

TOLLAND BOARD OF EDUCATION
Tolland Public Library
Library Program Room
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

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.

2018-2019 GOALS

- Support and encourage specialized programs that can serve as alternatives to outplacement
- Support and encourage the development of tuition programs
- Support the implementation of Mastery Learning and Responsive Education initiatives
- Support and encourage Curriculum Development, and Teaching & Learning best practice
- Engage in the Strategic Prevention Framework
- Engage the Superintendent to explore and research shared service opportunities
- Engage Town, State, and Federal officials to discuss and advocate for education
- Foster the continued development of instructional technology

AGENDA March 13, 2019

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- February 27, 2019

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. CORRESPONDENCE

E. POINTS OF INFORMATION

F. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Summer Zahid

G. SUPERINTENDENT'S REPORT

- G.1 Monthly Financial Report - February
- G.2 Sports Honors (no enclosure)
- G.3 Policy 4144-Criminal Justice Fingerprint Retention
- G.4 Policy 5101-Restraint & Seclusion

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

K. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

L. POINTS OF INFORMATION

BOE/Town Council Special Meeting – February 25, 2019

Town Council Meeting – February 26, 2019

BGP Foundation Task Force – February 28, 2019

M. FUTURE

N. NEW BUSINESS

O. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – February 27, 2019

Members Present: Ms. Colleen Yudichak, Chair; Ms. Karen Moran, Vice Chair; Ms. Michelle Harrold, Secretary; Ms. Jane Pasini, Ms. Christina Plourd, Mr. Jeff Schroeder, Mr. Sam Adlerstein, Mr. Bob Pagoni, and Ms. Kate Howard-Bender

Members Absent: none

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Yudichak called the meeting to order at 7:32PM. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES

- Special Meeting – February 4, 2019
- Regular Meeting – February 13, 2019

Mr. Schroeder motioned to adopt the minutes of the February 4th Special Meeting and the minutes of the February 13th Regular Meeting. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Tammy Nuccio, 71 Webber Road, commented that she has a question regarding disparities in the enrollment numbers in the budget package. The document with the "enrollment by grade" has data that doesn't make sense. For example, in grade 1 this year, there are 148 students but in grade 2, it jumps to 177. Further, the data doesn't match that which is in the budget document and the class sizes. For example, on one sheet, there are 506 students but on the other, the class size is 454. Ms. Nuccio inquired which sheet was accurate and further the tracking data does not seem to make sense.

Liz Costa, 54 Josiah Lane, commented that the other night she was either misconstrued or misunderstood. When she was talking about the substitute situation she was saying that the Town needs to support the entire school system including hiring the right number of paraprofessionals and having enough substitutes to support the school and not having kids sit in the cafeteria for two back to back 84 minute classes. Ms. Costa explained that she wanted to ensure she was not misunderstood.

D. CORRESPONDENCE

- e-mail sent to the Town Council in support of the BOE budget
- 1 website submission inquiring if the superintendent is appointed or elected

E. POINTS OF INFORMATION

Dr. Willett, in regard to the enrollment data, explained that the NESDEC projection data is taken into consideration and it can fluctuate. The October 1st numbers of any given year are actuals and are the most accurate. The data in the budget document is from the October 1st data.

Ms. Yudichak and Mr. Pagoni commented that they both understood what Ms. Costa said on Monday evening.

F. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson & Summer Zahid

- Students had a great time on the Quebec trip, it was packed with activities
- DECA blood drive (through the American Red Cross) – took place today and had good participation
- Dodgeball Tournament – this Friday
- *Grease* rehearsals are still going on ; the shows are on March 15th and 16th, tickets are still available and a link to purchase them is in the digital backpack
- Prom will be held on May 17th and the Prom Committee has started to meet

G. SUPERINTENDENT'S REPORT

G1. Monthly Financial Report

Dr. Willett reviewed attachment G.1.

The January 2019 financial report shows an available balance of \$1,323,342 or 3.34% of the BOE's current budget. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222.

G2. 2019-2020 Budget

Ms. Yudichak explained that at Monday night's joint meeting with the Town Council the Board received 21-25 questions (available in the 02/25/19 meeting minutes). The Board wants to be efficient and address these questions in order to help with the understanding of the budget.

Ms. Moran created a Google Doc (spreadsheet) where the 21- 25 questions were listed and the Board members were asked to provide feedback and prioritize them in order to aid in giving direction to the Superintendent. The results were summarized on the spreadsheet.

A discussion took place, which included that some questions are similar and may be grouped together such as questions 10-13, 14-17, and 18-20. Dr. Willett explained that while some questions will have short answers, others will require a narrative to convey understanding and articulate the situation. Further, a discussion took place regarding if a single document would be created or if the answers to the questions would be meted out as they became available. The Superintendent will draft a single document to avoid any confusion and his goal is to make it available 24-48 hours prior to the next joint BOE/TC meeting. It was noted that the Board hopes that the effort being made to answer the questions for the Town Council will help in the understanding and support of the budget. Further, the Board does not want the Superintendent to jeopardize daily operations in the district in an effort to address the questions. Dr. Willett noted that he may have to delay responding to any new questions until this document has been completed depending on if a short answer or narrative is needed. If anyone has any crucial questions that cannot wait, he recommended making an appointment to discuss it with him.

Dr. Willett explained that historically the Board has submitted questions and discussed them in public session. Answers to individual's questions are posted and the Board's

questions are not always transferred to that location because they were not asked by a member of the public. In the future, he wants to have all of the questions and answers presented in a single place. It was noted that the public does not see all of the questions posed by the Board and answers provided and perhaps that would be helpful. In regard to if Board members should answer the questions, it was explained that there are many nuances and individual members should not address the questions since there is a lot of information to process in order to explain some items.

The Board will share the results of the spreadsheet prioritization activity with Dr. Willett and he thanked the members for their efforts.

H. COMMITTEE AND LIAISON REPORTS

Negotiations – discussions will start at the end of March for the custodians

Policy – the committee met this evening; they discussed two policy updates that will be brought before the Board for review as well as policy 3010; they discussed a form and regulation and how to make it more accessible

Communications – the committee met last night; they discussed a process for responding to e-mails and requests of the superintendent from Town Council members; a discussion on legislative priorities took place including bills on regionalization; also discussed were the Superintendent's Bulletin and the Strategic Prevention update

The Board held a brief discussion regarding being proactive and reactive in regard to regionalization and adding an item under Future Agenda Items.

Town Council – at the February 19th Town Council meeting discussions took place regarding issues that are upcoming with the Legislature; at the February 26th Town Council meeting the audit presentation took place as well as the sharing of demographic information in regard to the search for a town manager

Ms. Nuccio explained that when the Town Council gets to the point in the process where the finalists are identified, the candidates will meet with all of the department heads and a meet/greet will be held at a public location so that anyone can provide feedback to the Council.

I. CHAIRPERSON'S REPORT

The BOE/Town Council joint meeting is scheduled for March 14th.

Dr. Willett forwarded an e-mail to the Board indicating that Representative Courtney passed an item out of committee to help schools with crumbling foundations. Dr. Willett expressed thanks to Representative Courtney as well as those who are working at the state level for their assistance.

J. BOARD ACTION - none

K. PUBLIC PARTICIPATION

Tammy Nuccio, acting in the role of Town Council Liaison, suggested that for the questions where there are already answers the Board should send them to the Council. *Dr. Willett asked that the Board define the process such as if the questions should be addressed based on a priority ranking.* Ms. Nuccio commented that a single document would also be fine but the

Council members would like it before the joint meeting so they can read and digest the information. The aim is to have the Council members understand.

L. POINTS OF INFORMATION

- Town Council Special Meeting – February 14, 2019
- Town Council Special Meeting – February 19, 2019

The March 13th meeting will be held in the Library Program Room.

Mr. Pagoni noted that one area where the Board is unable to address items is on social media. A couple of comments on social media have come out in the last week or so that he would like to address. "Liz, Kate, Tammy, Deb G, Ms. Thompson" say things and he feels that they have done their homework, bring something to the table, and have given thought to an item. While he might not agree, they say what is on their mind and have done their homework. Mr. Pagoni went on to say that in the last week he has read other comments which make him "scratch his head" and say that people do not attend enough meetings and are "keyboard warriors" jumping on the Board. He cited that one said after the vote that the Board had 8 Democrats and 1 Republican. Mr. Pagoni said that this is "garbage". He noted that Ms. Plourd asks the hard questions and that is what the Board wants her to do but to say there are 8 Democrats, which he does not care since they are all "cut from the same cloth" and are all moderates without a dogmatic approach. Mr. Pagoni noted that another comment was that if the Board needs 3% they should "just get it from somewhere else in the budget". Mr. Pagoni said that the person who wrote this is "clueless". Where should the 3% come from? "Special education? Buses? Not hiring enough staff?". Mr. Pagoni explained that those two people and anyone who gives the Board a hard time, if they think this volunteer job is that easy then "step up". "Don't be a keyboard warrior and just dump on us". If someone wants to dump on this Board then they should put their reputation on the line, run for office next time, see what it feels like to be supported or not supported and what it does to one's ego when they are not voted in. Mr. Pagoni added not to "slam" the Board as they will not "sit there and take it". He "is a fighter pilot at heart and is not going to take it".

Mr. Adlerstein commented that he does not follow a lot of social media and sometimes feels like he is "left out" of the conversations as he does not know what is happening. He has been on the Board for a while and there has been a change. There used to be dialog in the room and that is where business was done. Now, dialog is taking place outside of the room that may or may not be correct. People discuss why there is less participation in meetings – Mr. Adlerstein understands. People can participate via their keyboards and not attend meetings. The problem is that conversation may be different than the information that one can get at a live meeting. He asked the elected officials that the conversations happen at the meetings. Lastly, while members can post information on social media the problem is if one member posts something and then another does as well, it quickly becomes a discussion. If one person is going to speak for the elected officials then the Board should agree on who that person should be. It is not fair for one person to represent the Board or the Town Council.

Ms. Yudichak explained that the elected officials are volunteers. They do their best and none of them want their taxes increased. They are doing what they were elected to do and that is to support the schools in the best way they can.

Mr. Thompson commented that while some people may be critical it is what one has to deal with as an elected official. That said, as a 16 year old who sees the effects of what the Board does there are far more overwhelmingly positive things happening.

M. EXECUTIVE SESSION – FOR THE PURPOSE OF DISCUSSING PERSONNEL

Mr. Schroeder motioned to go into Executive Session at 8:50 p.m. for the purpose of discussing personnel and invited Dr. Willett to attend. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

The Board came out of Executive Session at 9:35 p.m.

Ms. Harrold motioned to authorize the Superintendent to offer the TIS Assistant Principal Position to Jennifer Merritt, and hire her upon her acceptance of said position. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

N. FUTURE

- Dr. Willett will create programs for the Board members annually (this includes school tours)
- Pathways
- 21st Century Learning
- Strategic Prevention Framework
- Mental Health Services
- Budget
- Regionalization

O. NEW BUSINESS – none

P. ADJOURNMENT

Mr. Schroeder motioned to adjourn the meeting at 9:40 p.m. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk



TOLLAND PUBLIC SCHOOLS

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OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

G.1

FROM: Mark S. McLaughlin, Tolland Public Schools Business Director

RE: Monthly Financial Report for February 2019

Date: March 4, 2019

CC: Walter Willett, Ph.D. Superintendent of Schools

Please find attached the financial report for the FY 2018-2019 fiscal year. The month of February 2019 is the 8th month of the 2018-2019 fiscal year. As with any financial report that is generated, not all purchase orders have been created, not all materials purchased and not all staff hired. This financial attachment provides an object format to clearly show the adopted budget and the YTD expenditures. This summary report provides the essential groups of accounts so the BOE can better understand the functional areas of the budget. The object line items follow the reporting format required by the State Dept. of Education. The line items show the approved budget, YTD expenses, encumbrances and available balances as generated through the financial software.

Line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, tuition, transportation, textbooks, professional services etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance has increased by \$308,920K from last month due to the Excess Cost Payment of \$680,745. February and May are the months in which the state typically distributes excess cost payments.

The attached February 2019 financial report shows an available balance of \$1,632,262 or 4.12% of the BOE's current budget. As previously stated, the budget balance will continue to be reduced as we head towards the end of the year. Currently, the timing of budget spending needs of the students and expense patterns are cyclical in nature. Health Insurances and substitute balance will continue to be reduced, special education student tuitions will be paid each month, the utility transfer has taken place, transportation routes are on track, general supplies and instructional supplies will be spent as needed for the balance of the year. Some line items cannot be encumbered and will always have available balances such as substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

The Budget for FY18-19 was approved for \$39,642,607. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. Any balances, as in the past, may be returned to the town or the BOE can request they be transferred to the Educational Reserve Fund upon final approval.

Tolland Public Schools

MM OBJ A Expenditure Report Summary (by OBJ - ???)

From Date: 2/1/2019

To Date: 2/28/2019

Fiscal Year: 2018-2019

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$21,099,418.00	\$1,719,599.59	\$12,392,219.18	\$8,707,198.82	\$9,030,767.91	(\$323,569.09)	-1.53%
0100.0000.120.00.000.1	Substitutes	\$464,044.00	\$34,161.55	\$171,198.73	\$292,845.27	\$18,577.35	\$274,267.92	59.10%
0100.0000.130.00.000.1	Overtime	\$203,542.00	\$13,822.82	\$123,874.95	\$79,667.05	\$8,520.65	\$71,146.40	34.95%
0100.0000.150.00.000.1	Stipends	\$352,569.00	(\$4,621.38)	\$110,055.80	\$242,513.20	\$311,380.53	(\$68,867.33)	-19.53%
0100.0000.190.00.000.1	Pension/Severance	\$154,950.00	\$5,576.80	\$32,611.96	\$122,338.04	\$58,860.00	\$63,478.04	40.97%
0100.0000.200.00.000.1	Employee Benefits	\$722,050.00	\$1,666.67	\$634,475.03	\$87,574.97	\$188,000.00	(\$100,425.03)	-13.91%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,930,707.00	\$458,068.85	\$2,996,986.39	\$1,933,720.61	\$1,634,378.32	\$299,342.29	6.07%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$626,919.00	\$49,159.88	\$350,146.43	\$276,772.57	\$232,336.78	\$44,435.79	7.09%
0100.0000.240.00.000.1	Retirement (ICMA)	\$236,653.00	\$20,458.05	\$143,120.07	\$93,532.93	\$88,469.56	\$5,063.37	2.14%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$0.00	\$4,261.00	\$45,739.00	\$50,000.00	(\$4,261.00)	-8.52%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$3,287.00	\$15,752.00	\$40,929.00	\$32,248.00	\$8,681.00	15.32%
0100.0000.270.00.000.1	Workers' Compensation	\$273,612.00	\$0.00	\$208,839.00	\$64,773.00	\$69,613.00	(\$4,840.00)	-1.77%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$53,362.00	\$0.00	\$57,222.06	(\$3,860.06)	\$1,793.00	(\$5,653.06)	-10.59%
0100.0000.310.00.000.1	Benefits Consultant Services	\$53,750.00	\$3,791.67	\$30,333.36	\$23,416.64	\$15,166.68	\$8,249.96	15.35%
0100.0000.320.00.000.1	Prof Educ Svcs	\$294,870.00	\$16,482.60	\$77,400.15	\$217,469.85	\$118,123.40	\$99,346.45	33.69%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$936.45	\$24,006.13	\$10,475.87	\$7,750.50	\$2,725.37	7.90%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$243,287.00	\$4,021.76	\$91,848.60	\$151,438.40	\$80,630.24	\$70,808.16	29.10%
0100.0000.350.00.000.1	Tech Services	\$427,124.00	\$20,253.22	\$250,749.26	\$176,374.74	\$68,387.28	\$107,987.46	25.28%
0100.0000.410.00.000.1	Sewer/Water	\$31,206.00	\$0.00	\$31,206.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$130,750.00	\$6,284.62	\$43,061.94	\$87,688.06	\$35,831.06	\$51,857.00	39.66%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$259,789.00	(\$607.49)	\$59,221.65	\$200,567.35	\$36,871.51	\$163,695.84	63.01%
0100.0000.440.00.000.1	Rentals	\$148,964.00	\$28,130.74	\$103,921.98	\$45,042.02	\$67,104.38	(\$22,062.36)	-14.81%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,676,463.00	\$131,712.93	\$1,238,885.47	\$1,437,577.53	\$1,260,896.64	\$176,680.89	6.60%
0100.0000.520.00.000.1	Property/Liability Insurance	\$196,336.00	\$0.00	\$159,997.64	\$36,338.36	\$44,453.38	(\$8,115.02)	-4.13%
0100.0000.530.00.000.1	Telephone/ Postage	\$65,781.00	\$3,920.54	\$18,243.39	\$47,537.61	\$24,614.07	\$22,923.54	34.85%
0100.0000.540.00.000.1	Advertising	\$5,065.00	\$0.00	\$1,526.91	\$3,538.09	\$2,231.72	\$1,306.37	25.79%
0100.0000.550.00.000.1	Printing and Binding	\$24,065.00	\$304.35	\$6,044.63	\$18,020.37	\$7,712.75	\$10,307.62	42.83%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,965,200.00	(\$113,247.17)	\$1,271,671.49	\$1,693,528.51	\$1,220,950.59	\$472,577.92	15.94%
0100.0000.580.00.000.1	Travel and Conference	\$32,807.00	\$6,818.15	\$33,707.57	(\$900.57)	\$10,809.51	(\$11,710.08)	-35.69%
0100.0000.590.00.000.1	Public Officers & State Troope	\$86,002.00	\$3,973.86	\$34,140.86	\$51,861.14	\$45,617.08	\$6,244.06	7.26%
0100.0000.600.00.000.1	General Supplies	\$196,652.00	\$18,062.18	\$54,163.22	\$142,488.78	\$44,887.60	\$97,601.18	49.63%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$337,120.00	\$39,663.60	\$263,084.33	\$74,035.67	\$74,930.24	(\$894.57)	-0.27%
0100.0000.620.00.000.1	Energy	\$1,664,837.00	\$18,365.23	\$1,562,473.38	\$102,363.62	\$100,137.06	\$2,226.56	0.13%
0100.0000.640.00.000.1	Textbooks	\$212,049.00	\$7,752.48	\$104,063.68	\$107,985.32	\$70,442.62	\$37,542.70	17.70%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$0.00	\$0.00	\$550.00	\$500.00	\$50.00	9.09%
0100.0000.660.00.000.1	Computer Software	\$73,719.00	\$1,266.62	\$43,970.51	\$29,748.49	\$722.10	\$29,026.39	39.37%
0100.0000.690.00.000.1	Misc Supplies	\$55,645.00	\$973.26	\$17,080.68	\$38,564.32	\$20,364.00	\$18,200.32	32.71%
0100.0000.730.00.000.1	Equip Instruct - New	\$148,958.00	\$18,455.41	\$90,055.84	\$58,902.16	\$21,671.47	\$37,230.69	24.99%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$2,840.00	\$0.00	\$0.00	\$2,840.00	\$0.00	\$2,840.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$49,789.00	\$1,232.36	\$45,209.31	\$4,579.69	\$7,763.14	(\$3,183.45)	-6.39%
Grand Total:		\$39,642,607.00	\$2,519,727.20	\$22,896,830.58	\$16,745,776.42	\$15,113,514.12	\$1,632,262.30	4.12%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Policy 4144- CRIMINAL JUSTICE FINGERPRINT RETENTION

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: March 13, 2019

ITEM SUMMARY:

An update is required to Policy 4144 – Criminal Justice Fingerprint Retention.

- Those handling Criminal Justice Information are not required to be fingerprinted.
- The district cannot provide Criminal Justice Information to individuals or employees after the initial period. Information cannot be disclosed to the subject of the background or any other person after the decision is made regarding placement/employment.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

Shipman and Goodwin reviewed the policy.

BOE ACTION DESIRED:

1. Move to J1 for Action
2. Motion to approve the changes to *Policy 4144 Criminal Justice Fingerprint Retention*
3. Second, discussion, and vote.

SUPPORTING MATERIALS ATTACHED:

Policy 4144

**TOLLAND PUBLIC SCHOOLS
TOLLAND, CONNECTICUT**

**BOARD POLICY
FINGERPRINT RETENTION**

REGARDING: 4144 CRIMINAL JUSTICE

**NUMBER: 4144
PERSONNEL**

APPROVED 10/11/2017

**ADMINISTRATIVE REGULATIONS FOR THE
USE AND DISCLOSURE OF CRIMINAL JUSTICE INFORMATION**

Each applicant for a position with the District shall be required to submit to state and national criminal record checks in accordance with the District's Employment Checks Policy and applicable law. In addition, certain volunteers may also be required to submit to state and national criminal record checks in accordance with the District's Volunteers Policy. All results and accompanying information shall be considered "Criminal Justice Information" or "CJI" (each as more fully defined herein) and shall be maintained, used and disclosed in accordance with these regulations.

A. Definition and Scope

For purposes of these regulations:

"*Criminal Justice Information*" or "CJI" means the results of any state or federal criminal records check of an employee, contractor or volunteer, any applicant or prospective employee, contractor or volunteer, and all copies thereof.

"*Criminal Justice Information Officer* or "*CJI Officer*" means the individual appointed by the Superintendent to be responsible for the use, disclosure and safeguarding of CJI in the District, and to serve as the District's primary point of contact for matters relating to CJI and these regulations. The Connecticut Department of Emergency Services and Public Protection specifies that a Local Agency Security Officer "LASO" and a Terminal Agency Coordinator "TAC" be appointed. The Superintendent has appointed the following personnel:

LASO Officer is the Director of Informational Technology

TAC Officer is the Human Resource Generalist

“Permitted Individual” means an individual designated by the Superintendent, or his or her designee, who may access CJI. Permitted Individuals may include, but shall not be limited to, District human resources personnel, certain administrators and certain administrative staff.

These regulations apply to all CJI in the possession or control of the District, in any form or format, including but not limited to CJI incorporated or contained in correspondence, documentation or reports of the District.

B. Responsibility

The Superintendent shall appoint the District CJI Officers as specified by the Connecticut Department of Emergency Services and Public Protection as “LASO” and “TAC” officers.

C. Requesting Criminal Justice Information

The District shall request CJI from an employee, contractor, applicant or volunteer or potential employee, contractor or volunteer only as permitted or required by law or District policy.

D. Use of Criminal Justice Information

1) The Superintendent, or his/her designee, shall designate those individuals who shall be considered Permitted Individuals for purposes of these regulations. No other District employee or staff person may access or use CJI for any reason without obtaining prior written approval from a CJI Officer or his/her designee. A Permitted Individual shall use CJI only as permitted or required by District policy or law.

~~2) The District shall ensure that each Permitted Individual satisfies the applicable legal screening requirements prior to granting the Permitted Individual access to CJI, including:~~

- ~~• If the Permitted Individual is a resident of Connecticut, the District shall screen the Permitted Individual through a Connecticut and national fingerprint-based record check within 30 days of designation as a Permitted Individual; or~~
- ~~• If the Permitted Individual is not a resident of Connecticut, the District shall conduct state and national fingerprint-based record checks and follow FBI guidance regarding additional screening requirements.~~

The CJI Officer may consult with the Connecticut Department of Emergency Services and Public Protection on execution of the screening requirements.

3) The District may immediately terminate a Permitted Individual's access to CJI, with or without cause at the discretion of the Superintendent, CJI Officer, or their designees, and the District shall immediately terminate a Permitted Individual's access to CJI upon termination of the Permitted Individual's employment or contract with the District. The District shall reconsider a Permitted Individual's continued access to CJI upon any reassignment or modification to professional responsibilities.

E. Maintenance and Safeguarding

1) CJI shall be maintained in only the locations, files and information systems designated by the District (the "Controlled Areas"). The Controlled Areas shall be limited to only Permitted Individuals or other authorized personnel and locked when unattended.

2) The District shall restrict access to CJI to only Permitted Individuals. In the event the District determines that it is unable to reasonably restrict access in accordance with this Section, all CJI shall be maintained in encrypted format, in a manner consistent with then-current legal requirements and industry standards.

3) No District employee may remove CJI from a Controlled Area without prior written approval of the CJI Officer. In the event the transport of CJI out of a Controlled Area is necessary for a legitimate function or activity, the CJI Officer shall develop a protocol to ensure the protection the CJI while in transport and while outside of the Controlled Area.

4) The District shall implement the following safeguards for CJI maintained in paper format: (i) maintain paper records in a physically secure location; (ii) post notice of restricted access to paper records; and (iii) utilize an access log or sign-in sheet to record access to paper records.

5) The District shall implement safeguards required by the Criminal Justice Information Services (CJIS) Security Policy for CJI maintained in electronic format, including, but not limited to, the following procedures: (i) maintain CJI on secure electronic systems and media; (ii) position information systems in such a way as to prevent unauthorized individuals from accessing and viewing CJI; (iii) store electronic media containing CJI in a secure location; (iv) instituting access controls to limit access to Permitted Individual; (v) validate and authenticate information system users accessing CJI; (vi) develop protocols for configuration management and providing necessary access for system modifications and maintenance; (vii) provide the capability to detect and protect against threats to the integrity of CJI; (viii) develop parameters (including time stamps) for auditing electronic systems containing CJI; and (ix) institute media protection policies and procedures.

F. Disclosure of Criminal Justice Information

1) ~~Permitted Individuals may disclose CJI as follows:~~

~~(i) to District employees or staff upon prior written approval of the Superintendent, CJI Officer or their designees when, in their reasonable discretion, such disclosure is reasonably necessary for the performance of District function or policy and is consistent with applicable law;~~

~~(ii) to third party individuals or entities, including but not limited to advisors, attorneys and electronic and hard copy record and storage companies (each a "Recipient") when such disclosure has been approved by the Superintendent, CJI Officer or their designees, and is consistent with applicable law; and~~

~~(iii) as required or otherwise permitted by law.~~

2) The District shall log each instance in which CJI is disclosed pursuant to these regulations.

G. Security Incident Response.

1) For purposes of these regulations, "Security Incident" means the actual or suspected acquisition, access, use, or disclosure of CJI in a manner not permitted by these regulations or applicable law.

2) District employees and staff must immediately report a Security Incident to the CJI "LASO" Officer.

3) The CJI Officer shall investigate, collect relevant evidence and respond to all Security Incidents.

4) The CJI Officer will document each Security Incident, including, but not limited to, the details of the Security Incident, the District's response, the outcome, steps taken to mitigate harm to affected individuals, and any changes to District policies or security procedures to avoid reoccurrence of the Security Incident.

5) The District shall require in writing any Recipients to report to the District any Security Incidents without unreasonable delay after discovery of a Security Incident. The Recipient's notice to the District shall include: (a) the identification of each individual whose CJI has been, or is reasonably believed by the Recipient to have been, accessed, acquired, or disclosed during the Security Incident; and (b) other available information that the District reasonably requests with respect to its investigation or that the District is required to include in notifications to affected individuals or governmental agencies. The Recipient shall promptly update its original notice to the District as additional information becomes available.

6) The District shall notify affected individuals and/or appropriate government agencies to the extent required by law or as otherwise determined appropriate by the District in its reasonable discretion.

H. Auditing

1) The District shall implement audit and accountability controls to increase the probability of Permitted Individuals conforming to the requirements of these regulations and applicable law. At a minimum, the auditing and accountability controls shall generate sufficient information to establish, with respect to the access, use or dissemination of CJI, what events occurred, the sources of the events and the outcome of the events.

2) The CJI Officer shall review audit reports at least weekly. Audit reports that indicate potential inappropriate activity shall be investigated as a Security Incident in accordance with these regulations.

I. Record Retention

1) The District shall maintain CJI consistent with current record retention laws. Records containing CJI shall be stored for extended periods only when they are key elements for the integrity and/or utility of case files and/or criminal record files.

2) The District shall maintain audit records and any transaction logs for at least one year.

3) The District shall destroy all records containing CJI when the District is no longer required to keep CJI on file.

I. Disposal and Destruction of CJI

1) For paper records containing CJI, destroyed means the records shall be disposed of in a manner that makes the CJI unreadable, indecipherable, and otherwise unable to be reconstructed, including but not limited to shredding or incinerating the records.

2) For electronic media containing CJI, destroyed means the records shall be disposed of or wiped of CJI using one of the following methods: (a) sanitize (electronically overwrite the media with non-sensitive data at least three times), (b) purging (degaussing or exposing the media to a strong magnetic field in order to disrupt the recorded magnetic domains), or (c) for inoperable media, destroying the media (disintegration, pulverization, melting, incinerating, or shredding). In each instance, the method used shall render the CJI unreadable, indecipherable, and otherwise unable to be reconstructed.

3) The destruction of media pursuant to this Section shall be witnessed or carried out only by authorized personnel.

4.) The District shall document the destruction of media pursuant to this Section and the method by which the media was destroyed.

J. Training

1) The District shall provide awareness training and education on these regulations and the use, disclosure and safeguarding of CJI to all District employees and staff persons with access to CJI, in accordance with then-current District training and education policies and procedures, provided that such training shall be provided within six (6) months of initial engagement and no less than biennially thereafter. The District shall document the provision of all training and education provided hereunder.

2) The training shall address those topics required by then-current law or regulatory guidance.

K. Sanctions

Violations of these regulations shall be investigated by the District and may result in discipline or sanctions, up to and including termination of employment, all in accordance with then-current District policies and procedures and applicable collective bargaining rights and obligations.

Legal References:

Conn. Gen. Stat. 10-221d

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4, United States Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, October 6, 2015.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Policy 5101-Restraint & Seclusion

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: March 13, 2019

ITEM SUMMARY:

State of Connecticut requires a Board of Education Policy on Restraint and Seclusion. This policy updates language and complies with that requirement. Once the policy is put in place, the regulation will be updated by the staff (Regulation 5101).

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

Board attorney has reviewed and provided language for the policy.

BOE ACTION DESIRED:

1. Motion to move to J2 for action.
2. Motion to approve the Restraint and Seclusion Policy 5010.
3. Second, discussion, vote.

SUPPORTING MATERIALS ATTACHED:

Policy 5101

Tolland Public Schools
Tolland, CT

BOARD POLICY: REGARDING: RESTRAINT AND SECLUSION OF PERSONS
AT RISK

NUMBER: 5101 - STUDENTS

APPROVED / REVISED:

**PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS AND USE OF
EXCLUSIONARY TIME OUT**

The Board of Education seeks to foster a safe and positive learning environment for all students. Board of Education employees will restrict the use of physical restraint and seclusion of students to emergency situations, in accordance with this policy and accompanying administrative regulations and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual. The Board also regulates the use of exclusionary time out in accordance with this Policy and accompanying regulations and applicable law.

The Board of Education authorizes the Superintendent or his/her designee to develop and implement Administrative Regulations in accordance with this Policy and applicable law. The Board of Education mandates compliance with this Policy and the associated Administrative Regulations at all times. Violations of this Policy and/or associated Administrative Regulations by a Board of Education staff member or other individual working at the direction of, or under the supervision of, the Board of Education, may result in disciplinary action, up to and including possible termination of employment status and/or termination of contract for services.

Nothing within these regulations shall be construed to interfere with the Board's responsibility to maintain a safe school setting, in accordance with Connecticut General Statutes § 10-220. Under no circumstances shall employees or individuals under the supervision of the Board use corporal punishment with students or physically manage students for purposes of discipline.

Legal References:

Public Act 18-51, An Act Implementing the Recommendations of the Department of Education
Conn. Gen. Stat. § 10-76b
Conn. Gen. Stat. § 10-76d
Conn. Gen. Stat. § 10-236b
Conn. Gen. Stat. §§ 53a-18 to 53a-22
Reg. Conn. State Agencies. §§ 10-76b-5 to 10-76b-11

Other References:

Restraint and Seclusion: Resource Document, United States Department of Education, available at <http://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf>.

Understanding the Laws and Regulations Governing the Use of Restraint and Seclusion, Connecticut State Department of Education (July 2018).

Guidance Related to Recent Legislation Regarding Restraint and Seclusion, Connecticut State Department of Education (Revised, July 2018).

APPROVED:

REVISED:

SPECIAL MEETING MINUTES
TOWN COUNCIL/BOARD OF EDUCATION
JOINT MEETING

LIBRARY PROGRAM ROOM

FEBRUARY 25, 2019 - 7:00 P.M.

COUNCIL MEMBERS PRESENT: William Eccles, Chair; Brenda Falusi; Tammy Nuccio; John Reagan and Paul Reynolds

COUNCIL MEMBERS ABSENT: David Skoczulek, Vice-Chair and Christine Vincent

BOE MEMBERS PRESENT: Colleen Yudichak, Chair; Karen Moran, Vice-Chair; Sam Adlerstein; Katherine Howard-Bender; Michelle Harrold; Robert Pagoni; Jane Pasini; Christina Plourd and Jeff Schroeder

BOE MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Walter Willett, Superintendent; Fisher Thompson, School Rep

- 1. Call to Order – Pursuant to Section § C9-4 of the Town Charter the Town Manager is required to call and attend a joint meeting of the Town Council and Board of Education for the purpose of discussing the appropriation request of the Board of Education – Explanation of the budget process by the Town Manager**

Steven Werbner called the meeting to order at 7:03 p.m.

Mr. Werbner handed out a document which outlined the initial estimates that they had been working off of for the town budget, and then what the changes are as a result of the recent release of the Governor's budget for FY's 2020 and 2021.

The major differences include:

-Municipal Stabilization Grant: Budgeted at \$48,871; actually received \$322,977.

This has gone into the Capital Non-Recurring Account to offset the costs of Tolland's share of the improvements to the treatment plant. Next year, he is hoping that the grant will be fully funded, so he is including it in his revenue estimates as tax deferred revenue.

-ECS: There is an existing 10 year phase out of our loss of ECS funds. The Governor has accelerated that loss into a three year phase out. They had initially estimated to receive \$9.4m in the next fiscal year. Now it is down to \$8.8m, and then it will be down to \$7.9m in 2021. This is a rapid acceleration of the decrease.

-Sharing of teacher pension costs: The Governor's proposal is that municipalities would pay 25% of the normal cost, not the non-funded liability. There is a provision for an additional penalty if your teachers' salaries are above the state median/average. The penalty is rumored to be +/- \$78,000. He doesn't believe it to be a problem for Tolland at this point. For 2020, the obligation would be \$100,136, and for 2021 it would be \$206,790. As of now, the third year is unknown.

-Town Aid Road and LoCIP: Those are basically being funded pretty much at last year's levels.

The revenue in terms of state aid at this point in time is down significantly. Looking at the impact of the Governor's proposal, just to fund the lost revenue would be .79 mills or a 2.25% increase in the mill rate (disassociated with the loss revenue before there is expenditure requests).

Mr. Werbner's budget comes out on March 7th, and workshops will start the following week.

Karen Moran wanted to clarify that the BOE will not be giving a presentation tonight.

Mr. Werbner outlined the process, which is similar to the one used last year. There will be three (3) workshops:

March 13: Discussion of the Town Manager's Proposed Budget;
March 14: Joint Meeting to Discuss the BOE's Proposed Budget; and
March 19: General Discussion.

2. Recommendations and suggestions to BOE regarding consolidation of non-education services and cost savings (per State Statutes (Public Act 13-60))

Mr. Werbner advised that there is a Public Act that requires that the BOE and the Council consider suggestions regarding consolidation of non-education services each year. Tolland has a sub-committee consisting of BOE and Council members. They have met and are working on those types of ideas. Having the sub-committee meets this obligation.

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

George Eldridge of Fish and Game Road: He started by saying that Tolland has fewer students, but they are not closing any schools, nor are we losing teachers. Is there any way that we can cut teachers? We have crumbling foundation issues. We need to get money to fix this. We are not bringing in any money. He suggested that if they knock down Birch Grove and get rid of it, they will save money there. He wants to see some cuts in this town or see industry come into town. He wants to see a reduction in teachers this year.

Mr. Eccles commented that he understands his frustrations. No one wants to see taxes go up. They are trying to maintain the services the best they can. Mr. Pagoni commented that they have lost 41 teachers since 2008 and 39 teachers since 2009. They are averaging 20 – 22 students in classes, some have more. Ms. Falusi directed the public to a document called the Data Point Sheet, which is accessible on-line at the BOE's site. It addresses the numbers and class sizes. Mr. Eccles commented regarding Birch Grove: a Committee has been formed to study all the options. At some point, the public will be involved. The members of the Committee consist of BOE and Town Council members. Dr. Willett referred folks to the DRA Study, which is on the website as well.

Amy Raccagni of 21 WoodfieldS Drive: She has a junior in high school. His classes have 28 kids per class. She thinks that is too many kids. She thinks there is the need for another teacher.

Dr. Willett said their goal is not to have classes of 28 kids. It usually has something to do scheduling.

Jackie Thompson of Buff Cap Road: She does not want to see the taxes go up, but she is willing to pay more if she has to for the education. She supports the budget that was presented by the Superintendent and accepted by the BOE. This District needs an assistant to the Superintendent.

Kenny Trice of 53 Doe Run: There is not going to be any easy solutions. We are dealing with crumbling foundations. We have an excellent school system, and we need to continue with that. He doesn't want to see taxes go up. Maybe we need to push back. Maybe they need to go and make a risk assessment to the Governor, or whoever, saying that if they want us to continue to be the town we are, we need some type of a break.

Jackie Kolb of 34 Susan Drive: She has kids in the schools. She does not want to see the taxes go up, but she wants to support the schools. She supports the BOE's budget as put forward. The kids need to be educated, and we need to maintain our property values. She asked if they could use the fund balance.

Mr. Eccles said it is early in the process, but they can use the fund balance to offset tax increases or revenue shortfalls. Although, he reminded that is also the savings account.

Amanda Doyle of 8 Lakeview Drive Ext.: She supports the budget and thanked everyone for their time. We need to prepare our children for the future.

Deirdre Goldsmith of 21 Marlboro Glade: She supports the BOE's budget. She thinks our kids would be better served if they had an assistant Superintendent.

Liz Costa of 54 Josiah Lane: She does support the budget. We don't need to put dollars and cents on our children's heads. She thinks they can look at shared services within town and other towns.

Carl Rossow of 8 Hillcrest Drive: All things are changing and we are changing with them. He supports the BOE and their budget. We need to move in that direction. Our future belongs to the young people, those we are educating. The Superintendent needs to be supported, and he does need assistance.

Fisher Thompson, School Rep: He thanked everyone who supports him as a student. To everyone who is not in support of the BOE's budget, if you do not educate the students now to solve real world problems, then what is the point? The kids need to be challenged to be able to move forward. With regard to class sizes, some are literally at the limit of how many kids can be in a class. Every chair is filled.

Kenny Trice: The other side of the argument is that there are people who say we need to cut spending. His suggestion then is to close the schools and eliminate the services, except for 911. Let's see if that will work.

Dana Philian of 11 Harvest Lane: She sees the struggles the teachers have at the Birch Grove School. The BOE has spent a lot of time on the budget. They moved to Tolland, because of the school system. She is concerned with the businesses closing within the town. She knows some people want to continue the small town feel, but we need to get revenue in here. She wants the BOE's budget passed.

Ms. Falusi said there will be a new tenant in the 7-11 store front; and the PZC is in the middle of the POCD. She suggested that the residents attend PZC meetings.

Mr. Werbner added that while it isn't good to have vacant spaces, the owners of those facilities still pay their taxes as if their buildings are full. So, the revenue is still coming in.

Kate B. of 80 Tolland Green: She follows the BOE's budget process closely. She doesn't want to see the taxes go up. If we want to see a high quality school system, she asks that the Town Council support the BOE's budget.

Donna Allegro of Peter Green Road: She is hearing a lot about the student / teacher ratios. She asked if there is somewhere that lists a breakdown of paraprofessionals.

Dr. Willett said the budget has it broken out by school. They do shift around based on student need. There are one to one paraprofessionals that are part of the Special Education program. There are also paraprofessionals that work with groups. He also explained the role of interventionists.

Ms. Moran said there is a video on the website which speaks about the reading intervention and the reading program that is being used right now. It is called SPIRE.

Ms. Plourd advised that page 15 of their budget addresses the teacher / para numbers.

Kenny Trice: The world has changed. We can't compare today to the old days. We can't go back to the old days.

George Eldridge: He commented that he is on a fixed income. This doesn't make him anti-school. We just need to use our money better. A growing percentage of people in the town are on fixed incomes. They don't have the money to increase the budget. He understands that people have kids in school. He has a granddaughter in school too. He wants to make sure they are looking at every possible place to eliminate costs? He suggested looking at the buses. The buses are not full nowadays. You have to think of the other people who are also paying your bills.

Liz Costa: She recalls that Dr. Willett had an incentive for substitute teachers. She asked if he needed to eliminate that.

Dr. Willett said there was a feeling that paying substitute teachers more in Tolland would bring more subs here. Then he did more research and found that wasn't the case. What they did do, was they created permanent subs. Those individuals are guaranteed to have a placement, making them more apt to sign up and stick with us.

Mr. Eccles thanked everyone for their comments.

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

Colleen Yudichak reviewed the process that the BOE has been through regarding their budget. The BOE's proposed budget shows an increase of 2.98%. It includes an assistant to the superintendent. She outlined the job duties: curriculum instruction, evaluation, professional development, budget communication and a lot more. A .5 world-language teacher and an instructor in the SRBIRTI are also included in the budget. Since 2009, Tolland's district has been reduced by 39 teachers. She pointed out that the 2.98% budget reduces outplacements of students to magnets and charters, and capitalizes on staff for internal programs, expands reading support and boosts support for students who struggle with both general and special education.

Ms. Falusi mentioned that in addition to the workshops that the BOE has held most of the Principals and the Superintendent have hours for questions and comments to be answered. There are more than just workshops occurring.

Sam Adlerstein: He wants to make a commitment to George and Carl (*residents who spoke above*). He knows others struggle with the tax burden. The BOE is here for the students, but they are here for the town too. They think about the dollars all the time. Reducing dollars is in the forefront. He knows there are a lot of ways to save money. He just asks for a little trust. The BOE and Town Council try to find the balance. He added that he thinks they should fight regarding the ECS and teacher's pensions.

Robert Pagoni: He said they need the curriculum coordinator. Dr. Willett needs assistance. People come to the town for the school system. We are competing on a worldwide basis here. He continued to speak of what the Principals do, the buses, and the special education program. If you compare us to other towns, we are near the bottom.

Christine Plourd: She commented that she was the only one who voted against the budget. It is hard when you are thinking about the people who can't afford the taxes. Just because she voted no, doesn't mean she doesn't want the best for the education system. She will have two children in the schools in the future; of course she wants them to have the best. She thinks they do need to look at wants versus needs, and that there needs to be policy changes.

Michelle Harrold: Due to the issues a couple of years ago, the BOE has been refocusing their priorities. There are no wants in this budget. She is willing to sacrifice the larger class sizes to fill the positions needed. Any reduction that they will see to the budget will impact every student in some way or another.

Karen Moran: She wants people to be pro community. We need to keep our schools strong, so we can get people to come to Tolland. We, as a community, can remain strong if we do it all together, and if they talk about it together. They need to talk about the facts, the future and the values of this community. She realizes that everyone is not affording of everything, but the town does offer assistance to those who need it.

Colleen Yudichak commented that she agrees with everyone. No one wants higher taxes. With some initiatives, they have been creative in trying to keep students in the District, and saving on their outplacements.

Council Member Questions:

Mr. Reynolds said one of his concerns is what the programs are doing for the budget. Where are the savings from these programs? When he is evaluating the budget, he can't see where the impact is. He has asked the Superintendant to present exactly what these programs actually do for the budget. It's hard to look at a budget that has grown from \$38m actually costs in 2017/2018 up to almost \$41m as proposed today. Are they effective or not? He sees no numbers. He only sees the budget going up year after year. In order to explain it to the taxpayers, and for them to understand it, he needs to know what he is talking about. No matter how much they do here in terms of deciding how much they can afford for the school system and town, it is ultimately up to the taxpayers to determine how much they are willing to pay in increased taxes through the referendum process.

Dr. Willett said he has offered a couple of times to meet personally with Mr. Reynolds to discuss his questions. With regard to the programs that are excellent alternatives to outplacement, they will have two courses of action with a student. You will either address those needs in District, or you are going to outplace them. There is no middle choice. A program that is involved in providing an alternative to outplacement is not something done in public session. It is done in a PPT or IEP. He did a presentation back in April 2017 for the BOE and Council. It described what the program would do, and currently the program is doing all of those things. He said he would be happy to discuss this and go into further details. Mr. Reynolds said he would like to see updates to the presentation from 2017 as to how things compare to now.

Discussion between Mr. Reynolds and Dr. Willett continued. Mr. Adlerstein added that he understands what Mr. Reynolds is saying. He suggested that they create a schedule that exactly ties the dollars in the budget to the FTE's in the budget at the same point in time. Mr. Reynolds said that would be helpful. He needs to understand how they have gotten from \$38m to \$41m.

Ms. Nuccio said they have actuals, then accruals (encumbrances), and then the projection (what they think they are going to spend / this is what we think we are going to have at the end of the year). That is the piece that is missing. She commented that there is an overage in salaries. When asked if the whole budget will be over this year, the answer has been no, but it is not shown. All they see is a big balance, with no projection.

Dr. Willett said the projection is what is in the allocation for that amount. If a balance is showing now, it is because not all encumbrances happen now, some happen at the end of the year. The bottom line is that he doesn't expect that balance to be there.

Mr. Eccles handed out a memo from the Tolland Town Council Republican Caucus to the Tolland BOE. The memo included 21 questions. *(See attached memo)*. They would appreciate answers to these questions from the BOE. The memo is aimed to help them to understand the numbers in the budget. Since the meeting was nearing the end, Mr. Werbner suggested that the BOE and Superintendent take these questions into deliberations. They could respond either in writing and/or publicly at the second scheduled workshop (March 14th) when they meet again.

Dr. Willett said it is up to the BOE as to how they want to handle the questions. Personally, he is recognizing a lot of the questions. He has already received some questions through the Town Manager, and has already started answer some of them. He will continue to answer them regardless of how the BOE will manage the questions they've received tonight.

Mr. Reagan added that some of the questions did come from him. It will help him to understand the budget.

Ms. Falusi suggested that they write letters to the Legislatures and push back.

5. Adjournment: Steven Werbner adjourned the meeting at 9:00 p.m.

Steven R. Werbner
Town Manager

Michelle A. Finnegan
Town Council Clerk

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM February 26, 2019 – 7:00 P.M.

MEMBERS PRESENT: William Eccles (Chair); David Skoczulek (Vice Chair); Brenda Falusi, Tammy Nuccio, and Paul Reynolds.

MEMBERS ABSENT: John Reagan, Christine Vincent

OTHERS PRESENT: Steve Werbner, Town Manager; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Vanessa Rossitto of Blum Shapiro & Company, P.C.; Douglas Thomas, Senior Vice President, Strategic Government Resources (SGR)

1. **CALL TO ORDER:** William Eccles called the meeting to order at 7:00 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*)

Patrick Doyle, 8 Lakeview Drive Ext., spoke in regard to following up on an e-mail he sent. He is working on a Master's Thesis to research what can be done to get more people civically engaged and has asked for help from the Town and the Town Council in regard to distributing his survey to town members. Mr. Doyle welcomes feedback on other possible methods of outreach. The survey is posted on Facebook in the following groups: Tolland Open Discussion and Tolland Friends and Neighbors (TFAN). He added that he is committed to sharing the results of the research with the Town and thanked the Council members for their consideration and what they do for the Town.

Deb Goetz, 176 Kate Lane, had three questions. First, she sent a letter in early February to her representative and copied the Town Council in regard to the proposed \$15/hr. minimum wage. She would like to know how a \$15/hr. minimum wage will affect the budgets of the Board of Education (BOE) and the Town. According to the representative, the plan has the minimum wage going to \$12/hr. next January which would affect the budget mid-year. Second, the Council is considering a resolution for an agriculture fund this evening and she would like to know if this could be done for the BOE. She explained that at the beginning of the year, the football team needed money for safety equipment, travel expenses, and other items. They did a Snap! Raise fundraiser where they asked for donations. In total, \$11,169 was raised for the team. Ms. Goetz explained that when one raises taxes one has to take into consideration the lowest level of residents but there are people who would like to give more for different needs and she would like to know if something similar could be done for the schools. Third, Ms. Goetz inquired about the financial report and noted that the BOE is showing a fund balance of \$10,730,425. She reviewed the audit it does not really show this amount and would like to know what is really available as it is a bit misleading.

The following is in response to the public comments.

Ms. Nuccio commented that she will be at the Senior Center on Thursday and will share the link to Mr. Doyle's survey. Mr. Doyle responded that he could provide hard copies of the survey. Ms. Nuccio thanked him and Mr. Werbner added that the hard copies could be left in the Library as well.

In regard to the question about the minimum wage, Mr. Werbner explained that the \$15/hr. minimum wage would be about a \$100K hit to the recreation budget and a \$15K hit to the public works budget for part time help. He does not have the calculation for the BOE. He explained that ultimately the recreation program is self-funded and in turn they would have to increase the prices of the programs. The feeling is doing so over a 5-year period of time would make the programs unsustainable as they would be priced out of the market. One suggestion by CCM is that seasonal employees be exempt from the \$15/hr. minimum wage provision.

In regard to taking in funds, the BOE has separate private funds and does accept donations. Mr. Werbner explained that they would need to see what systems are already in place to see if an ordinance is necessary or would be duplicative.

In regard to the fund balance, Mr. Werbner noted that it is not \$10M but in the high sevens range once the 1% fund, capital projects, and other items are allocated.

6. PUBLIC HEARING ITEMS - none

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL - none

7b. REPORTS OF TOWN COUNCIL LIAISONS

Ms. Nuccio attended the meeting of the Eastern Highland Health District where they discussed the flu season. It has been stable but the peak may not have yet occurred and they are still encouraging people to get the vaccine even though it is only approximately 50% effective (according to the CDC). They also discussed the opioid crisis and the new rise in vaping by adolescents. Further, Ms. Nuccio noted that Coventry is in the midst of planning an apartment complex - the Coventry Creative Living Inclusionary Housing Complex. It is a combination of high functioning special needs adults and non-disabled adults and Ms. Nuccio believes this is an idea that could work well in Tolland. Lastly, Ms. Nuccio confirmed that Tolland received the grant in regard to sidewalks.

Ms. Falusi noted that the BOE is hosting the Hidden in Plain Sight event in March that includes a discussion of the vaping issue.

Ms. Falusi, while not in attendance, noted that the PZC discussed the POCD and she referred the Council members to the minutes.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

To view agenda item attachments, you may visit <https://www.tolland.org/town-council>

- 8.1 Presentation and discussion of 2017-2018 Comprehensive Annual Financial Report. Vanessa Rossitto of Blum Shapiro & Company, P.C. gave a presentation where she reviewed the Town of Tolland, June 30, 2018, Audit Presentation prepared by the firm.

A question and answer session with the Council members took place.

Mr. Eccles thanked Ms. Rossitto for the presentation and congratulated Ms. Hancock on the clean report.

- 8.2 Consideration of a resolution to create an Agriculture Fund Account Ordinance and the setting of a Public Hearing thereon for March 12, 2019

Mr. Werbner reviewed the Item.

Discussion: Ms. Nuccio confirmed that the account will only be for funds that are raised and not come from the budget.

Mr. Skoczulek motioned that the following resolution be introduced and set down for a Public Hearing on March 12, 2019 at 7:00 p.m. in the Tolland Town Council Chambers:

BE IT RESOLVED that the Town Council hereby creates an Agriculture Fund Account Ordinance.

Ms. Falusi seconded the motion. All were in favor. Motion carried.

8.3 Appointments to vacancies on various municipal boards/commissions - none

9. OLD BUSINESS (ACTION/DISCUSSION ITEMS):

9.1 Consideration of a resolution establishing a process with which to implement staggered terms for the Board of Education (*still working on resolution issues*) - none

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

Mr. Werbner reviewed the budget process timeline: March 7th - Town Manager's Budget; March 13th - Budget Meeting (department review); March 14th – 2nd meeting with the BOE; March 19th – session with public to hear concerns in regard to the budget; March 21st – public hearing; March 26th – Town Council adopts its budget. The Town Council's public hearing and budget referendum will follow.

In regard to the Captive Insurance Company assistance program, approximately 500 applications have been received, 95 of which are from Tolland residents. Tolland is by far the town with the largest number of individuals who have applied for assistance. Work will begin on the first foundation to be addressed in late March or early April. Further, approximately \$1M in reimbursements has been made to people who have already paid for their foundation replacements. Mr. Werbner reviewed the efforts being made at the state and federal levels including addressing school facilities which are impacted by the crumbling foundation issue. The latter could take up to a year and more information on this will be provided on Thursday.

Mr. Wilkinson introduced Mr. Doug Thomas from SGR who provided a public report on the recruitment of a new town manager.

Mr. Thomas explained that in this evening's Executive Session they will review the applicant pool and recapped the search process. The window for advertising was 30 days and they received 25 candidates. As a comparison, this is in line with the number received in other communities. In regard to demographics the 25 candidates were from the following states (#): CT (10), MA (2), TX (3), AL (1), CO (1), FL (1), IL (1), MO (1), NY (1), RI (1), VA (1), and VT (1). One candidate was from Canada. The candidate genders were as follows: male 20, female 3, and unidentified 2. Resumes and background material has been provided to the Town Council members. Mr. Thomas explained that the candidates who have applied have done so under a confidential status. Given the nature of a search process an individual may be at risk if their information becomes available prematurely.

Ms. Nuccio inquired if the 95 applicants for the Captive Insurance program are on the assessment reduction list. Mr. Werbner explained that due to the confidential nature of the process they are unable to match names to the list but are surprised that there are about 140 reduced assessments and only 95 who have applied, some of which have already addressed the issue and are seeking reimbursement. This is something they are reviewing. A brief discussion of the cement vs. fiberglass materials for foundation replacement took place and as well as a discussion on reimbursements took place.

11. ADOPTION OF MINUTES

11.1.1 February 14, 2019 Special Meeting Minutes – Mr. Skoczulek motioned to adopt the February 14, 2019 Special Meeting Minutes. Ms. Falusi seconded the motion. All in favor. Motion carried.

11.1.2 February 19, 2019 Special Meeting Minutes - Mr. Skoczulek motioned to adopt the February 19, 2019 Special Meeting Minutes. Ms. Nuccio seconded the motion. All in favor. Motion carried.

12. **CORRESPONDENCE TO COUNCIL** - none

13. **CHAIRMAN'S REPORT** - none

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

Mr. Eccles noted that during last night's special meeting with the BOE that he said that the Council got the budget from the BOE but did not have a meeting in between receiving the budget and the joint meeting on the 25th. He was in error. The Council met on the 19th but the BOE budget was not on the agenda. Mr. Eccles apologized as they could have used that meeting as an opportunity to discuss questions but did not.

15. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*)
(3 minute limit) - none

16. **EXECUTIVE SESSION**

16.1 Personnel Matter

Mr. Skoczulek motioned to go into Executive Session at 7:58 p.m. and invited Mr. Wilkinson and Mr. Thomas to attend. Ms. Nuccio seconded the motion. All were in favor. Motion carried.

16. **ADJOURNMENT**

Ms. Falusi motioned to adjourn the meeting at 10:07 p.m. Mr. Skoczulek seconded the motion. All were in favor. None opposed.

William Eccles, Council Chair

Lisa A. Pascuzzi
Substitute Clerk

**BIRCH GROVE PRIMARY SCHOOL
FOUNDATION TASK FORCE
SPECIAL MEETING
CONFERENCE ROOM C
FEBRUARY 28, 2019 – 7:00 PM**

BOE Members Present: Colleen Yudichak, Michelle Harrold and Robert Pagoni

Council Members Present: David Skoczulek, Paul Reynolds and Tammy Nuccio

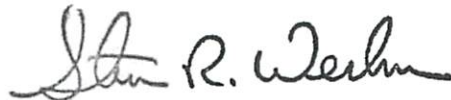
Others Present: Steve Werbner, Walt Willett, Representatives from Damato Construction, Kosta Diamantis-State Facilities Unit and Jim Silva

1) **Call to Order:** The meeting was called to order at 7:00 PM.

2) **Motions or points of interest:**

See attached Press Release.

3) **Adjournment:** Meeting was adjourned at 8:15 PM.



Submitted by: Steven R. Werbner

The Town and Board of Education have been visually monitoring the condition of the Birch Grove School foundation for well over a year after first noticing spider like cracks which indicate possible deterioration of the concrete due to the presence of pyrrhotite. Birch Grove School is a 90,000 square foot structure, built in two phases with the first phase constructed in 1999 and the second in 2003. The school houses grades pre-K through second grade.

Some six months ago, the Board of Education engaged the services of Silva Engineering to perform tests on concrete cores from the Birch Grove School foundation and to provide a comprehensive report on the laboratory analysis. The comprehensive report was delivered by Silva Engineering on January 10, 2019. The report which is over 200 pages with appendices, concluded in summary that the 1999 section of the building has substantial external cracking from the presence of pyrrhotite and the examination of the interior of the core samples shows even greater oxidation of the pyrrhotite grains. The concern over time is that the condition will worsen especially in the continued presence of moisture at the ground level which could impact the structural integrity of the building. While not an immediate safety concern, knowing that it takes approximately two years to design and construct repairs for this condition, the recommendation of the Engineer is that we begin immediately the design process with the goal of construction during the early months of 2020. This time frame would necessitate that for the school year commencing next September, alternative classroom space will need to be identified to house the students.

The 2003 section of the building while showing evidence of pyrrhotite, is not showing the same degree of deterioration at this point. Therefore it may be possible to use that space for swing space and do any retrofit in two phases. Both portions of the building will have to be replaced as part of this project. Portable classrooms may also be needed in the interim.

As a result of the Engineers report, the Superintendent of Schools on January 16, 2019 wrote to Kosta Diamantis, Director of School Construction for the State of Connecticut requesting emergency funding status for the school. Melody Currey, then Commissioner of the State Department of Administrative Services, on January 18, 2019 responded to the request and granted the designation of emergency status and waived state requirements for competitive bidding. To qualify for an emergency, the letter states in part that "the project must be immediately necessary to address extreme unforeseen circumstances: something the district was not expecting, unprepared for and required to be executed as expeditiously as possible in order to avoid further complications from the emergency situation.

In subsequent meetings with the State they have agreed to upfront costs associated with work that needs to be done immediately such as planning alternative space for the next school year, demolition of the existing canopy and ultimately commencing the design for the demolition and replacement of the existing structure. The State will pay for 52% of the cost of the approved project with the remaining portion the responsibility of the Town. Initial estimates of cost reach 46 million dollars without factoring in any reimbursement.

Working with Representative Courtney's office there will be an effort to put forward federal legislation that would allow for Towns to apply for federal funds for schools impacted by this problem to cover the portion of the cost not paid for by the State. At this time it is not possible to determine the outcome of this effort.

In order for this project to proceed on a schedule of immediate design and construction commencing in early 2020, a town wide referendum will be needed this May to appropriate the full sum of money ultimately offset by the receipt of any state or federal grants. Bonding resolutions will have to be considered by the Town Council in March. As part of the process a building committee will be appointed which should include Town and BOE staff as well as parents/guardians representing the school.

We all recognize the extraordinary steps being taken to address this concern. The speed in which we must act is based on the extraordinary circumstances which exist at the school. As information develops we will communicate with you as soon as possible.