT'S REPORT

Dr. McDowell noted that at the Roles and Responsibilities Workshop, Mr. Mills spoke of providing a reference guide for Robert's Rules. Dr. McDowell distributed the guide as well as a DVD of the workshop to each of the Board members.

Dr. McDowell explained that they are in the process of developing the operating budget for the 2015/16 school year. He will provide more details at the budget workshop on the 19th.

The fall newsletter has been printed and delivered. Dr. McDowell thanked all involved.

The superintendent transition is underway and Dr. McDowell has been meeting regularly with Dr. Willett since his appointment. Dr. Willett's first day is Monday, December 15th. Dr. Willett noted that tonight's presentation was a reason why he wants to be the superintendent. Having a light shine on the kids was the best part of his day.

Mr. Adlerstein asked what can be expected at the meeting on the 19th. Dr. McDowell responded that he would like it to be in a discussion format rather than a presentation. He added that it is important for people to understand that no matter what the budget is; approximately 80% is salary and benefits. The cost of the insurance benefits will not be known until sometime in January. The other key areas are transportation, energy, special education, and technology.

Mr. Adlerstein presented a brief outline of the workshop scheduled for the 19th.

H. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – Mr. Doyle distributed the minutes from the November 10th meeting and noted that the Committee would be happy to support and assist with the workshop scheduled for the 19th.

Communications – Ms. Moran noted that the next meeting is on 11/19 at 12pm.

Website Task Force – Ms. Moran noted that the next meeting is on 11/17 at 7pm

Town Council – none

Policy – Ms. Gorsky noted that the next meeting is on 11/19 at 1pm.

Negotiation – Mr. Frattaroli did not have anything to report. Dr. McDowell noted that Mr. Army is working with the attorney and as soon as he has the numbers he will get back to the Committee.

Dr. McDowell noted that the Town received the security grant and he will update the Board when more information is available.

I. CHAIRPERSON'S REPORT

Mr. Adlerstein presented a brief outline of the workshop scheduled for the 19th under item G.

J. BOARD ACTION

J.1 Board of Education Meeting Dates - 2015

Mr. Doyle motioned to approve the Tolland Board of Education 2015 meeting dates as presented. Ms. Yudichak seconded the motion. A brief discussion took place regarding the lack of an asterisk on the August 12th date. Mr. Doyle amended the motion to include an asterisk on the August 12th date. Mr. Pagoni seconded. All were in favor. Motion carried.

K. PUBLIC PARTICIPATION - none

L. POINTS OF INFORMATION - none

M. CORRESPONDENCE

- Town Council Meeting – October 28, 2014

N. FUTURE AGENDA ITEMS

- The Vision
- Budget Priorities

Mr. Doyle motioned to add an Executive Session to this evening's meeting agenda to discuss personnel matters and invite Dr. Willett to attend. Ms. Moran seconded the motion. All were in favor. Motion carried. The Board went into Executive Session at 8:38 PM.

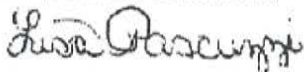
O. EXECUTIVE SESSION

Mr. Doyle motioned to go into executive session to discuss the transition of Dr. McDowell and Dr. Willett at 8:38 PM. Mrs. Moran seconded the motion. All were in favor. Motion carried.

P. ADJOURNMENT

Mrs. Gorsky motioned to come out of executive session at 8:56 pm. Mrs. Moran seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

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

SPECIAL MEETING – November 19, 2014

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

The meeting was open to the public and the meeting was held in workshop format.

Administrators Present: Dr. Thomas McDowell, Interim Superintendent of Schools, Dr. Army Dr. Willett – incoming Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:31 P.M. The Pledge of Allegiance was recited.

B. BUDGET DISCUSSION

Dr. McDowell's presentation –

Dr. McDowell presented the 2014-2015 Operating budget for the Board of Education. He said approximately 77% of budget is salaries, insurance and benefits which is more or less a fixed number. The rest of the expenditures include special education, transportation, utilities and maintenance. He said they expect only a \$17,000 surplus at the end of the year.

Dr. McDowell said that on November 1, 2014, he attended a meeting with the special education director. Initially, he was told that there are going to be 4 students who were going to be leaving the district for their education, which the town is financially responsible for. The cost of educating these children is the following: \$105,000, \$50,000, \$60,000 and \$75,000. However, now two of these children will either not be entering the district or will be leaving town and the Town will not be financially responsible for two of the children which will be a savings to the Town.

Dr. McDowell said last year at the end of the school year, the Board of Education had \$600,000 remaining. \$200,00 went towards prepaid health insurance and \$140,000 went towards other expenses.

He said this year has included unanticipated costs including adding an additional kindergarten teacher to meet increased enrollment. Dr. McDowell said he projects that there will be more children entering next year. He said some of the additional unanticipated costs included some severance issues. He added that some of the projected savings they thought the Town would find did not materialize which also contributes to the projected surplus of slightly over \$17,000 for next year.

Dr. McDowell also provided the attendees a memo from the Town Business Manager regarding 2015-2016 projected budget. Dr. McDowell said that Mr. Werbner said to include a projection of a 6% increase in health insurance and 2.5-3% increase in wages. Dr. McDowell said he expects transportation costs will be increasing for next year despite the expected decrease in gas prices.

Many citizens were present and made the following comments:

1. One of the citizens said she had attended a workshop regarding cost savings. She said one of the suggestions/discussions was regarding special education spending. She said she would like there to be a discussion

about how the Board of Education can work to encourage families with special education students to keep their children in the district. She would like to revisit that for the next budget.

Dr. McDowell responded by agreeing that it is always less expensive to keep students in the Town. He said Tolland is a "victim of its own success" and that he believes some families move to Town to have their children educated here and the special needs of some children met. He said the costs for educating a child with special needs could be over \$200,000 per child not including transportation. Dr. McDowell added that he would be attending a meeting with people from EastConn to see if costs can be decreased responsibly. He also added that the State has a budget freeze due to deficit but that the Town is expecting about \$1.4 million for excess costs.

2. A second citizen was also involved with the conversation and that Dr. McDowell has been investigating this issue to reduce special education costs without compromising quality and meeting the Town's obligations to the students and their families.

3. Citizen 3 asked about declining enrollment and whether that is factored into the budget for next year.

Dr. McDowell responded by saying that there may be two teaching positions that might not be needed in the 2015-2016 budget year but that there has also been an increase in kindergarten enrollment but there may be the opportunity to have good class sizes and also reduce costs based on the number of students.

Dr. McDowell said the high school was built to accommodate 1200 children and the current enrollment is 875 children. Dr. McDowell said he has spoken to the principals about decreasing the number of teachers but that, of course, no principal wants to have to release a teacher. He said the Board of Education is going to have to make some hard decisions and may need to make some changes. At Birch Grove, due to the special needs of some of the children, there are 60 paraprofessionals employed there. He said many of them make about \$14,000 a year but with the benefits are worth \$19,000 for full time paraprofessionals. Dr. McDowell said the rule of thumb is that salaries and benefits will make up about 80% of the Board of Education budget; in Tolland it is 77%.

4. A citizen said there was a community conversation in 2011 regarding transportation and that there are school buses that are half full. She said she understands that the Town has to provide a seat for every child. She asked if it possible to do a study to see if the Town runs too many buses.

Dr. McDowell responded that the Town has decreased the number of buses this year by one. He added that decreasing the number of buses has been an issue because some children riding the bus were arriving 10 minutes late to school. He also said teachers were having to stay late because buses were running late. Dr. McDowell said the law states that if a child qualifies for transportation, then there has to be a seat for them on a bus.

Another citizen identified herself as a parent of children in the school system and that there are some children who ride the bus for an hour or more and it cuts into homework and family time and that this should be considered when developing the bus routes and the number of buses.

5. A citizen asked how does cost of transportation still increase when one bus was decreased.

Dr. McDowell said Tolland is a large town geographically and fuel expenses have remained elevated.

6. A citizen said there was some discussion regarding combining the middle school children and high school children on bus runs but that there was parental resistance to this suggestion.

7. A citizen asked if there has been any modeling regarding how fuel costs changes would affect the budget.

Dr. McDowell said the buses cost \$297.32 dollars per bus per day x 25 buses and that Tolland purchases the fuel and that the fuel is purchased in July. He said Tolland is part of CROG bidding group for fuel.

Dr. McDowell said that another of his concerns for the Town is that he would recommend that the Board of Education should reconsider how professional development is delivered including a change to full day offerings instead of half days. Dr. McDowell said it is an issue that the Board of Education really needs to focus on. He added another important major issue is the ongoing advancement of technology.

8. A citizen said he believes that the Board of Education should not be run with the expectation that extra money that will materialize at the end of the year.

Dr. McDowell said he is constructing the budget for 2015-2016 and that the costs will be fluid. He said there are many curricular initiatives going on. He said he has heard from the principals that the Teachers want to focus on Writers Workshop and English Language Arts. Dr. McDowell said to sustain educational change requires 5-7 years and that Tolland has not done a lot of concentrated long term development. He added he has spoken to the Policy Committee and they are in discussion regarding having more of the professional development days earlier in the school year.

Dr. McDowell said another item under consideration is full day kindergarten. He said full day kindergarten has three times the instructional value than half days. Dr. McDowell said he would recommend two things for the Board of Education and Tolland to focus on, professional development and technology.

A citizen said she believes this meeting and forum was very educational and that a lot of information was provided. Dr. McDowell said many people have commented to him that that the Town has not had a good track record of providing information regarding the budget to the citizens of Tolland.

9. A citizen said she has heard that parents do not feel the process and budget are transparent. She said the parents that she speaks to would like an accounting of the Pay to Participate dollars and where the money goes and why it is not included in the budget.

Another citizen said she is working with a group that has begun work on this initiative with the goal of more transparency.

10. A citizen reminded the attendees that that Dr McDowell will be leaving in a few weeks and he said he would like to thank Dr. McDowell for getting everything started.

Mr. Alderstein asked that the workgroups to discuss the information that has been provided by Dr. McDowell so unresolved questions could be formulated and discussed. Group discussions began at 820pm.

Group discussion:

1. One of the groups asked about transportation funding and despite cutting the bus there was an increased expense of \$190,000.

Dr. McDowell said if the Town spends 4.5% more on your special ed funding, you get additional "excess cost" money from the State fund. Part of that extra money factored in transportation costs is for students requiring special transportation within the Town and the rest comes from the students who leave Town for their educations.

2. Another group asked what is included under "Staff services - other".

Dr. McDowell said that category includes: Medicare, workers comp, life insurance, disability, local retirement, and unemployment.

Dr. McDowell said the budge includes a \$1,300,00 payment coming from the State due to Excess costs. However, Dr. McDowell added that the formula is never funded at 100% and that special education funding for towns is like "hugging invisible trees" and that all of the numbers can change at any time. He said that "Excess cost

reimbursement" requires that your special education costs must be 4.5 times your per capita cost to receive excess cost money from the State.

The work groups came up with several ideas they would like the Board of Education to consider:

1. Parents contribution for "Pay to Participate" should be included in the budget information and should also include how much of the sports budget comes from the "Pay to Participate" money.
2. Property tax bills should also say what the mill rate would be without state contribution.
3. There should be information provided when there are cost overruns in one area where that money comes from. For example, i.e. severance packages and the addition of the extra teacher. What did the superintendent say no to, to make the budget? So maybe those "no" items could be funded some other way?

Dr. McDowell said and Mr. Army agreed that if they had been there when the decision was made, they would not have made any prepayments but would have used the additional available funds to spend on technology.

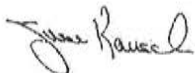
4. One of the parents present said she is concerned that teachers she has come in contact with have the perspective that the Town does not provide the teachers with supplies. Superintendent said the Board of Education is responsible for providing all items that have to do with instruction. Another parent added that every parent receives a list of supplies that their children needs for school and that the total of these supplies can range from \$75-125 and that there are also refill requests throughout the year. She said she has been told that teachers believe that there is no money for supplies. She said the teachers seem stressed that they don't have the supplies they need to run their classrooms. She said the teachers should be more supported and that there should be an accounting of what it costs a parent in addition to taxes (i.e. Pay to Participate, school supplies, PTO, etc.)
5. There should be a breakdown of where the money to fund the budget comes from including taxes, parental contribution, state contribution, etc.
6. Dr. McDowell suggested there should be an ongoing discussion regarding what the Town's educational priorities should be and that should guide decision-making. He encouraged all board members should talk to their friends and neighbors regarding what the educational priorities should be.
7. He added that there should be communication early and often.

Mr. Alderstein asked the participants how the meeting format worked. Dr. Willet said he likes the workshop model because it gives an opportunity to provide open communication with the citizens and hear the questions and understand what is going on in the schools. One of the participants said she prefers open forums and less power point presentations. Mr. Alderstein said this also models what we want in our classrooms.

ADJOURNMENT

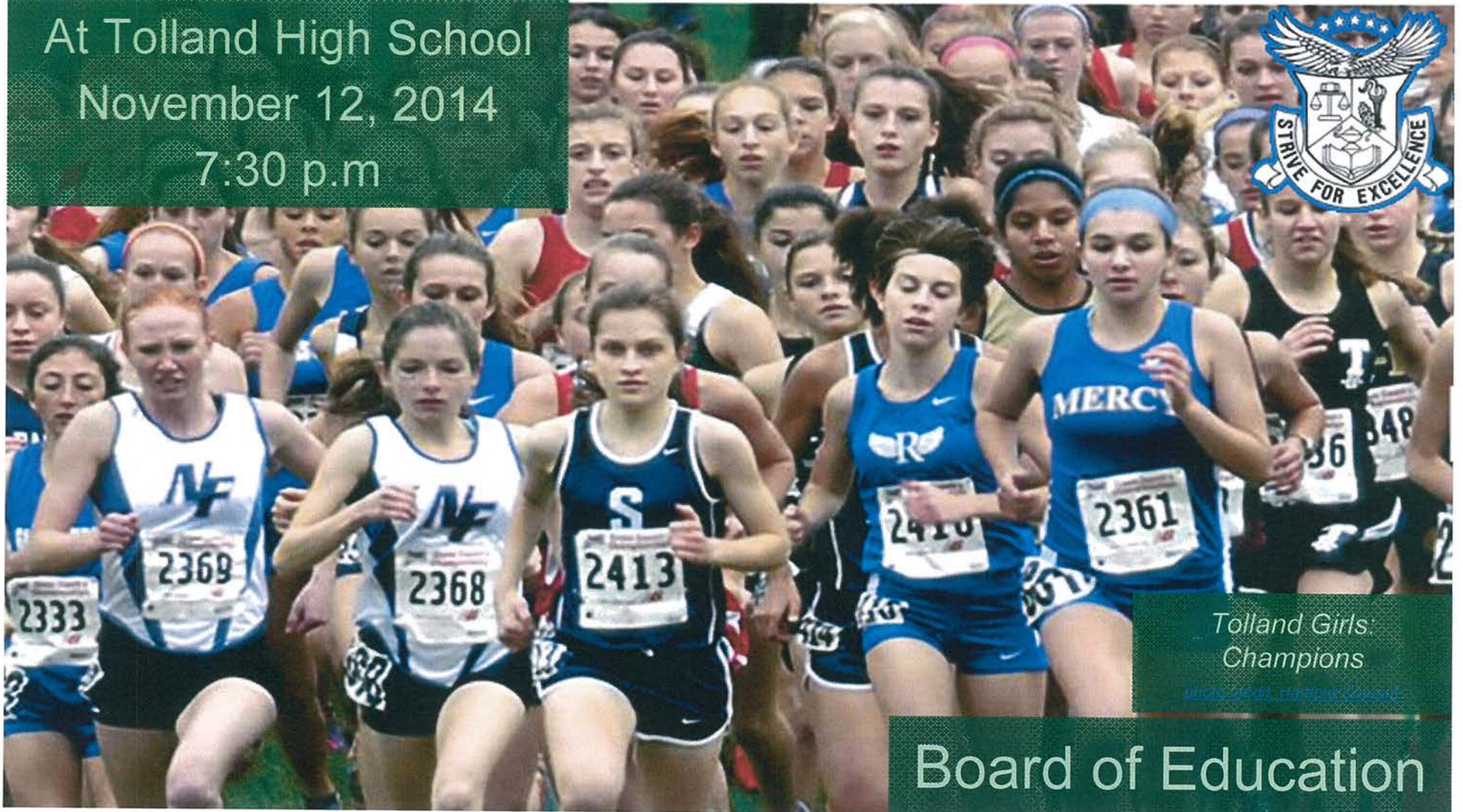
Adjourned at 9:00 pm.

Respectfully submitted,



June Kausch
Interim Clerk
Tolland Board of Education

At Tolland High School
November 12, 2014
7:30 p.m



*Tolland Girls:
Champions*

photo credit: Matt Brown, Concord

Board of Education

WHAT'S

HOT

- Girls Cross Country Champions!
- Financial Reporting
- Budget Process | 11/19 Workshop Preparation
- Next year calendar
- Transition with Dr. Willett: December 15th start
- Dr. McDowell: Assessment | Set the Table

Agenda

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. RECOGNITION— Girl's Cross Country

C. APPROVAL OF MINUTES

- Regular Meeting – October 22, 2014

D. 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.

E. POINTS OF INFORMATION

F. STUDENT REPRESENTATIVES REPORT – Charles Perosino and Sarah Welch

G. SUPERINTENDENT'S REPORT

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

J.1 Board of Education Meeting Dates - 2015

K. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

L. POINTS OF INFORMATION

M. CORRESPONDENCE

- Town Council Meeting – October 28, 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	<i>Work of 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.



Public Participation

2 min :-)

Please speak your mind

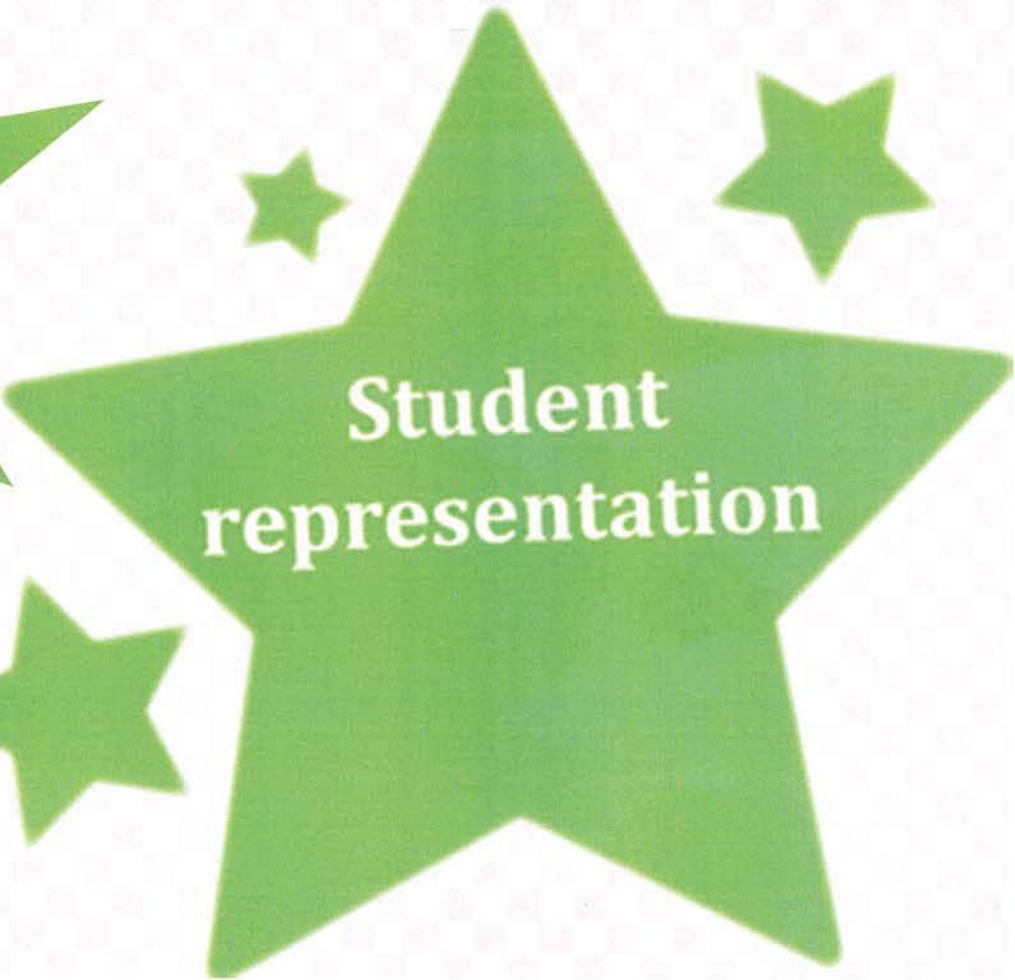
Correspondence since October 29, 2014 meeting

- ☐ One letter expressed concern that heating and cooling needs to be better regulated in the schools.
- ☐ Another letter expressed concerns about the school calendar and asked if parents could be involved in creating the calendar.





**Sarah and
Charles**



**Student
representation**

Superintendent Report

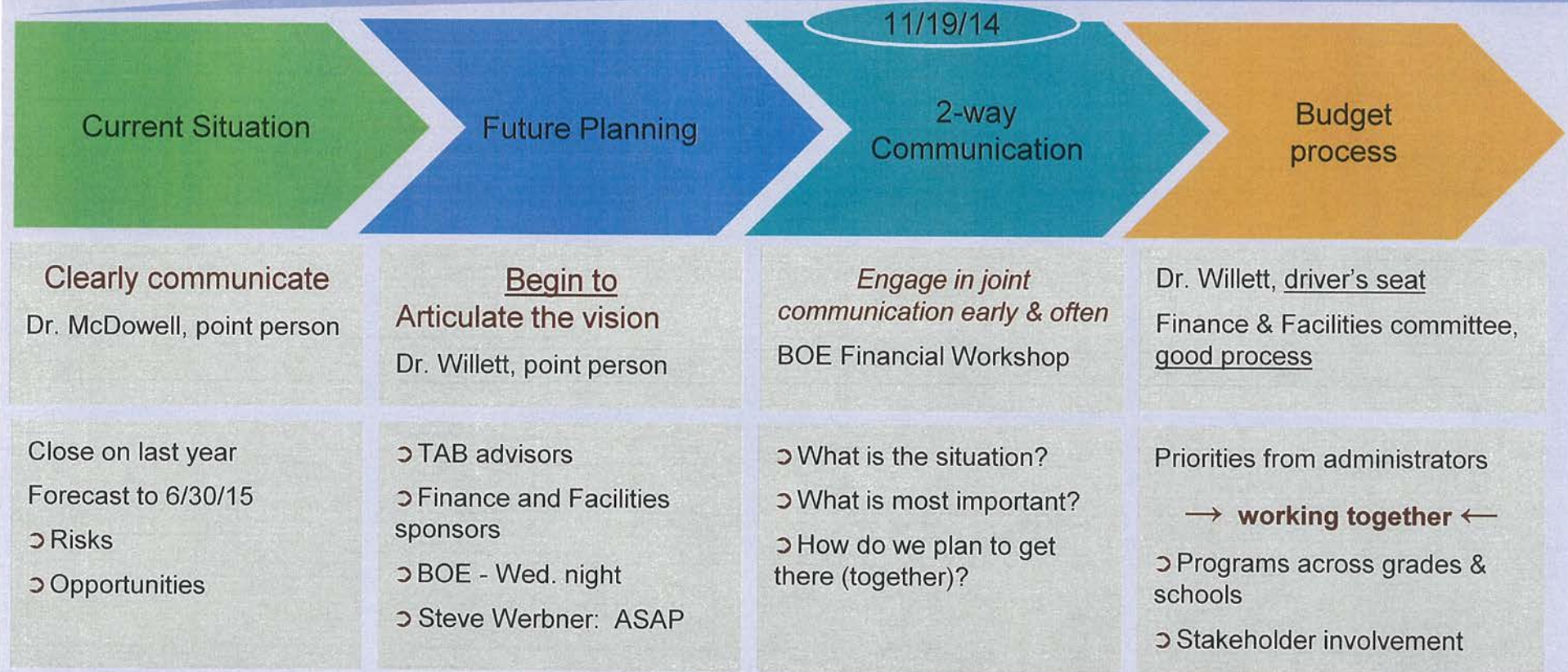
Dr. McDowell

Committee Reports

Toward Board Action

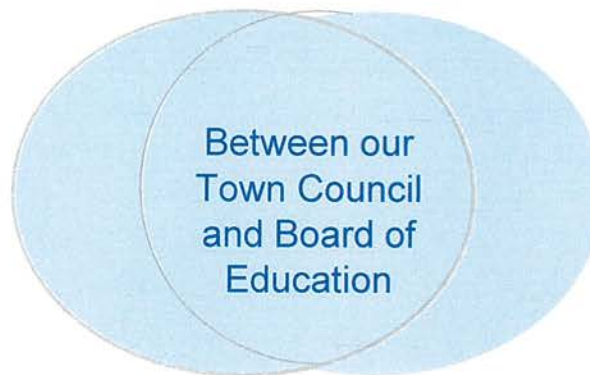
Chairperson's Report

BOE Budget, November and forward.



⊃ Next is Transition: Dr. Willett's first day is December 15th

We agree to ^{the intent: 7.1.16}
 • engage with each other in a respectful, professional manner ^{the norm}
 • view things from a broader perspective: community-focused, not us versus them ^{the norm}
 • Listen, understand and share in a clear, specific and accurate manner ^{the norm}
 • Engage in joint communication ^{the norm} early and often
 • Surface and acknowledge disagreements and agreements ^{the norm}
 • Identify and work towards a shared goal ^{the norm}



We each share an equal role in maximizing the usage of town resources to provide the highest quality of services which balance top priority needs within financial constraints. We will ^{communicate} inform and engage the community in a positive way.

We each share an equal role in maximizing the usage of town resources to provide the highest quality of services which balance top priority needs within financial constraints. We will communicate with and engage the community in a positive way. **We agree to...**

- Engage with each other in a respectful, professional manner
- View things from a broader perspective, community-focused, not us versus them.
- Listen, understand and share in a clear, specific and accurate manner.
- Engage in joint communication early and often.
- Surface and acknowledge disagreements and agreements.
- Identify and work toward a shared goal.

12/3/13 Joint meeting

Board Action

TO: Members of the Board of Education

FROM: Dr. Thomas Y. McDowell

DATE: November 12, 2014

SUBJECT: Board of Education Meeting Dates – 2015

J.1

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.

Future Agenda Items

-
-
-
-

Girls' Varsity Cross Country

Reigning CCC East Champion

Reigning CCC Overall Champion

Reigning Class "M" State Champion

Reigning State Open Champion









Girls' Varsity Cross Country

2014 State Open Champions

New Connecticut Team Record

Fastest Combined Team Time

1:36:30

Congratulations!



Last season, the Tolland girls cross country team won the State Open. This year, they are poised to repeat that feat. Four All-State runners – Courtney Akerley, Caitlin Swanson, Katherine DeLoreto, and Hayley Collins – all return from the championship team.

The Sports Department



The Sports Department

TOLLAND GIRLS PERFECT IN CLASS M X-COUNTRY

At the CIAC class cross country championships at Wickham Park Saturday, defending State Open girls' titlist Tolland showed it has every intention of...

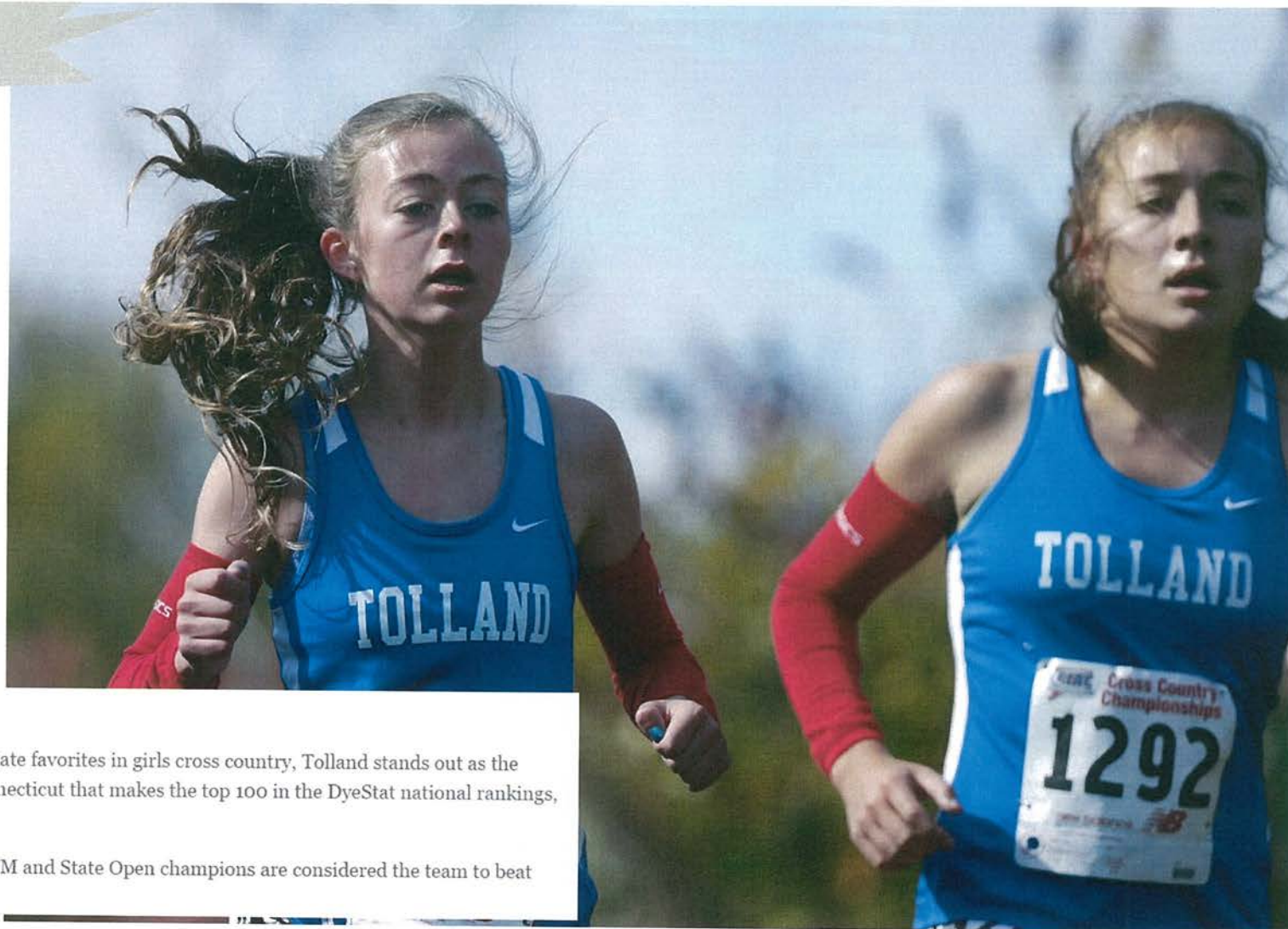
Game Time CT

Tolland, ranked No. 1 in the state for the girls, easily defended its title from last fall, scoring an impressive 28 points. The Eagles placed three runners in the Top 5 and five runners in the Top 10.





[Hartford Courant](#)



SEPTEMBER 9, 2014, 5:44 PM

When looking for state favorites in girls cross country, Tolland stands out as the only team in Connecticut that makes the top 100 in the DyeStat national rankings, ranked at No. 33.

The defending CCC, Class M and State Open champions are considered the team to beat again.

The Sports Department



















**Tolland Board of Education
Special Meeting**

Minutes – November 7, 2014

Members Present – Mr. Sam Adlerstein, Mrs. Kathy Gorsky, Mrs. Karen Moran

Administration Present – Dr. Thomas Y. McDowell, Interim Superintendent of Schools, Dr. Walter Willett, Appointed Superintendent of Schools, Mrs. Margot Martello, Tolland High-School-Vice Principal, Officer Steve Corradi and Mrs. Jennifer Palumbo, Executive Secretary to the Superintendent

Others Present –Attorney Richard Mills (Representing the Board of Education), Attorney Elisa Bartlett (Representing the Administration), Student A, and Student A's Parents

Mr. Adlerstein called the meeting to order at 9:16 a.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Mr. Adlerstein motioned and Mrs. Moran seconded to go into executive session for the purpose of conducting an expulsion hearing.

The Board returned to public session at 9:55 a.m.

MOVED by Mr. Adlerstein and seconded by Mrs. Kathy Gorsky that based on the evidence in the record, that the Board expel Student A from school for one calendar year, effective November 7, 2014 and continuing through November 7, 2015, based on the student's action in distributing a controlled substance off school grounds on or about October 29, 2014, which violated Tolland Board of Education Policy 5080 and which constituted a mandatory expulsion offense under Section 10-233d of the Connecticut General Statutes.

The expulsion shall be subject to the following conditions:

1. During the period of expulsion, the Board will provide the student with an alternative educational program, in compliance with all applicable statutes.
2. During the period of expulsion, the student will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the sole exception of the student's participation in the alternative education program.
3. Prior to the first day of the second semester of the 2014-15 school year, the Superintendent will determine, in the Superintendent's sole discretion, whether the student should be readmitted to school, effective on the first day of the second semester of the 2014-15 school year. In order to be eligible for consideration for early readmission, the student must satisfy all of the following conditions:
 - a) The student must make a good faith effort to succeed in the alternative educational program during the period of expulsion, by attending and participating in the program

regularly, completing all assigned homework and other assignments in a timely manner and otherwise demonstrating a good faith effort to succeed in the program;

- b) The student must not engage in any conduct that would warrant suspension and/or expulsion under the policies of the Tolland Board of Education.
- 4. If the Superintendent determines that the student should be readmitted to school early in accordance with the preceding section, and if the student subsequently commits any offense that would warrant suspension and/or expulsion under the policies of the Tolland Board of Education, the Superintendent may reinstate the student's expulsion for the remainder of the expulsion period, through November 7, 2015, without the need for any further proceedings before the Tolland Board of Education.

In accordance with Section 10-233d of the Connecticut General Statutes, as amended by Public Act 14-229, if the Superintendent of Schools determines at the end of Student A's junior year of high school that the conduct and behavior of Student A in the years following this expulsion warrant a recommendation for expungement of this expulsion from Student A's record, the Board will consider a request that the expulsion be expunged at that time.

Mr. Adlerstein motioned and Mrs. Gorsky seconded to adjourn the meeting at 11:15 a.m. All in favor. Motion carried.

Respectfully Submitted,

Dr. Thomas Y. McDowell

**Tolland Board of Education
Special Meeting**

Minutes – November 7, 2014

Members Present – Mr. Sam Adlerstein, Mrs. Kathy Gorsky, Mrs. Karen Moran

Administration Present – Dr. Thomas Y. McDowell, Interim Superintendent of Schools, Dr. Walter Willett, Appointed Superintendent of Schools, Mrs. Margot Martello, Tolland High-School-Vice Principal, Mrs. Jennifer Palumbo, Executive Secretary to the Superintendent

Others Present- Attorney Richard Mills (Representing the Board of Education), Attorney Elisa Bartlett (Representing the Administration), Attorney Mark Mercier (Representing Student B), Student B, Student B's Parents

Mr. Adlerstein called the meeting to order at 11:29 a.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Mr. Adlerstein motioned and Mrs. Gorsky seconded to go into executive session for the purpose of conducting an expulsion hearing.

The Board returned to public session at 12:03 p.m.

MOVED by Mr. Adlerstein and seconded by Mrs. Kathy Gorsky that based on the evidence in the record, that the Board approve the stipulation regarding Student B, as entered into the record by agreement of the parties on November 7, 2014, and that the Board expel Student B, effective November 7, 2014 for a period of one calendar year, based on his conduct in selling a controlled substance off school grounds, with such expulsion to be carried out in accordance with the terms and conditions set forth in the stipulation, including the terms and conditions regarding Student B's opportunity for early readmission to school.

Mr. Adlerstein motioned and Mrs. Gorsky seconded to adjourn the meeting at 12:05 p.m. All in favor. Motion carried.

Respectfully Submitted,

Dr. Thomas Y. McDowell

**Tolland Board of Education
Special Meeting**

Minutes – November 7, 2014

Members Present – Mr. Sam Adlerstein, Mrs. Kathy Gorsky, Mrs. Karen Moran

Administration Present – Dr. Thomas Y. McDowell, Interim Superintendent of Schools, Dr. Walter Willett, Appointed Superintendent of Schools, Mrs. Margot Martello, Tolland High-School-Vice Principal, Mrs. Jennifer Palumbo, Executive Secretary to the Superintendent

Others Present –Attorney Richard Mills (Representing the Board of Education) and Attorney Elisa Bartlett (Representing the Administration), Student C, Student C's Parents

Mr. Adlerstein called the meeting to order at 12:54 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Mr. Adlerstein motioned and Mrs. Moran seconded to go into executive session for the purpose of conducting an expulsion hearing.

The Board returned to public session at 1:23 p.m.

MOVED by Mr. Adlerstein and seconded by Mrs. Kathy Gorsky that based on the evidence in the record, that the Board expel Student C from school for one calendar year, effective November 7, 2014 and continuing through November 7, 2015, based on the student's action in selling a controlled substance off school grounds, which violated Tolland Board of Education Policy 5080 and which constituted a mandatory expulsion offense under Section 10-233d of the Connecticut General Statutes.

The expulsion shall be subject to the following conditions:

1. During the period of expulsion, the Board will provide the student with an alternative educational program, in compliance with all applicable statutes.
2. During the period of expulsion, the student will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, except for the purpose of participating in the alternative education program and except as otherwise permitted in advance expressly by the Superintendent.
3. Prior to the first day of the 2015-16 school year, the Superintendent will determine, in the Superintendent's sole discretion, whether the student should be readmitted to school, effective on the first day of the 2015-16 school year. In order to be eligible for consideration for early readmission, the student must satisfy all of the following conditions:

- a) The student must make a good faith effort to succeed in the alternative educational program during the period of expulsion, by attending and participating in the program regularly, completing all assigned homework and other assignments in a timely manner and otherwise demonstrating a good faith effort to succeed in the program;
 - b) The student must not engage in any conduct that would warrant suspension and/or expulsion under the policies of the Tolland Board of Education.
4. If the Superintendent determines that the student should be readmitted to school early in accordance with the preceding section, and if the student subsequently commits any offense that would warrant suspension and/or expulsion under the policies of the Tolland Board of Education, the Superintendent may reinstate the student's expulsion for the remainder of the expulsion period, through November 7, 2015, without the need for any further proceedings before the Tolland Board of Education.
5. In accordance with Section 10-233d of the Connecticut General Statutes, as amended by Public Act 14-229, if the Superintendent of Schools determines at the end of Student C's junior year of high school that the conduct and behavior of Student C in the years following this expulsion warrant a recommendation for expungement of this expulsion from Student C's record, the Board will consider a request that the expulsion be expunged at that time.

Mr. Adlerstein motioned and Mrs. Gorsky seconded to adjourn the meeting at 1:32 p.m. All in favor. Motion carried.

Respectfully Submitted,

Dr. Thomas Y. McDowell

TO: Members of the Board of Education
FROM: Dr. Thomas Y. McDowell
DATE: December 10, 2014
SUBJECT: Cancellation of December 24, 2014
Board of Education Meeting

In keeping with past practice, I am recommending the Board of Education meeting scheduled for December 24, 2014 be cancelled.

TYM:jp



TOLLAND PUBLIC SCHOOLS

51 TOLLAND GREEN
TOLLAND, CONNECTICUT 06084

OFFICE OF THE
SUPERINTENDENT OF SCHOOLS
860-870-6850
FAX: 860-870-7737

Dr. Thomas Y. McDowell
Interim Superintendent

I.2

TO: Tolland Board of Education

From: Dr. Thomas Y. McDowell

RE: Consideration of the Approval of the Change in Names on the Tolland Public Schools
Child Nutrition Program Account

It is recommended that the Board approve of the change in names on the Tolland Public Schools Child Nutrition Program Account. Frank Connolly, Interim Business Manager and Dr. Walter Willett, Superintendent of Schools, effective December 10, 2014.

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Health/Nutrition, Family Services and
Adult Education
25 Industrial Park Road
Middletown, Connecticut 06457-1543

AUTHORIZED SIGNATURES CHANGE FORM

Read the enclosed instructions before completing the form.

FOR STATE USE ONLY

Effective Date: _____

AGREEMENT NUMBERS:

School Programs _____

Child Day Care Centers _____

Adult Day Care Centers _____

Day Care Homes _____

Summer Food Service _____

This is to certify that on December 10, 2014 as shown in the minutes of

Tolland Board of Education

(Name of Corporation, Board of Education or Governing Body)

The following action was taken to revise the Authorized Signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. *The person designated below is authorized to sign this agreement and to sign claims for reimbursement.*



Signature

Walter Willett, Ph.D.

Printed Name

Superintendent

12/15/14

Title (Superintendent of Schools, Mayor, Selectman, President
or Chairperson of the Board, Pastor or Commissioner)

Date

2. *In the absence or incapacity of the first designated individual, the second person designated below is Authorized to sign claims for reimbursement.*



Signature

Frank Connolly

Printed Name

Interim Business Manager

12/15/14

Title (Assistant Superintendent, Business Official, Principal,
Headmaster, City or Town Manager, Executive Director
or Deputy Commissioner)

Date

3. *The signature below certifies the above action.*

Signature

Title (Secretary of Corporation, Town Clerk, Secretary
of the Board)

TO: Tolland Board of Education

FR: Dr. T. Y. McDowell

RE: Board Policy 9130 - Time, Place and Notice of Meetings
Board Policy 5081 - Bullying Prevention and Safe School Climate regulation
Board Policy 1360 – School Calendar (Proposed New Policy)

Date: December 5, 2014

Attached please find the above referenced Board Policies. These policies were reviewed by the Policy Committee on November 19, 2014. The Committee was unanimous in recommending they be forwarded to the full Board for consideration.

Board Policy 9130 – Time, Place and Notice of Meetings

The proposed changes to this existing policy are that the calendar of regular meetings shall be set for the ensuing year no later than the first regular meeting in November, following review by the Policy Committee. Previously the policy stated that the Board would set the calendar of regular meetings at the first regular meeting in November. There are no other proposed changes to this policy.

Board Policy 5081 – Bullying and Safe School Climate Plan Regulation

The changes to this existing policy and regulation are required as a result of the recent legislative session. The changes in the policy result in the addition of language regarding teen dating violence.

Board Policy 1360 – School Calendar (New Proposed Policy)

Presently the Board does not have a policy regarding the School Calendar.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

1. Regular Meetings

- A. The Board of Education shall set a calendar of regular meetings for the ensuing year no later than the first regular meeting in November, following review by the Policy Committee.
- B. The calendar of regular meetings will be reviewed by the Board at two (2) regular meetings prior to being approved.
- C. 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.
- D. Normally the Board shall schedule regular meetings on the second and fourth Wednesday of each month of the year.
- E. 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.
- F. 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:

BULLYING PREVENTION AND INTERVENTION POLICY

The Tolland Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "**Bullying**" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, "**Cyberbullying**" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

For purposes of this policy, "**Teen Dating Violence**" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Consistent with the requirements under state law, the Tolland Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying;
- (3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;

- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
- (9) require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;
- (10) require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
- (11) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (12) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- (13) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- (14) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;

- (15) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- (16) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, or (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- (17) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
- (18) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

By September 1, 2014, the Tolland Board of Education shall submit its Safe School Climate Plan to the Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Legal References:

Conn. Gen. Stat. 10-145a
Conn. Gen. Stat. 10-145o
Conn. Gen. Stat. 10-220a
Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. 10-222g

Conn. Gen. Stat. 10-222h

Conn. Gen. Stat. §§ 10-233a through 10-233f

Public Act 14-172, "An Act Concerning Improving Employment Opportunities Through Education And Ensuring Safe School Climates"

Public Act 14-232, "An Act Concerning The Review And Approval Of Safe School Climate Plans By The Department Of Education And A Student Safety Hotline Feasibility Study"

Public Act 14-234, "An Act Concerning Domestic Violence and Sexual Assault"

Policy Approved: 10/08/03

Revised: 04/26/06

Revised: 06/28/07

Revised: 06/13/07

Revised: 09/24/08

Revised: 02/24/10

Revised: 12/14/11

Revised:

TOLLAND PUBLIC SCHOOLS
Tolland, CT

7/28/14

SAFE SCHOOL CLIMATE PLAN

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, teen dating violence, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying, cyberbullying and teen dating violence and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying and teen dating violence.

Bullying behavior and teen dating violence are strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior and teen dating violence, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

I. Prohibition Against Bullying, Teen Dating Violence and Retaliation

- A. The Board expressly prohibits any form of bullying behavior and teen dating violence on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- C. The Board further prohibits any form of teen dating violence outside of the school setting if such violence substantially disrupts the educational process;
- D. In addition to prohibiting student acts that constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- E. Students who engage in bullying behavior or teen dating violence in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's

policies on student discipline, suspension and expulsion, and consistent with state and federal law.

II. Definition of Bullying

- A. **"Bullying"** means the repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:
1. causes physical or emotional harm to such student or damage to such student's property;
 2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 3. creates a hostile environment at school for such student;
 4. infringes on the rights of such student at school; or
 5. substantially disrupts the education process or the orderly operation of a school.
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

III. Other Definitions

- A. **"Cyberbullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- B. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system;

- C. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. **"Mobile electronic device"** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. **"Outside of the school setting"** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- F. **"Prevention and intervention strategy"** may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.
- G. **"School climate"** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
- H. **"School employee"** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

- I. **“School-Sponsored Activity”** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.
- J. **“Teen dating violence”** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

IV. Leadership and Administrative Responsibilities

A. Safe School Climate Coordinator

The Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator (“Coordinator”). The Coordinator shall:

- 1. be responsible for implementing the district’s Safe School Climate Plan (“Plan”);
- 2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
- 3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
- 4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying the school district and to make recommendations concerning amendments to the district’s Plan.

B. Safe School Climate Specialist

The Principal of each school (or principal’s designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

V. Development and Review of Safe School Climate Plan

- A. The Principal of each school shall establish a committee or designate at least one existing committee (“Committee”) in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.

- B. The Committee shall: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) implement the provisions of the school security and safety plan, if applicable, regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying, 4) review and amend school policies relating to bullying; 5) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 6) educate students, school employees and parents/guardians on issues relating to bullying; 7) collaborate with the Coordinator in the collection of data regarding bullying; and 8) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.
- C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.
- D. The Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

VI. Procedures for Reporting and Investigating Complaints of Bullying

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to

address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

- C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.
- D. The Safe School Climate Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. The Safe School Climate Specialist shall also be responsible for promptly notifying the parents or guardians of the student alleged to have committed an act or acts of bullying, and the parents or guardians of the student against whom such alleged act or acts were directed, that an investigation has commenced. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.
- E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

VII. Responding to Verified Acts of Bullying

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding **not later than forty-eight hours** after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable

information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.

- B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall invite the parents or guardians of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and policies and procedures in place to prevent further acts of bullying. The Safe School Climate Specialist or designee shall also invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the previously described meeting, to discuss specific interventions undertaken by the school to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A.
- C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
- D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.
- E. Notice to Law Enforcement

If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.
- F. If a bullying complaint raises a concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age, disability or gender identity or expression), the Safe School Climate Specialist or designee shall also coordinate any bullying investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.), so as to ensure that any such bullying investigation complies with the requirements of such policies regarding nondiscrimination.

VIII. Teen Dating Violence

- A. The school strictly prohibits, and takes very seriously any instances of, teen dating violence, as defined above. The school recognizes that teen dating violence may take many different forms and may also be considered bullying and/or sexual harassment.
- B. Students and parents (or guardians of students) may bring verbal or written complaints regarding teen dating violence to any building administrator. The building administrator shall review and address the complaint, which may include referral of the complaint to the Safe School Climate Specialist and/or Title IX Coordinator.
- C. Prevention and intervention strategies concerning teen dating violence shall be implemented in accordance with Section X below. Discipline, up to and including expulsion, may be imposed against the perpetrator of teen dating violence, whether such conduct occurs on or off campus, in accordance with Board policy and consistent with federal and state law.

IX. Documentation and Maintenance of Log

- A. Each school shall maintain written reports of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without written prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.
- B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to

any personally identifiable student information, which is confidential information by law.

- C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

X. Other Prevention and Intervention Strategies

- A. Bullying behavior and teen dating violence can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying or to teen dating violence. While conduct that rises to the level of “bullying” or “teen dating violence,” as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying or teen dating violence, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint of bullying. As discussed below, schools may also consider appropriate alternative to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.
- B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.
- C. The following sets forth possible interventions which may also be utilized to enforce the Board’s prohibition against bullying and teen dating violence:

- i. **Non-disciplinary interventions**

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

When an act or acts of teen dating violence are identified, the students involved may be counseled as to the seriousness of the conduct, the prohibition of teen dating violence, and their duty to avoid any such conduct. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

ii. Disciplinary interventions

When acts of bullying are verified or teen dating violence occurs, and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints of bullying, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and teen dating violence, and/or when past interventions have not been successful in eliminating bullying behavior.

iii. Interventions for bullied students and victims of teen dating violence

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address incidents of bullying or teen dating violence against a single individual. Intervention

strategies for a bullied student or victim of teen dating violence may include the following:

- a. Referral to a school counselor, psychologist or other appropriate social or mental health service;
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations or instances of teen dating violence;
- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation or other forms of mediation, where appropriate;
- e. Student Safety Support plan;
- f. Restitution and/or restorative interventions; and
- g. Periodic follow-up by the Safe School Climate Specialist and/or Title IX Coordinator with the bullied student or victim of teen dating violence.

iv. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. Additional district actions may also ameliorate potential problems with teen dating violence. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

- a. School rules prohibiting bullying, teen dating violence, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying or teen dating violence are likely to occur;

- c. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;
- d. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
- e. School-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
- f. Student peer training, education and support; and
- g. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- h. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence, including any such program identified by the Department of Education;
- i. Respectful responses to bullying and teen dating violence concerns raised by students, parents or staff;
- j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying and teen dating violence, with a focus in evidence based practices concerning same;
- k. Use of peers to help ameliorate the plight of victims and include them in group activities;
- l. Avoidance of sex-role stereotyping;

- m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;
 - n. Modeling by teachers of positive, respectful, and supportive behavior toward students;
 - o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
 - p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere;
 - q. Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.
- D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying.”
- E. Funding for the school-based bullying intervention and school climate improvement strategy may originate from public, private, federal or philanthropic sources.

XI. Improving School Climate

[Individual schools should use this section to outline affirmative steps to improve the quality of school climate as defined within a particular school and/or district. These strategies should align with school improvement plans, school climate assessments, and be based on current data available on the quality of school climate within the school and/or district including, but not limited to, the type, nature, frequency etc. of behavior that may constitute or lead to bullying, teen dating violence, harassment or similar behavior. This section is intended to be broader in scope and should be targeted towards fostering positive school climate rather than exclusively preventing, investigating and otherwise responding to specific incidences of bullying and teen dating violence.]

XII. Annual Notice and Training

- A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.

- B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.
- C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district's safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.
- D. After July 1, 2014, any person appointed by the district to serve as district safe school climate coordinator shall complete mental health and first aid training offered by the Commissioner of Mental Health and Addiction Services.

XIII. School Climate Assessments

Biennially, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Connecticut State Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Connecticut State Department of Education.

Legal References:

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8,
Series 2008-2009 (March 16, 2009)

Public Act 14-172, "An Act Concerning Improving Employment Opportunities
Through Education And Ensuring Safe School Climates"

Public Act 14-232, "An Act Concerning The Review And Approval Of Safe School
Climate Plans By The Department Of Education And A Student Safety Hotline
Feasibility Study"

Public Act 14-234, "An Act Concerning Domestic Violence And Sexual Assault"

7/28/14

Policy Approved: 10/08/03

Revised: 04/26/06
Revised: 06/13/07
Revised: 09/24/08
Revised: 02/24/10
Revised: 12/14/11
Revised:

TOLLAND PUBLIC SCHOOLS
Tolland, CT

REPORT OF SUSPECTED BULLYING BEHAVIORS OR TEEN DATING VIOLENCE
(School Employees Should File with the School Principal)
(Parents and Students May File with the School Principal or Any Other School Employee)

Date: _____

Relationship of Reporter to Target (self, parent, teacher, peer, etc.):

Against:

Date of Incident(s): _____

Location(s): _____ Time: _____

Describe the basis for your report. Include information about the incident, participants, background to the incident, and any attempts you have made to resolve the problem. Please note relevant dates, times and places.

Indicate if there are witnesses who can provide more information regarding your report. If the witnesses are not school district staff or students, please provide contact information.

Name	Address	Telephone Number

Have there been previous incidents (circle one)? Yes No

If "yes", please describe the behavior of concern, or the violence that occurred; include the approximate date(s) and the location(s):

Were these incidents reported to school employees (circle one) Yes No

If "Yes", to whom was it reported and when?

--

Was the report verbal or written?

--

Proposed Solution:

Indicate your opinion on how this problem might be resolved in the school setting. Be as specific as possible.

I certify that the above information and events are accurately depicted to the best of my knowledge.

Signature of Reporter	Date Submitted	Received By	Date Received
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7/28/14

INTERNAL INVESTIGATION NOTES FOR REPORTS OF BULLYING BEHAVIORS

[SAMPLE FORM C]

**TOLLAND PUBLIC SCHOOLS
REPORT OF BULLYING FORM/INVESTIGATION SUMMARY**

For Staff Use Only: _____

School _____ **Date** _____

Location(s) _____

Reporter Information:

Anonymous student report _____

Staff Member report _____ Name _____

Parent/Guardian report _____ Name _____

Student report _____ Name _____

Student Reported as Committing Act: _____

Student Reported as Victim: _____

Description of Alleged Act(s): _____

Time and Place: _____

Names of Potential Witnesses: _____

Action of Reporter: _____

Administrative Investigation Notes (use separate sheet if necessary):

Bullying Verified? Yes ____ No ____

Remedial Action(s) Taken: _____

If Bullying Verified, Has Notification Been Made to Parents of Students Involved?

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

If Bullying Verified, Have Invitation to Meetings Been Sent to Parents of Students Involved?

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

Date of Meetings:

If Bullying Verified, Has School Developed Student Safety Support/Intervention Plan?

Y N

(Attach bullying complaint and witness statements. If bullying is verified, attach notification to parents of students involved, invitations to parent meetings, and records of parent meetings).

3/26/12

[SAMPLE FORM D]

TOLLAND PUBLIC SCHOOLS
Report of Bullying/Consent to Release Student Information

Date: _____

Name of Student: _____

School: _____

To Parent/Guardian:

A report of bullying has been made on behalf of your child alleging that he/she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the report, the Tolland Public Schools may wish to disclose the fact that this complaint has been filed in connection with investigation.

(Please check one):

_____ I hereby give permission for the Tolland Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its investigation of that complaint.

_____ I do **NOT** give permission for the Tolland Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its investigation of that complaint.

Signature of Parent/Guardian Date

Name (Please print)

3.26.12

[SAMPLE FORM E]

**Tolland Public Schools
Report of Teen Dating Violence/Consent to Release Student Information**

Date: _____

Name of Student: _____

School: _____

To Parent/Guardian:

A report of teen dating violence has been made on behalf of your child alleging that he/she has been the victim of teen dating violence. In order to facilitate a prompt and thorough review of the report, the Tolland Public Schools may wish to disclose the fact that this complaint has been filed in connection with its review.

(Please check one):

_____ I hereby give permission for the Tolland Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its review of that complaint.

_____ I do **NOT** give permission for the Tolland Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its review of that complaint.

Signature of Parent/Guardian

Date

Name (Please print)

7/28/14

**TOLLAND PUBLIC SCHOOLS
Tolland, CT**

SCHOOL CALENDAR

The School Calendar shall be prepared by the Superintendent of Schools and presented to the Board of Education for approval following review by the Policy Committee.

The School Calendar shall be reviewed by the Board at two (2) regular meetings prior to being approved.

ADOPTED:

Tolland PUBLIC SCHOOLS
Tolland, CT

Jane 11-13-2014
Town Clerk
11-13-2014

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM NOVEMBER 12, 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; Michael Wilkinson, Director of Administrative Services; Beverly Bellody, Director of Human Services; Lisa Hancock, Director of Finance and Records; Jason Lawrence, Town Assessor; John Littell, Fire Chief/Director of Public Safety; Robert Miller, Director of Public Health, Eastern Highlands Health District

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. Although a day late, the Council thanked all the Veterans for their service.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit): None.
6. **PUBLIC HEARING ITEMS:** None.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:**
Discussion with members of Technology Advisory Board & Board of Education members regarding the Board of Education Technology Five Year Capital Plan: No discussion occurred.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Paul Krasusky, BOE: the meeting is tonight, so no update. Mr. Krasusky stated that he is part of the Tolland Middle School Principal Selection Committee, and they are hoping to have a decision within the next week or so. Mr. Baker, PZC: They did send the referral on the HUD housing proposal, and approved the letter to the ACCESS Agency, there is a public hearing set for permitting vehicle and trailer rentals in the neighborhood / commercial zone; there was open-space approval for 144 Bald Hill Road. Mr. Eccles, EDC: Christine Fields is leaving the area, so the EDC is looking for an Alternate; there is a sign enforcement program that will be put into place in 2015; there was a general discussion of the NZZT area, special permit of the U-Haul rental facility, how they can't just spot zone and their concerns regarding enforcing the rules that would be put in place; the business meet & greet will be rescheduled to the Spring/Summer; and there was discussion of a drive-thru at Field Stone Commons for food retail.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
 - 8.1 EHHD update on the Ebola situation as well as local and state protocols.

John Littell and Rob Miller were present to speak about the latest Ebola protocols in Connecticut.

Robert Miller began by saying that they have been collecting a lot of information, screening it, and pushing it out to the communities. They have been meeting on a regular basis with State public health officials, the Commissioner of Health, all of the local health directors and the University of Connecticut's officials to plan and prepare. Mr. Miller said there are three basic areas that he wanted to review: surveillance and tracking; isolation and quarantine; and EMS and hospital preparedness.

Surveillance and Tracking & Isolation and Quarantine: They are trying to funnel 100% of the travelers from all of the affected countries in West Africa through 5 major international airports. Prior to the screening process, they were getting about 140 travelers per day. Now, they are being put through the CDC screening process. They are being identified, flagged and their final destination within the U.S. is being predetermined. Part of the screening is a medical screening and then an assessment of risk (high, medium or low level). If they present with symptomatology, they are immediately detained and they go through a thorough medical evaluation. If they are asymptomatic, and they don't pose any risk to public health, they are handed an Ebola care kit, and then sent on their way. The CDC notifies the appropriate State Health Department, and then the State notifies the local health department. Once they arrive within the State of Connecticut, the State conducts another assessment and collects data from the individual. Once that is done, they make their own assessment as to whether the individual should be quarantined and at what level of quarantine. The local health department would be tasked with implementing all quarantined conditions. To date, they have not had an individual infected. Mr. Miller spoke about UConn's protocol with regard to faculty and staff that may travel to the infected areas.

EMS and Hospital Preparedness: Mr. Littell said they have not done the State mandated drill yet, although it is scheduled for November 17th. All local hospitals have done their drills. In the last several weeks, they have gone through their inventory of suits and supplies on hand, and it was determined that some supplies are not kept on hand. A spreadsheet has been prepared. Mr. Littell is concerned with the time it would take to decon an ambulance (2 days) should the need arise. He compared our plan to Manchester's plan, and believes they have a solid plan in place. With regard to the supplies spreadsheet he has prepared, he has spoken with Mr. Werbner and they have agreed that this is not something that you budget for. Do they stock pile supplies? Some of the suits have a shelf life of 5 years. They have looked at setting up Station 440 as a decon room, should the need to isolate people arise. He ended by saying that some supplies are now on a 6-10 week backorder.

- 8.2 Consideration of a resolution to authorize the Town Manager to submit a STEAP application to the Office of Policy and Management.

Mr. Werbner said this is the formal application that OPM requires prior to the STEAP Grant. They are applying for a \$500,000 grant related to the expansion of the highway garage. They are continuing to work on the design and scope of that project. Due to the nature of the business in terms of the types of materials that they use, the environmental aspects of this project increase the costs. They are at \$1.6m for the total project. If they get the grant, \$500,000 will be off-set.

George Baker motioned to accept the following resolution:

Be it resolved that Steven R. Werbner the Town Manager is duly authorized to enter into and sign said application in the amount of \$500,000 on behalf of the Town of Tolland. Steven R. Werbner currently holds the Town Manager position and has held that office since October 1, 2005. The Town Manager is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

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

8.3 Presentation of Revaluation results.

Mr. Lawrence provided an update on the revaluation results. He has been working on this in-house revaluation since March, and is at the end of the process. The end result is an overall 4% decrease in value. Commercial is up 6%, and residential is down 5%.

He provided and reviewed a hand-out entitled Revaluation 2014 Statistics through 11/12/2014. It contains proposed numbers for the real estate, working in the grand list numbers, so that they can see where they were and where they will be. Although, there are a lot of assumptions, the numbers will be finalized at year end. A breakdown by % change of improved RES parcels and of % decrease by square footage was discussed. He said they plan to send notices out after Thanksgiving, and will hold hearings throughout December for residents if they want an informal hearing. He will hold a meeting for the public, with a presentation, next week on Thursday.

8.4 Consideration of a resolution to declare various equipment as obsolete property within the Board of Education and to allow Food Service to sell the equipment and have the proceeds allocated to their budget after disposing of these items.

Mr. Werbner said this is a normal request from the BOE. These items are surplus because of the Honeywell project. More energy efficient equipment was installed in the school cafeterias. The unique aspect of this is that because the Food Services operates as a cost center, they are requesting that any money from the sales of these items go back to the Cafeteria Fund, rather than to the General Fund or the BOE's General Fund. The BOE is in agreement with this. Mr. Werbner does not have a problem with this request, since the funds to originally pay for these items most likely came from the Cafeteria Fund.

Ms. Rubino mentioned an e-mail she received from Karen Moran, stating that this could be setting a negative precedent. Mr. Werbner said the request came from the BOE. The Superintendent initially made the request to the BOE, and the BOE asked that it be put on the Council's agenda. If there is a question, they can go back to the BOE for clarification.

Mr. Eccles said the request came from the BOE on official letterhead. He is not sure what to make of Ms. Moran's e-mail.

It was determined that since there was no urgency on this issue, that this item would be tabled until further clarification could be obtained from the BOE.

8.5 Consideration of Tolland Non-Profit Housing Corporation's request for assignment of lease for sale of house at Rolling Meadows.

Edward Sederquest, the Tolland Non-Profit Housing Corporation Director, presented the Council with a draft resolution for their consideration. The Board met recently and looked at all the underlying paperwork, consulted with the Town Attorney, and determined that everything is in order. There are 24 units that they are responsible for on behalf of the Council. In this case, they are responsible for the assignment of a lease for 100 Rolling Meadow Drive. Mr. Werbner said the Council is the single member, so their approval is needed.

George Baker motioned to accept the following resolution:

BE IT RESOLVED that the Town Council of the Town of Tolland, acting in its capacity as the sole member of the Tolland Non-Profit Housing Corporation, hereby approves the assignment of the lease of the property known as 100 Rolling Meadow Drive to Qualified People (as that term is defined by the State of Connecticut, Department of Housing) pursuant to the terms of the Assignment attached hereto.

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

Ms. Rubino thanked them for all their work, and recognizes that they are all volunteers.

- 8.6 Consideration of a resolution to approve of the Town Manager entering into an Inter-Municipal agreement with the Towns of Coventry and South Windsor to participate in a CT State Grant to purchase computer/technology equipment.

Mr. Werbner said this is the second time we've been involved in this type of program. This enables us to extend the amount of money that we have for the purchase of hardware and computers.

George Baker motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves of the Town Manager entering into an agreement with the Towns of Coventry and South Windsor to participate in a State Grant application for the purchase of computer and technology equipment.

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

- 8.7 Consideration of a resolution to approve of the Town Manager entering into an option to lease agreement with the Access Agency, Inc. of Willimantic to lease Parker Memorial School for the purpose of constructing units of senior affordable housing.

Mr. Werbner said this was discussed at the last meeting. There is an option to lease form that has been worked out with the ACCESS Agency. The PZC approved the proposed housing use of Parker School for elderly housing, the proposed architectural and site plan as submitted. A copy of the site plan was provided to all Council members, which relates to the revised parking for the intermediate school as well as the elderly housing. He said we are ready to move forward. Everything in terms of the grant submittal is being prepared. The deadline for submittal of the grant is early December. Mr. Werbner also advised that there is also a different agreement with the ACCESS Agency regarding a payment in lieu of taxes, which is similar to what they have for Winding River and Old Post Village.

George Baker motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves of the Town Manager entering into an option to lease agreement with the Access Agency of 1315 Main Street, Willimantic, CT to lease Parker Memorial School for the purpose of constructing units of senior affordable housing.

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

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

Ben Stanford motioned to appoint **Ann Deegan of 689 Tolland Stage Road** to the Tolland Green Historic District Commission as a Regular member from her current position as an alternate member; Seconded by Jan Rubino. All in favor. None opposed.

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS):** None.
10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner had nothing additional to add to his written report.
11. **ADOPTION OF MINUTES**
 - 11.1 October 28, 2014 Regular Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by George Baker. All in favor. None opposed. William Eccles abstained.
12. **CORRESPONDENCE TO COUNCIL**
 - 12.1 Letter from Jean Leonard commending Becky Ellert and Fran Weigand for their assistance during her recovery.
13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Krasusky acknowledged the girls cross country team and their victory. Mr. Werbner added that the boys' soccer team is in the state finals on Saturday. Mr. Scavone mentioned the wine tasting event being held for the Tolland Educational Foundation on Saturday night.
14. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*3 minute limit*): None.
15. **ADJOURNMENT:** George Baker moved to adjourn the meeting; Seconded by Bill Eccles at 8:37 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM NOVEMBER 25, 2014 – 7:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; William Eccles; Richard Field; Paul Krasusky; Jan Rubino and Ben Stanford

MEMBERS ABSENT: George Baker

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative 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:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit): None.
6. **PUBLIC HEARING ITEMS:** None.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Karen Moran, BOE: They honored the girls cross country team and gave each a Certificate of Achievement. On November 19th, they had a budget discussion. She thanked those Council members that were able to attend, and believed went very well.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Ms. Rubino, AG Commission: The lease has been drafted for the Bahlers to sign. Mr. Werbner said it will be put on an agenda. The Ag Viability Grant is done and has been submitted. With regard to the budget meeting, Ms. Rubino commented that it was one of the most understandable budget processes that they've been involved in thus far. There is still a lot of work to do. Mr. Krasusky, TMS Principal Selection Committee: They have made their official recommendations to the BOE. Mr. Eccles, Technology Board: Instead of calling other groups to the Advisory Board, the Board will make itself available to attend the meetings of those groups. It should make the interactions between the TAB and the other groups a little smoother. Mr. Stanford, WPCA: They are awaiting the final sewer plans for the Gottier Cascade Park development; the wastewater service connection is on track and should be up and running soon; they are continuing to work through their budget; the Old Post pump house is down to one pump, and they continue to wait for the parts to come in, so that the final work can be completed by the vendor.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
 - 8.1 Consideration and action concerning a resolution authorizing the Town of Tolland to appropriate the sum of \$414,864 for the cost of school security improvements for Tolland High

School, Tolland Middle School, Tolland Intermediate School and Birch Grove Primary School and the setting of a public hearing thereon for December 9, 2014.

Mr. Werbner said this is the school security work that has been discussed with the BOE and Town Council. They did apply for a state grant and were successful in receiving \$174,823. This is the bonding resolution that they need to appropriate the total amount. This will also authorize them to secure bonds or notes in the amount of \$240,041. This money will primarily be used for the installation of school guard glass doors, school guard glass windows, exterior doors, camera upgrades, switches, radio alert systems, door phones, and camera servers. This is the first year of a rather aggressive recommended five year program.

Jan Rubino motioned that the following resolution be introduced and set down for a public hearing on December 9, 2014 at 7:30 p.m. in Tolland Town Council Chambers, 21 Tolland Green in Tolland, Connecticut.

NOW THEREFORE, BE IT RESOLVED,

(1) That the Town of Tolland (the "Town") appropriate the sum of \$414,864 for the cost of school security improvements for Tolland High School, Tolland Middle School, Tolland Intermediate School and Birch Grove Primary School, including the installation of school guard glass doors, school guard glass windows, exterior doors, camera upgrades, PoE switches, radio alert systems, door phones, and camera servers (the "Project"). The appropriation may be spent for design and construction costs, equipment, materials, architects' fees, engineering fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Project or its financing. The Town Council is authorized to determine the scope and particulars of the Project. The Town Council may reduce or modify the scope of the Project if funds are insufficient to complete all of the Project, and the appropriation authorized hereby may be spent on the Project as so reduced or modified.

(2) That to finance said appropriation for the Project, the Town issue bonds or notes in an amount not to exceed \$240,041 and grants or other sources of funds received by the Town for said project in an amount of not less than \$174,823. The bonds or notes shall be issued pursuant to Chapter 109 of the Connecticut General Statutes, Revision of 1958, as amended (the "Connecticut General Statutes"), including, without limitation, Section 7-369 of the Connecticut General Statutes, and any other enabling acts.

(3) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the Project or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed \$240,041. The notes shall be issued pursuant to Section 7-378 of the Connecticut General Statutes. The Town shall comply with the provisions of Section 7-378a of the Connecticut General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(4) That the Town Manager and the Treasurer of the Town (the "Officials") be authorized to sign said bonds, notes or other obligations of the Town by their manual or facsimile signatures and to determine the amounts, rates of interest, dates, maturities, dates of principal and interest payments on such bonds, notes or other obligations, the form of such bonds, notes or other obligations; the provisions for protecting and enforcing the rights and remedies of the holders of such bonds, notes or other obligations and all other terms, conditions and particular matters regarding the issuance and securing of such bonds, notes or other obligations and to execute, sell and deliver the same, and provide all supporting documentation as may be necessary or desirable to accomplish such

purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, Securities and Exchange Commission Rule 15c2-12, and in accordance with the Connecticut General Statutes and any other applicable provision of law thereto enabling. The bonds, notes and other obligations authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(5) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent for such bonds, notes and other obligations; to provide for the keeping of a record of the bonds, notes or other obligations; to designate a financial advisor to the Town in connection with the sale of the bonds, notes or other obligations; that the law firm of Updike, Kelly & Spellacy, P.C., Hartford, Connecticut, is designated as the attorneys at law to render an opinion approving the legality of such issue or issues.

(6) That the Officials are authorized to sell the bonds, notes or other obligations at public or private sale; to deliver the bonds, notes or other obligations; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or other obligations, including, but not limited to, entering into a continuing disclosure agreement pursuant to Security and Exchange Commission Rule 15(c)(2)(12). If the bonds, notes or other obligations authorized by this resolution are issued on a tax-exempt basis, the Officials are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or other obligations, including covenants to pay rebates of investment earnings to the United States in future years.

(7) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes or other obligations authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(8) That the Town Council shall approve any contracts with engineers, contractors, architects and other persons for the Project.

(9) That the Town Manager is hereby authorized, on behalf of the Town, to apply for and accept state grants to finance the appropriation for the Project, and to execute and file any application or enter into any grant agreement prescribed by the State of Connecticut.

(10) That the Officials and other proper officers of the Town are authorized to take all other actions which are necessary or desirable to complete the Project consistent with the foregoing and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

Seconded by Paul Krasusky.

Ms. Rubino said school security is a big deal. We have a responsibility to keep the kids' safe, and moving this forward is important.

All in favor. None opposed.

- 8.2 Consideration of a resolution to endorse the Regional Incentive Program to be submitted by the Capital Region Council of Governments for a program involving the Towns of Bolton, Tolland, Coventry and Mansfield.

Mr. Werbner said these are regional sharing projects that are being submitted through CRCOG to the State for potential funding. We are most interested in and asking for the Economic Development Grant. There is no commitment at this point in time in joining any of these, but we would have the potential if they do get funded. The grant would provide us, and the other towns, with consultant services or an individual that would allow us dedicated services towards economic development. For those who are involved in economic development, it requires a consistent effort. Currently, we do not have the staff to do this on a consistent basis. Although, he's heard that because of the deficit that we are facing, grant funding for these types of programs may be delayed as part of their cut back in terms of trying to find dollars.

Rick Field motioned to accept the following resolution:

Whereas Section 4-124s as amended by Section 251 and 253 of Public Act 13-247 passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

Whereas the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

Whereas on November 12, 2014 the Policy Board of CRCOG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

Whereas, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

Whereas the Town of Tolland has expressed an interest in taking part in the project proposal entitled

3. Economic Development Grant for the Towns of Bolton, Coventry, Mansfield and Tolland

Now, Therefore Be It Resolved that the Tolland Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes the Town Manager to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program.

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

- 8.3 Consideration of a resolution to approve the necessary funds to ratify Teamsters Local 1035 Collective Bargaining Agreement for the period dated July 1, 2013 through June 30, 2016.

Mike Wilkinson said they have been in negotiations for a while. What helped them to settle is that the Union agreed to lower their health insurance amount paid into Teamsters. It made it cost effective to settle. We had talked about trying to get them into our plan. They originally had a 20% increase over three years, but have reduced it basically in half to 11%. So, it made it cost effective to settle, along with them taking lower

wages. They did have some changes to the Agreement, which included adding a probation period for promotions in the seniority language.

Rick Field motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the necessary funds to ratify Teamsters Local 1035 Collective Bargaining Agreement for the period dated July 1, 2013 through June 30, 2016 and authorizes Steven R. Werbner, Town Manager, to execute said agreement on behalf of the Town of Tolland.

Seconded by Bill Eccles. All in favor. None opposed.

- 8.4 Consideration of a resolution to accept new towns into the Capitol Region Council of Governments (CRCOG) Metropolitan Planning Organization (MPO).

Mr. Werbner said as part of the redistricting, CRCOG brought on eight (8) new towns, which have all been accepted into CRCOG. Although, in order to be accepted into MPO, each of the towns that were originally in CRCOG, have to pass this resolution accepting the new towns into this planning organization. This will hopefully allow us to secure more federal transportation dollars.

Rick Field motioned to accept the following resolution:

WHEREAS, the towns of Berlin, Columbia, Coventry, Mansfield, New Britain, Plainville, Southington, Stafford and Willington, have voted to join the Capitol Region Council of Governments (CRCOG) Metropolitan Planning Organization (MPO); and

WHEREAS, the MPO for the Capitol Region will govern the allocation of federal transportation funding within the Region; and

WHEREAS, the Federal 23 CFR 450.310, Metropolitan Planning Organization (MPO) Designation and Redesignation Process requires that units of general purpose local government vote in favor of MPO Redesignation in order for such redesignation to take effect; and

NOW THEREFORE, BE IT RESOLVED, that the (Municipal Town Council or Board of Selectman) hereby votes to accept the towns of Berlin, Columbia, Coventry, Mansfield, New Britain, Plainville, Southington, Stafford and Willington, in part or in whole, into the CRCOG MPO.

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

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

Ben Stanford motioned to appoint the following:

Historic District Commission:

Timothy Malone, 699 Tolland Stage Road, 11/12/14 – 11/12/19

Morgan Mariah Bumps, 25 Tolland Green, Alt., 11/12/11 – 11/12/16

Tolland Economic & Community Development Corp.:

Robert Abbate, 35 Rudnansky Lane, 02/28/14 – 02/28/19

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

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS):** None.
10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner commented on the upcoming storm: The Governor has already closed all state offices at 12:30 p.m. Mr. Werbner will monitor what is happening in the morning. If he feels there is a safety concern, he will follow the Governor's lead and close the Town Hall at 12:30 p.m. for all non-essential employees. He will keep the Council informed. The Council members all agreed.
11. **ADOPTION OF MINUTES**
 - 11.1 November 12, 2014 Regular Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Paul Krasusky. All in favor. None opposed.
12. **CORRESPONDENCE TO COUNCIL:** None.
13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Rubino said she went to the Rec Board meeting, where there was discussion about having a liaison appointed to that Board. It was decided that Mr. Krasusky would be the Council Liaison, and Mr. Field would be his back up.
14. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*3 minute limit*): None.
15. **ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by Bill Eccles at 7:55 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk