



TOLLAND BOARD OF EDUCATION

Hicks Municipal Center

Council Chambers

Tolland, CT 06084

SPECIAL 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**

June 26, 2019

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- June 17, 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 Obsolete and Surplus Equipment

G.2 Custodian contract

G.3 FRC Grant

G.4 EOY Reconciliation (No enclosure)

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

J.1 Lunch Price Proposal for School Year 2019-20

K. PUBLIC PARTICIPATION (2-minute limit)

*Comments must be limited to items on this agenda.*

L. POINTS OF INFORMATION

Town Council Meeting Minutes –June 11, 2019

M. FUTURE

N. EXECUTIVE SESSION-For the Purpose of the Superintendent Evaluation

O. NEW BUSINESS

P. ADJOURNMENT

## **TOLLAND BOARD OF EDUCATION**

Hicks Municipal Center  
Council Chambers  
Tolland, CT 06084

REGULAR MEETING – June 17, 2019

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

Members Absent: Ms. Jane Pasini

Administrators Present: Dr. Walter Willett, Superintendent of Schools; Mark McLaughlin, Business Director

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Yudichak called the meeting to order at 7:31 p.m.. The Pledge of Allegiance was recited. A moment of silence was held in honor of Ms. Brocious.

B. APPROVAL OF MINUTES

- May 22, 2019

Mr. Schroeder motioned to adopt the minutes of the May 22<sup>nd</sup> meeting. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. CORRESPONDENCE

- three e-mails were received in support of having more money allocated from the educational cost sharing (ecs) funds
- e-mail received regarding use of the THS auditorium

E. POINTS OF INFORMATION

Ms. Moran brought pamphlets from the 8<sup>th</sup> graders' presentations on social action and explained the project.

Ms. Yudichak commented that the TMS and THS ceremonies were wonderful. A spectacular job was done and she is glad she was able to be part of both ceremonies.

Ms. Harrold attended the TMSE presentations and was impressed by the students and work that was done.

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

- Everyone at THS loved Ms. Brocious and they are affected by her passing. She was the advisor for the Student Council and the leader of the Tolland Education Association (Teachers' Union). She always wanted to help students and colleagues. A scholarship has been set up in her name to benefit graphic arts students.
- TMS and THS Awards Nights
- TMS Promotion Ceremony

- THS Graduation
- Student Council and DECA elections took place; Ms. Alexandra Costa will be a BOE Student Representative with Mr. Thompson in the fall
- Mr. Thompson noted that the THS Graduation was handled amazingly well, particularly in consideration of the situation. He added that the speaker was well-liked as was the livestream component for those who were unable to attend.

Dr. Willett commented that Ms. Brocious (Feury), started working in the district as a substitute in 2005 and as a teacher in 2007. All are deeply affected by this loss. Relatives and friends can join the family on June 18<sup>th</sup>, 4-7 p.m. at the Tolland Memorial Funeral Home and a funeral service will be held on June 19<sup>th</sup> at 10 a.m. at the United Congregational Church.

G. SUPERINTENDENT'S REPORT

G1. Monthly Financial Report

Dr. Willett reviewed attachment G1.

The May 2019 financial report showed an available balance of \$347,943 or .88% of the BOE's current budget of \$39,642,607.

G2. EOY Reconciliation (no attachment)

Dr. Willett reviewed the budget items and noted that they were also reviewed by the Finance and Facilities Committee at its meeting on June 3<sup>rd</sup>. He noted that the numbers are not final or all-inclusive at this point and may still change but provide a general sense of where the district stands. Highlighted items which have a +/- \$100K balance are noted below:

Item	Budget balance	Comment
Salaries	(359,607)	pupil services advisor, licensed nurse practitioner, 3 behavior interventionists, teachers
Substitutes	192,552	early release days; substitutes have been difficult to recruit; permanent substitute positions are being utilized which are at a lower cost
Health/life/dental insurance	145,132	Claim reductions, impact of HSA on behavior
Professional educ services	(201,156)	Actions to prevent adverse impacts to programs such as engaging Literacy How training for staff
Tech services	(230,459)	Engineering reports and services, facilities projects, subscriptions, software licensing fees
Transportation	151,889	Combining of routes, reduced need, impacted by excess cost payment, expected to change by the end of June
Tuitions	730,683	Receipt of excess cost payment
Instr supplies/mat'ls	(110,449)	Timing, purchases adjusting for next year
Equip instru – new	(192,519)	Science classroom furniture, copy equip. computer replacements, sped equipment, office supplies



A brief discussion regarding substitutes and availability took place. It was noted that the district is doing positive things which are reflected in the over/under numbers. Strategic allocations were made to enable the district to purchase items for the future that will strengthen and expand beneficial programs.

G3. Lunch Price Proposal for School Year 2019-20

Dr. Willett reviewed attachment G3.

This item was presented for its first reading.

A brief discussion took place. It was noted that the last price increase was about one year ago. While the number of meals served has decreased, Dr. Willett explained that they do not believe it was primarily due to the price increase and noted that a nutritious meal is being provided at a reasonable price. Free and reduced lunches are still available for those who qualify.

H. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – reviewed eoy budget information; the grounds agreement will be reviewed at a future meeting

Negotiations – negotiations with the custodians have been completed and a contract will be presented to the Board soon for review; negotiations with the teachers and administrators will start shortly; Ms. Harrold encouraged Board members to reach out to her with thoughts and ideas

Birch Grove Building Committee – at the last meeting they toured Birch Grove to learn what is needed; the architect presented slides of some of the firm's recent school projects; the next meeting is on June 18<sup>th</sup>

Booster Club – items discussed included: fundraising, the banner project, attracting volunteers for the soccer and basketball concessions; the Eagle Scramble is scheduled for September 29<sup>th</sup> and they are looking for sponsors and golfers

Town Council – items discussed included: options for the ecs money (Ms. Yudichak has e-mailed the Town Council Chair requesting a joint meeting to discuss this item); the capital items were approved (the one to one initiative was not considered a capital item but the funds were left for other needed capital items to be determined by the district); a suggestion was made that the district utilize the Technology Advisory Board

I. CHAIRPERSON'S REPORT

Ms. Yudichak noted the THS Graduation was very well done and wishes all of the students the best in their future.

J. BOARD ACTION - none

K. PUBLIC PARTICIPATION

Michelle Chagnon, 230 Kate Lane, is a student at UMass who is taking a Community Psychology class and is writing a paper. She requested an opportunity to speak with a Board member after the meeting.

Tammy Nuccio, 71 Weber Road, inquired if services done that were reflected in the tech services line item were capital projects. *Dr. Willett responded that he did not believe so but will review the item.*

Brenda Falusi, 4 Laurel Ridge, commented that in regard to composting, the Agricultural Commission is looking at a composting program. Additionally, Tolland is having its first Pride Picnic in the Park this Friday at the Crandall Pavilion, "bring your own dinner", 6-8PM. Ms. Falusi thanked everyone for all of the year-end events. It is great to see the students celebrated. She spoke with many students who graduated or were promoted and they were very appreciative.

L. POINTS OF INFORMATION

- Town Council Meeting Minutes – May 28, 2019

M. FUTURE

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

N. EXECUTIVE SESSION – SUPERINTENDENT EVALUATION

Mr. Schroeder motioned to go into executive session at 8:50 p.m. for the purpose of discussing the Superintendent's evaluation and invited Dr. Willett to attend. Ms. Harrold seconded the motion. All were in favor. Motion carried.

The Board exited executive session at 9:55 p.m.

Ms. Moran motioned to extend the meeting past 10 p.m. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

The Board returned to executive session at 9:56 p.m.

The Board exited executive session at 10:31 p.m.

O. NEW BUSINESS – none

P. ADJOURNMENT

Mr. Schroeder motioned to adjourn the meeting at 10:31 p.m. Ms. Plourd seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi  
Clerk

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Obsolete and Surplus Equipment

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

**FOR BOE MEETING:** June 26, 2019

**ITEM SUMMARY:**

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

**FINANCIAL SUMMARY:**

Video equipment that is in disrepair or is no longer compatible. Repair can exceed cost of replacement. Building equipment that is not functioning properly or consistently that has reached beyond end of useful life.

**BOARD ATTORNEY REVIEW:** N/A

**BOE ACTION DESIRED:**

- 1) Motion to move G1 to J1. for action.
- 2) Proposed Motion: *Motion to declare the attached items as obsolete and turn the items over to the Town in accordance with the Board of Education Policy 3040*

**SUPPORTING MATERIALS:**

<b>Birch Grove Primary School-Obsolete</b>
JVC video screen model AV32432 SERIAL #09837759
Califone CD player DJ12870
DVD player 2UA63508NJH Model
DVD player 2UA63508NJH Model
HP Compaq dc5400
11-Celestron Amoeba microscopes

<b>THS OBSOLETE EQUIPEMENT 2019</b>		
<b>EQUIPMENT DESCRIPTION</b>	<b>#</b>	<b>ROOM LOCATION</b>
Toshiba Color TV 2003 7210462	2	243
Panasonic VCR AG 1330	1	243
3M Overheads Model 1706	3	243
<i>(all of the above are clearly labeled with yellow paper)</i>		
Two Panasonic TVs, VCRs and Carts	2	245
3 Overhead Projectors	3	245



<i>(I tried to label best I could - I will go with Peter and show him what I want)</i>		
Panasonic TV	1	Teacher lounge 1st Floor
Panasonic VCR	1	Teacher lounge 1st Floor
Samsung TV	1	Teacher lounge 1st Floor
Toshiba TV	1	Teacher lounge 1st Floor
Toshiba TV/VCR	1	Teacher lounge 1st Floor
Video RF Modulator (radio shack) in box	1	Teacher lounge 1st Floor
Colby DVD Player	1	Teacher lounge 1st Floor
Panasonic VCR	1	Teacher lounge 1st Floor
Sony DVD Player	1	Teacher lounge 1st Floor
7 Carts - all the carts except the one labeled to keep	7	Teacher lounge 1st Floor
4 various overhead projectors (counter in back of room)	4	141
<b>BOOKS</b>		<b>ROOM LOCATION</b>
Algebra 1 Prentice hall	74	122
Algebra 2 Heath	5	122
Elementary Algebra Houghton Mifflin Copyright 1988	15	122
Intermediate Algebra McGraw Hill 5th Edition	75	137
Precalculus 6th Edition , Copyright 2014	100	126
Discovering Geometry, Key Curr. Press Copyright 2003	26	122
Situaciones Spanish books (on cart right when open door)	87	245
Spanish For Mastery books (box on floor near door)	20	245

<b>Food &amp; Nutrition-Obsolete</b>	<b>TMS</b>
Globe Manual Slicer 115 volt, 60 cycle 1ph. 1725RPM	All are in entryway at TMS loading dock area and marked.
Glass door fridge - Dixie Narco Model # DGM 79	
A Bunn Slushy Machine Model Ultra-2 Serial # ULTR027852	
A damaged Food Service Cart ( that the slushy machine is sitting on)	
Food service rack – Cres-Core Brand with a few odd racks on it	



**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Custodian Contract

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

**FOR BOE MEETING:** June 26, 2019

**ITEM SUMMARY:**

Negotiations with the UPSEU bargaining unit for the Custodians is now complete.

The red line version of the new contract is attached.

**FINANCIAL SUMMARY:**

- See Redline

**BOARD ATTORNEY REVIEW:**

Attorney reviewed and provided red-line.

**BOE ACTION DESIRED:**

1. Move to action as J1. Second. Discussion. Vote
2. Proposed motion: *Motion to accept the UPSEU Custodian agreement as presented in the red-line document to be in force from July 1, 2019 through June 30, 2022.*  
Second.  
Discussion.  
Vote.

**SUPPORTING MATERIALS ATTACHED:**

Red Line Version BOE Custodial Contract

# COLLECTIVE BARGAINING AGREEMENT

*By and Between*

**Tolland Board of Education**

*and the*



**UNITED PUBLIC SERVICE EMPLOYEES UNION  
Local 424 - Unit 27  
TOLLAND BOE CUSTODIANS**

**July 1, ~~2017~~2019 to June 30, ~~2019~~2022**

[7732041v2](#)  
[June 17, 2019](#)

[5,785,047v2](#)  
[October 3, 2017](#)

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AGREEMENT BETWEEN THE  
TOLLAND SCHOOL CUSTODIAN UNION,  
UNITED PUBLIC SERVICE EMPLOYEES, UNIT 27  
AND  
THE TOLLAND BOARD OF EDUCATION

PREAMBLE

This Agreement is made and entered into by and between the Tolland Board of Education (hereinafter referred to as "the Board") and United Public Service Employees Union, Unit 27 (hereinafter referred to as "the Union").

ARTICLE I  
RECOGNITION

- 1.0 The Board recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining and matters of wages, hours, and other conditions of employment for all custodial employees of the Board of Education.
- 1.1 Wherever in this Agreement a pronoun is used which indicates a particular gender, that portion of the Agreement shall apply equally to members of all sexes or gender unless a specific limitation is so stated in the contract.

ARTICLE II  
UNION SECURITY

- 2.0 The Board agrees that there will be no lockout of any employee or employees during the life of this Agreement. The Union agrees that there will be no strike or other form of work stoppage during the life of this Agreement.
- 2.1 The Board agrees to deduct from the pay of all its employees who in writing authorize such deductions from their wages, such membership dues as may be fixed by the Union. Such deduction shall continue for the duration of the Agreement except that any employee may withdraw such authorization in writing by certified mail to UPSEU to be given sixty (60) days prior to the expiration date of the contract and to take effect upon termination of the Agreement.

All employees in the collective bargaining unit who are not members on the effective date of this clause shall, for so long as they remain non-members, as a condition of employment, pay to the Union an agency fee, equivalent to the proportionate share of dues attributable to contract negotiations, grievance adjustment and contract administration as is and consistent with federal and state law.

The deductions for any month shall be made during the first payroll period of said month and shall be remitted to the Union together with a list of names of employees from whose wages such deductions have been made, no later than the



28th day of the month for which such deductions have been made.

The Employer's obligations to make such deductions shall terminate automatically upon termination of the employee who signed the authorization or upon his transfer to a job not covered by this Agreement, except that deductions shall be resumed if an employee, terminated by layoff, is rehired during the life of the contract then in existence.

The Union agrees that it will indemnify and save the Employer harmless from any and all liability, claim, responsibility, damage or suit which may arise out of any action taken by the Employer in accordance with the terms of this Article.

- 2.2 A total of no more than four (4) members shall be chosen by the Union for contract negotiations; the Unit President is by default a member of the negotiating committee. These Union members shall be afforded the necessary amount of time without loss of pay for purpose of attending contract negotiation sessions.
- 2.3 At least one (1) bulletin board shall be placed in an accessible place in each school for the exclusive use of the Union for the posting of official Union notices or announcements.
- 2.4 The Board will provide each employee with a copy of this Agreement within thirty (30) calendar days after the date of the signing of this Agreement; new employees will be provided with a copy of this Agreement at the time of hire.
- 2.5 A representative of the bargaining unit will be provided with the opportunity to participate in the Board's joint safety committee.

### ARTICLE III SENIORITY

- 3.0 The Board shall furnish a list of all employees covered by this Agreement to the Unit President on or before October 1 of each year. The Board shall provide the Union President with the name and date of hire of all new employees within ten (10) working days of hire.
- 3.1 **PROBATIONARY PERIOD:** New employees shall serve a probationary period of ninety (90) calendar days. Upon request of the Board and with agreement of the Union, the probationary period may be extended up to an additional ninety (90) calendar days. The Union shall not unreasonably withhold its agreement. During the probationary period employees may be discharged or disciplined at the will of the Board and no such discharge or discipline shall be subject to the Grievance Procedure. All other sections of this Agreement shall apply to probationary employees. After sixty (60) calendar days new employees shall be eligible for health insurance benefits as set forth in Article X upon the first day of the following month.
- 3.2(A) All vacancies and new positions shall be posted for a period of seven (7) calendar days on the Union bulletin boards prior to any action taken by the employer to fill such vacancies or new positions. When a vacancy exists or a new position is

created, the employee who applies within the posting period, who has the highest seniority, has a passing score on the competency test, and has a positive performance record shall be offered the position. A score of 80% accurate or above shall be considered a passing grade on the competency test. The competency test itself and the results of such test will not be open to the grievance procedures contained in Article XI. If the employees bidding for this position fail to obtain a passing grade on the competency test, the employer will be free to choose from outside the union as long as the individual passes the same competency exam.

- 3.2(B) Copies of job postings will be given to all head custodians for posting on union bulletin boards.

Copies of the job posting, a list of the persons bidding for the position and the name of the person appointed shall be sent to the Union President no later than ten (10) working days after the appointment.

- 3.3 Prior to the reduction of permanent full-time positions, the Board shall eliminate custodians in the listed positions in the following order: (1) seasonal; (2) temporary; (3) part-time. For purposes of this section, substitute employees used for the purpose of filling in for absent unit members shall not be included in these employee categories.

In the event of a reduction in the work force, layoffs shall be conducted in accordance with inverse order of seniority within a classification. For purposes of this Article, there are two (2) classifications: Head Custodian and Custodian.

Seniority shall be calculated by multiplying the years worked, including portion(s) of years worked by the percent of time the individual worked in proportion to a full-time work schedule of forty (40) hours per week. Sick time will not interrupt seniority.

- 3.4 Recall shall be in accordance with seniority within a classification, provided the employees recalled are qualified to perform the work that is required. An employee shall be notified by the Superintendent that he/she is being recalled to employment by certified mail to his/her last address on file with the Board. Rejection of recall shall be presumed if the employee does not respond within ten (10) calendar days of the receipt of notification. Should this occur, that employee loses all rights of recall. Recall rights shall be in effect for one calendar year. Upon return to work a recalled employee shall retain his/her years of experience on the salary schedule.

- 3.5 Any employee covered under the Agreement who leaves the employ of the Board in good standing and who returns to the service of the Board within six (6) months of such separation shall, upon return, be credited with all past seniority accumulated prior to the separation date.

- 3.6 The Superintendent or his/her designee has the authority pursuant to Article XIII, Section 13.1 (d) and Article IV, Section 4.0 (D) to transfer personnel between buildings and /or work shifts within the bargaining unit. Except for emergency



situations or compelling circumstances, employees shall be given two (2) weeks' notice before being transferred, and the Union shall also be notified of any schedule changes.

ARTICLE IV  
HOURS OF WORK, OVERTIME & HOLIDAY PREMIUM PAY

- 4.0(A) The regular hours for employment for full-time custodial personnel shall be forty (40) hours per week, divided into five (5) working days of eight (8) continuous hours each, Monday through Friday.
- 4.0(B) Only employees under this Agreement shall open or close a building. The opening or closing of a building is understood to refer to a time when the building is scheduled to be available with [unrestricted] access to the general public. The entering or leaving a building by Tolland teachers, staff, or administration does not constitute a time when the building is open.
- 4.0(C) Hours of employment for all custodians and maintenance staff will be:
- (1) First Shift: 7:00 AM to 3:00 PM (except THS, Birch Grove and TIS which is 6:30 AM to 2:30 PM)
  - (2) Second Shift: 3:00 PM to 11:00 PM (Except Birch Grove and TIS which is 2:30 PM to 10:30 PM)
  - (3) Exception: At emergency times such as snow days, the principal may set a schedule other than those listed in 4.0(C) (1) and (2).
  - (4) Summer Hours: 7:00 AM to 3:00 PM
- The Superintendent shall have the right to modify the above-listed working hours by a total of two (2) hours, if needed. Building schedules for bargaining unit employees shall be set by the Superintendent or his/her designee and announced in writing by June 15th of each year. In general, each school building shall have two (2) shifts of custodians, a day shift and an evening shift. The Superintendent may ~~not~~ modify the building schedules, during the school year or otherwise, to accommodate a temporary need of the District.
- 4.0(D) A change of assignment between 1st shift and 2nd shift (as defined in 4.0(C) above) may be made during the term of this Agreement. In the event such change is contemplated, the Facilities Director and/or the Superintendent's designee shall confer with the affected employee. The Administration reserves the right to make any change. Shift schedules shall not be changed for the sole purpose of avoiding overtime. Shift schedules shall not be changed without one (1) week prior notification, except in an emergency.
- 4.1 Time and one-half shall be paid to all employees covered by this Agreement for all hours worked over eight (8) hours a day, or forty (40) hours a week; except double time shall be paid on Sundays and scheduled holidays.

- 4.2(A) All overtime must have prior approval of the Superintendent or his designee: A record of overtime worked shall be kept by each head custodian, posted monthly on the appropriate bulletin board, and submitted monthly to the Facilities Director and/or the Superintendent's designee, and kept on file.
- 4.2(B) Overtime and special activity work in any school shall be divided equally among the custodians regularly assigned to that school. If there are none available, then custodial employees in other schools will be given an opportunity to share in the overtime or special activity work. Overtime or special activity coverage is guaranteed by the Union through the custodial employee, in each school, with the least seniority.
- 4.2(C) If a custodial employee is scheduled for overtime or special activity work and does not avail himself/herself of the opportunity to work, the employee will be charged with the scheduled overtime or special activity time as if worked.
- 4.2(D) Whenever a special activity which needs set-up, breakdown and clean-up or which requires the building to be opened when not normally open, a custodian will be retained by the special activity or group using the building.
- If two (2) or more special activities and/or groups are using the building at the same time, the head custodian shall be responsible for requesting, through the Facilities Director and/or the Superintendent's designee, that more than one custodian be required for that time period. The Facilities Director and/or the Superintendent's designee shall decide what staffing levels are needed and whether such additional coverage is needed.
- 4.2(E) Union employees will be allowed up to forty-five (45) minutes per month to meet, to discuss work-related issues to be brought to the attention of the Superintendent, the Facilities Director, or the school principals, without loss of pay.
- An additional forty-five (45) minutes per month will be allowed without pay for other Union meetings.
- In addition to the above, four (4) meetings a year will be allowed without loss of pay.
- 4.3 When a custodial employee is called in for work outside his regularly schedule working hours, the employee shall be paid a minimum of two (2) hours at time and one half of the employee's regular hourly rate if the call back is Monday through Saturday and double the hourly regular hourly rate if the call back is on Sunday or a Holiday. This section excludes severe weather conditions.
- 4.4 Severe Weather Conditions
- (A) In the event of an emergency or severe weather conditions, employees will be notified of any change in regularly assigned work hours by the maintenance coordinator or the principal or his/her designee, who shall be identified by the principal to the employee as the designee.
- (B) If a decision is made by the Superintendent or his designee that twelve



(12) month employees should not report to work due to severe weather conditions, the employees may use personal day time in lieu of an unpaid day. An employee will be offered eight (8) hours work from the time he/she reports to work. Employees will be paid for hours worked.

- (C) Employees are expected, when called in, to make every effort to get to work in severe weather conditions.
- (D) In cases of severe weather conditions should the Governor declare a travel ban, an employee may use a personal or vacation day in lieu of an unpaid day.

In the event the Governor lifts the travel ban during custodian's shift, he or she may report to work in lieu of utilizing a vacation or personal day and will be offered at least eight (8) hours work from the time he/she reports to work. Employees will be paid for hours worked.

In the event that the Governor lifts the travel ban before the start of a custodian's regularly scheduled shift, he/she will be expected to report to work.

## ARTICLE V HOLIDAYS

5.0 The following fifteen (15) Holidays shall be observe days off, with full pay, for full-time employees:

- |                           |                          |
|---------------------------|--------------------------|
| 1. Fourth of July         | 9. Day after Christmas   |
| 2. Labor Day              | 10. Day Before New Years |
| 3. Columbus Day*          | 11. New Year's Day       |
| 4. Veterans Day*          | 12. Martin Luther King   |
| 5. Thanksgiving Day       | 13. President's Day      |
| 6. Day after Thanksgiving | 14. Good Friday          |
| 7. Day before Christmas   | 15. Memorial Day         |
| 8. Christmas Day          |                          |

Should school be held on one of the holidays identified with an \*, the administration may replace the holiday with a floating holiday. An employee's designation of his/her floating holiday will not be unreasonably denied by the administration.

- 5.1 Employees scheduled to work less than forty (40) hours per week shall receive the above listed paid holidays, but on a pro-rated basis according to hours scheduled.
- 5.2 Holidays falling on a Saturday shall be celebrated as per state statutes.
- 5.3 Holidays falling on Sunday shall be celebrated as per state statutes.
- 5.4 An employee shall not be charged for sick leave, personal days and/or vacation time on paid holidays listed in this Article.

ARTICLE VI  
VACATIONS

- 6.0 Full-time employees shall be entitled to paid vacation days on the following basis:
- 6.0(A) Five (5) working days after the first six (6) months of service. Five (5) working days after the second six (6) months of service. (Total often (10) working days after the first twelve (12) months of service.)
- 6.0(B) Employees who have completed five (5) years of service shall be entitled to a vacation of fifteen (15) working days.
- 6.0(C) Employees who have completed ten (10) years of service shall be entitled to a vacation of twenty (20) working days.
- 6.0(D) Employees scheduled to work less than forty (40) hours per week shall receive paid vacations as indicated above, but on a pro-rated basis according to hours scheduled.
- 6.0(E) Vacation may be taken anytime during the fiscal year when the work requirements permit and upon approval of the Superintendent and/or his/her designee. Requests for vacation time must be submitted by the employee in writing to the Superintendent and/or his/her designee at least two (2) weeks before the start of the requested vacation time.
- 6.0(F) Vacation pay may be received one (1) week in advance upon application to the Superintendent of Schools, made in writing at least three (3) weeks prior to the first scheduled vacation day.
- 6.0(G) Up to five (5) unused vacation days shall be automatically carried over to the next year. In no case may more than five (5) vacation days be carried over from one year to the next except with permission of the Superintendent for vacation days in excess of five (5) that could not be taken during the year due to work requirements.
- 6.0(H) The employee's anniversary date will be used to determine the amount of vacation time used.
- 6.0(I) Employees shall receive a written statement of accumulated vacation time from the Board Office on or before October 1st of each year.
- 6.1 The vacation schedule will be determined by the employee's building principal or supervisor, but in consultation with the employee.
- 6.2 An employee, upon termination of his/her services with the Board, shall be entitled to full pay for any vacation time due. In the event of an employee's death, such payments shall be made to his/her dependent survivor, or his/her estate if there is no dependent survivor.

ARTICLE VII  
LEAVE PROVISIONS

- 7.0(A) All custodians (full and part-time) hired on or after July 1978, shall, during their first year of employment, accumulate sick leave at a rate of one (1) day for each completed month of work to a maximum of twelve (12) days; pro-rated according to hours scheduled. (Forty (40) hours being full-time). Sick time may be taken in hourly, half-day or full-day increments.
- 7.0(B) All custodians beginning with their second year of employment shall receive fifteen (15) days sick leave per year.
- 7.0(C) Unused sick leave in any one (1) year may be carried forward and accumulated to a maximum of 160 days.
- 7.0(D) Absences of five (5) or more consecutive working days will require a physician's certificate.
- 7.0(E) Eligible employees shall be permitted unpaid leave of absence in compliance with the requirements of the Family Medical Leave Act.
- 7.1(A) Sick days pay accumulated shall be paid to employees upon retirement at the rate of ten dollars (\$10.00) per day for the first five (5) years and fifteen dollars (\$15.00) per day after five (5) years.
- 7.1(B) Up to five (5) family sick days per contract year may be used to care for a sick ~~child~~family member or to attend to an emergency including a critical illness or severe injury in the immediate family (spouse, child, stepchild, parent, sibling, parent of spouse, stepparent or grandparent of either) or a person residing in the home of the employee.
- 7.1(C) The Superintendent may grant time, with pay, to attend professional conferences and seminars or take course of study which will contribute to, or increase the employee's knowledge about betterment of the public service.
- 7.1(~~E~~D) Employees shall receive a written statement of accumulated sick time from the Board Office on or before October 1st of each year of this contract.
- 7.2 In the event of the death of an employee, his/her accumulated sick leave pay shall be paid to the estate of the employee.
- 7.3 Employees shall be granted special leave of absence with full pay for the following reasons:
- 7.3(A) Employees shall be entitled to full pay at the current rate for their absences due to jury duty, provided that reimbursement for same and regular pay together does not exceed employee's regular wage. Employees serving on jury duty shall submit to the Board of Education all monies received by virtue of their participation in jury duty.



- 7.3(B) Military leave, not to exceed two (2) weeks, shall be granted to regular employees when required to serve a period on active reserve or National Guard duty. During this period, the employee shall be paid the difference, if any, between his regular and military salary. Copies of active duty orders shall be provided to the Superintendent of Schools.
- 7.4(A) All employees, including part-time, shall be entitled to five (5) days of bereavement pay on an annual basis. At the discretion of the Superintendent or his/her designee additional bereavement days may be permitted.
- 7.4(B) Personal Days: all employees, including year round part-time employees, shall receive three (3) personal days per year, on July 1 of each year.
- 7.5 All personal days must be requested at least forty-eight (48) hours in advance and are subject to the approval of the Facilities Director and/or the Superintendent's designee. In the case of an emergency, notification of forty-eight (48) hours in advance will be waived. Personal days are not cumulative from year to year. Personal days may be used in half-day or full day increments.
- 7.6 An employee who is unable to report for regular work due to injuries or other disability sustained in the performance of his work, and who is eligible for payments under Workers' Compensation Act, shall receive full compensation. That portion of compensation that is not covered by Workers' Compensation shall be deducted from sick leave. When all sick leave is used, full compensation shall be only those benefit amounts provided by Workers' Compensation.
- 7.7 Employees who are unable to work due to illness or injury or are on extended unpaid leave of absence, and are no longer eligible for health insurance paid by the Board, shall be allowed to maintain health insurance at their own expense.
- Employees eligible for leave under the Family Medical Leave Act (FMLA) shall be allowed to maintain health insurance coverage under the same conditions as provided under Article X of the Agreement during the period of FMLA leave.

## ARTICLE VIII

### WAGES

- 8.0 The wage schedule is attached hereto as Appendix A.
- 8.0(A) Effective ~~and retroactive~~ to July 1, ~~2013~~2019 and each July 1<sup>st</sup> thereafter, a bargaining unit employee who is not at the maximum step in their classification shall move up to the next step on the wage schedule annually. ~~This provision shall not apply in contract years 2017-18 and 2018-19.~~
- 8.1 Lead custodians shall be paid an additional \$1,000.
- 8.2 The shift differential shall be one dollar (\$1.00) for each hour worked on the second shift. This shift differential is guaranteed from the beginning of each school year to the end of the school year. In addition, those scheduled to work a full second shift position will receive the differential for each hour worked in the



summer months. Those scheduled to work a portion of the second shift will receive that same portion over the summer months; i.e., school year employee works 8:30-4:30 and is paid a differential from 3-4:30 or 1.5 hours including differential will be paid the same ratio during the summer months or 1.5 hours with differential and 6.5 without differential regardless of time actually worked.

- 8.3 The Board and the Union agree that the wage scale applies to part-time employees, on a pro-rated hourly basis.
- 8.4 When an employee is temporarily required to assume the duties of another employee in a higher classification, or in addition to his/her own duties, beyond thirty (30) calendar days, he/she will be paid on his/her same step in the Higher classification and will remain on that schedule until he/she is relieved of the additional responsibilities.
- 8.5 The Board agrees to cover the employees under the provisions of the Unemployment Compensation Laws of Connecticut.
- 8.6 Authorized leaves of absence will not be considered an interruption of seniority.
- 8.7 Employees will be paid by direct deposit. Individuals who are employed as of July 1, 2010 may request, in writing, to receive their paycheck in paper form.

#### ARTICLE IX RESIGNATIONS AND TERMINATIONS

- 9.0 To resign in good standing an employee must give the Board of Education at least fourteen (14) calendar days written notice. Employees who intend to resign, who do not give the Board fourteen (14) days' notice, and who do not report for work without giving fourteen (14) days' notice shall not be in good standing. Employees who are not in good standing shall be denied the benefits of this Agreement that are payable upon resignation or retirement. This notice requirement may be reduced or eliminated in emergency situations by approval of the Superintendent.
- 9.1 Terminations: an employee who fails to report to work for a period of three (3) consecutive working days and who fails to notify his immediate Supervisor of the reason for his/her absence may be terminated by the Superintendent. Terminated employees will be denied the benefits of the contract that are payable to an employee who resigns or retires in good standing.
- 9.2 All disciplinary action shall be for just cause, except during the probationary period, as set forth in Section 3.1. When an employee is suspended or discharged the employee shall be given written notice of the reason for such action, with a copy to the Union.
- 9.3(A) All disciplinary actions shall be applied in a fair manner and shall not be inconsistent with the infraction for which the disciplinary action is being taken.

9.3(B) Progressive disciplinary action for minor offenses shall normally follow this order:

- a. Verbal warning;
- b. Written warning;
- c. Suspension without pay;
- d. Discharge.

Any one of the above steps may be omitted, depending upon the severity of the discipline required.

## ARTICLE X INSURANCE AND PENSION

10.0(A) The Board shall continue to provide eligible employee's with the option of participating in individual, two member, or family membership in ~~a comprehensive health insurance plan ("traditional plan") as a buy up option for year one (2017-18) of the contract. Effective in year two (2018-19), the High Deductible/HSA ("High Deductible/HSA plan") with Vision shall be the sole insurance plan for all eligible employees.~~

~~The traditional plan will include a \$20 office co-payment, a \$25 urgent care co-payment, a \$100 emergency room co-payment, a \$150 outpatient surgery co-payment, and a \$250 per admission co-payment for hospitalization. Out of network services will be subject to deductibles of \$250/\$500/\$750 and to co-insurance of 20% up to \$1250/\$2500/\$3750. Prescription drug co-payments shall be as follows: \$10 generic; \$25 formulary; \$40 non formulary with a 2x co-payment for mail order, with no cap.~~

~~Members who choose to remain on the traditional plan during year one shall pay 100% of the difference between the cost of the High Deductible/HSA plan and the traditional plan.~~

~~10.0(B) Effective upon ratification of this contract, during year one (2017-18) the High-Deductible/HSA plan ("High Deductible/HSA plan") shall be the primary insurance plan offering. Beginning in year two (2018-19), no members shall be eligible for the traditional plan described in 10.0 (A) and the High-Deductible/HSA with Vision shall be the sole insurance plan for all eligible members.~~

The plan shall include the following components:

	In-Network	Out-of-Network
Annual Deductible (Individual/Aggregate Family)	\$2,000/4,000	\$2,000/4,000
Co-insurance	N/A	20% after deductible up to co-insurance maximum
Co-insurance Maximum (Individual/Aggregate Family)	N/A	\$2,000/4,000
Cost Share Maximum	\$2,000/4,000	\$4,000/8,000



(Individual/Aggregate Family)		
Lifetime Maximum	Unlimited	Unlimited

The Board will fund ~~seventy-five percent (75%) of the deductible in the 2017-18 contract year, and~~ sixty-two and one-half percent (62.5%) ~~in the 2018-19 contract year~~ of the applicable deductible amount for each employee who elects coverage under the High Deductible/HSA plan. The Board's contribution toward the high deductible plan will be deposited into the HSA accounts throughout the course of the year, on the Board's payroll dates. The parties acknowledge that the Board's contribution toward the funding of the high deductible plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed custodians. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment. If the High Deductible/HSA plan is implemented after the start of the calendar year, the Board's contribution toward the funding of the deductible shall be pro-rated for that year.

Employees shall be responsible for paying the following percentages of the premium costs for the high deductible/HSA plan:

<del>2017</del> <u>2019-2018</u> <u>2020</u>	<del>15.0</del> <u>15.5%</u>
<del>2018</del> <u>2020-2019</u> <u>2021</u>	15.5%
<u>2021-2022</u>	<u>15.5%</u>

The Board shall provide an HRA option for those employees who are not eligible to participate in the HSA plan.

- 10.0(~~C~~B) The Board shall provide for the participating employee for the duration of the contract, the cost of family coverage or individual coverage, (whichever is applicable) for Full Service Dental plan with Rider A, and Life Insurance.

The custodians shall pay the following percentages of the costs for these plans:

<del>2017-2018</del>	<del>17.0%</del>
<del>2018</del> -2019-2020	17.5%
<u>2020-2021</u>	<u>17.5%</u>
<u>2021-2022</u>	<u>17.5%</u>

- 10.0(~~D~~C) Life Insurance: All employees hired prior to July 1, 1999 shall receive life insurance coverage equal to two and one-half times his or her annual base salary or not less than the pension life insurance previously received plus the current \$20,000 life insurance policy. Such employees will no longer receive life insurance under the pension plan. All employees hired after July 1, 1999 shall receive a \$20,000 life insurance benefit.

- 10.0(~~E~~D) The Board shall have the right to change the carriers and/or plans for the health, dental and life insurance benefits described in this Article, provided that the new carriers and/or plans provide an overall level of benefits which, when considered as a whole, provides a level of benefits comparable to the existing carriers and/or plans. The Board also reserves the right to self-insure some or all of the health,



dental and life insurance benefits. The Board will consult with the Union before changing carriers and will arrange for information sessions with affected employees prior to implementing any change.

10.0(~~FE~~) The Board shall provide information to each employee on insurance premiums and benefits upon the issuance of a new contract.

10.0(~~GF~~) The Board shall maintain a Section 125 plan for pre-tax treatment of unreimbursed medical expenses, employee insurance premium cost and dependent care expenses to the extent provided by law.

10.0 (G) **Excise Tax.** The Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-48) has set forth and codified under the Internal Revenue Code (IRC) §4980I the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. The impact of the excise tax is scheduled to take effect in 2022. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect during the term of this Agreement, triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations in accordance with MERA. During such mid-term negotiations, the parties will reopen the issue of health insurance only (including any related appendices) for the purpose of addressing the impact of the excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

~~10.1 — Members of the bargaining unit are participants in and covered by the Town of Tolland Pension Plan in accordance with its terms (excluding the life insurance benefits).~~

10.1 The 401A retirement plan offered by the BOE will be made available to employees who meet the eligibility requirements of the master plan.

## ARTICLE XI GRIEVANCE PROCEDURE

11.0 A grievance is hereby defined as a claimed misinterpretation or misapplication of a specific section of this contract to an individual employee or group of employees. A grievance must be in writing and must set forth the specific section(s) of the contract alleged to have been misinterpreted or misapplied. The purpose of the grievance procedure shall be to resolve, at the lowest possible administrative level, issues which may arise from time to time with respect to the provisions of this agreement.

### PROCEDURE

(A) Time Limits:

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the

parties in interest.

(B) If an employee does not file a grievance within fifteen (15) working days after he/she knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.

(C) Failure by the aggrieved employee at any step to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision at that level.

STEP 1: Between the Union Steward, or the Union President and the aggrieved party, and the Facilities Director. The Union shall submit the grievance, in writing, to the Facilities Director. The Facilities Director and/or his/her designee shall adjust the grievance at once or notify the Union Steward and/or the Union President of his/her decision within five (5) working days from the day the grievance was presented.

STEP 2: If the grievance is not resolved at Step 1, the Union Steward and/or the Union President may reduce the grievance to writing and present it to the Superintendent of Schools within five (5) working days after receipt of the decision or, if no decision is issued, within five (5) working days after the deadline for the issuance of such decision. The Superintendent shall arrange a meeting with all those concerned to review the facts, and shall issue his decision in writing within ten (10) working days from the day the grievance was submitted to him

STEP 3: If the Union isn't satisfied with the Superintendent's reply, the Union may, within fifteen (15) working days of the reply, submit the grievance in writing to the State Board of Mediation and Arbitration for arbitration. The decision of the arbitration panel shall be final and binding on both parties. The arbitrator shall be bound by the terms of this agreement and shall have no power to add to, subtract from or modify the provisions of this agreement

- 11.1 If the Board of Education or its representative fail at any step of the grievance procedure to respond to any grievance within the applicable time limits where no written extension has been agreed to by the parties, the grievance may be processed to the next step within the time limits set forth above.
- 11.2 The Union Steward or Union President and the aggrieved party and one officer of the Union shall be afforded the necessary amount of time without loss of pay for purposes of attending grievance meetings as listed in Step I through Step 4 of the grievance procedure.
- 11.3 The services of the UPSEU representatives shall be available to the complainant at the second step of the grievance procedure if the employee requests it.

## ARTICLE XII FULL AGREEMENT

- 12.0 This Agreement contains the full Agreement between the Board and the Union



and supersedes all past contracts and/or practices.

### ARTICLE XIII BOARD PREROGATIVES

- 13.1 Except where such rights, powers and authority are specifically relinquished, abridged or limited by a provision of this Agreement, the Board has and will continue to retain, whether exercised or not, all the rights, powers and authority heretofore had by it, and shall have the sole right, responsibility and prerogative of management of the affairs of the Board of Education and direction of the working forces, including, but not limited to those rights provided by Conn. Gen. Stat. Sec. 10-220 and the following:
- a) To determine the care, maintenance and operation of equipment and property used for and in behalf of the purposes of the Board.
  - b) To discontinue processes or operations or to discontinue their performance by employees.
  - c) To select and to determine the number and types of employees required to perform the Board's operation.
  - d) To employ, transfer, promote or demote employees, or to lay off, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interests of the Board.
  - e) To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Board, provided such rules and regulations are made known in a reasonable manner to the employees affected by them.
  - f) To establish contracts or sub-contracts for the custodial and maintenance operation, provided that this right shall not be used for the purpose or intention of undermining the Union or of discriminating against its members.
  - g) To create job specifications and revise existing job specifications, subject to the Union's right to negotiate the assigned wage rate.
- 13.2 The above rights, responsibilities and prerogatives are inherent in the Board of Education and the Superintendent by virtue of statutory and charter provisions and are not subject to delegation in whole or in part.

### ARTICLE XIV DURATION

- 14.0 This Agreement shall be effective as of the date of ratification and shall remain in full force and effect until the 30th day of June, ~~2019~~2022. It shall automatically be renewed from year to year thereafter, unless either party shall notify the other



in writing 150 days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than 120 days prior to the expiration date; this Agreement shall remain in full force and be effective during the period of negotiations, and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than ten (10) days prior to the desired termination date which shall not be before the termination date set forth in the preceding paragraph.

- 14.1 Should any article, section or portion thereof of this Agreement be held unlawful or unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific article, section or portion thereof directly specified in the decision; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated article, section or portion thereof.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS THIS  
\_\_\_\_\_ day of \_\_\_\_\_, ~~2017~~2019.

TOLLAND BOARD OF EDUCATION

UNITED PUBLIC SERVICE  
EMPLOYEES UNION

\_\_\_\_\_  
Tolland BOE Chairman

\_\_\_\_\_  
Kevin B. Boyle, Jr.  
UPSEU President

# **APPENDIX A WAGE SCHEDULES**

## **2017-2018 2% GWI**

<b>Step</b>	<b>Custodian</b>	<b>Head-Custodian</b>
1	\$13.61	\$15.81
2	\$14.18	\$16.50
3	\$14.79	\$17.23
4	\$15.43	\$18.00
5	\$16.10	\$18.78
6	\$16.76	\$19.57
7	\$17.44	\$20.38

<b>Off Schedule Head Custodians:</b>	\$22.17 \$23.19
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Effective July 1, 2017, all employees below maximum step shall not receive a step increase.

## **2018-2019 2% GWI**

<b>Step</b>	<b>Custodian</b>	<b>Head-Custodian</b>
1	\$13.88	\$16.13
2	\$14.46	\$16.83
3	\$15.09	\$17.57
4	\$15.74	\$18.36
5	\$16.42	\$19.16
6	\$17.10	\$19.96
7	\$17.79	\$20.79

<b>Off Schedule Head Custodians:</b>	\$22.61 \$23.65
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## **2019-2020 2.5% GWI**

<b><u>Step</u></b>	<b><u>Custodian</u></b>	<b><u>Head Custodian</u></b>
<u>2</u>	<u>\$14.82</u>	<u>\$17.25</u>
<u>3</u>	<u>\$15.47</u>	<u>\$18.01</u>
<u>4</u>	<u>\$16.13</u>	<u>\$18.82</u>
<u>5</u>	<u>\$16.83</u>	<u>\$19.64</u>
<u>6</u>	<u>\$17.53</u>	<u>\$20.46</u>
<u>7</u>	<u>\$18.23</u>	<u>\$21.31</u>
<b><u>Off Schedule Head Custodians</u></b>		
<b><u>Off A</u></b>		<u>\$23.18</u>
<b><u>Off B</u></b>		<u>\$24.24</u>



2020-2021  
2.00% GWI

<u>Step</u>	<u>Custodian</u>	<u>Head Custodian</u>
<u>2</u>	<u>\$15.12</u>	<u>\$17.60</u>
<u>3</u>	<u>\$15.78</u>	<u>\$18.37</u>
<u>4</u>	<u>\$16.45</u>	<u>\$19.20</u>
<u>5</u>	<u>\$17.17</u>	<u>\$20.03</u>
<u>6</u>	<u>\$17.88</u>	<u>\$20.87</u>
<u>7</u>	<u>\$18.59</u>	<u>\$21.74</u>
<u>Off Schedule Head Custodians</u>		
<u>Off A</u>		<u>\$23.64</u>
<u>Off B</u>		<u>\$24.72</u>

2021-2022  
1.00% GWI

<u>Step</u>	<u>Custodian</u>	<u>Head Custodian</u>
<u>2</u>	<u>\$15.27</u>	<u>\$17.78</u>
<u>3</u>	<u>\$15.94</u>	<u>\$18.55</u>
<u>4</u>	<u>\$16.61</u>	<u>\$19.39</u>
<u>5</u>	<u>\$17.34</u>	<u>\$20.23</u>
<u>6</u>	<u>\$18.06</u>	<u>\$21.08</u>
<u>7</u>	<u>\$18.78</u>	<u>\$21.96</u>
<u>Off Schedule Head Custodians</u>		
<u>Off A</u>		<u>\$23.88</u>
<u>Off B</u>		<u>\$24.97</u>

Effective July ~~1, 2018,~~ 1<sup>st</sup> in 2019, 2020 and 2021 all employees below maximum step shall ~~not receive a step increase~~ move up to the next step on the wage schedule.

### SETTLEMENT AGREEMENT

WHEREAS, The Tolland Board of Education (hereinafter the "Board of Education") and United Public Service Employees Union, Tolland BOE Custodians, Local 424 – Unit 27 (hereinafter the "Union") are parties to a Collective Bargaining Agreement which defines the wages, hours of work and other conditions of employment for those bargaining unit employees;

WHEREAS, The Union filed a grievance regarding the lack of custodial coverage for a sporting event at Tolland High School; and

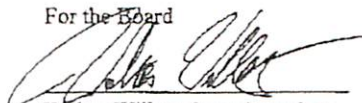
WHEREAS, The parties have met to discuss the issue of custodial coverage at scrimmages and have agreed to a resolution of the matter.

NOW, THEREFORE, It is hereby stipulated to and agreed by the Board of Education and the Union as follows:

1. Open scrimmages shall be defined as ones that occur within the school building in which members of the public are allowed to attend and the doors to the school are unlocked for the purpose of the public attending. Open scrimmages shall be considered public events.
2. During non-custodial working hours, open scrimmages shall require a building use form to be completed by the coaching staff or athletic director, and the appropriate assignment of custodial personnel shall occur in accordance with Sections 4.0(B), 4.2(B) and 4.2(D) of the Collective Bargaining Agreement.
3. Closed scrimmages shall be defined as scrimmages between students on Tolland Public School teams and/or those from other schools which occur during non-custodial working hours, are closed to the public and are scheduled before the start of the regular season or after the end of the regular season.
4. Closed scrimmages do not require a building use form to be completed and the doors to the school shall be locked. Sports equipment, chairs and other items may be set up by the coaching staff for the purpose of supporting the teams. Custodial coverage shall not be required during closed scrimmages. The Head Custodian shall be notified of any scheduled closed scrimmages in the building in which he or she works.

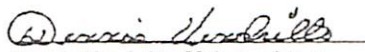
5. The Union shall withdraw the grievance.

For the Board


  
Walter Willett, Superintendent

5/6/15  
Date

For the Union

  
Dennis Vendrillo, Unit President

May 8, 2015  
Date

  
Brooke Sherer, UPSEU

5/13/15  
Date



Document comparison by Workshare 9 on Monday, June 17, 2019 10:51:10 AM

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**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** FRC Grant

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

**FOR BOE MEETING:** June 26, 2019

**ITEM SUMMARY:**

The Family Resource Center program self-sustaining program, the attached grant makes this possible. The program provides vital services to the community of Tolland, providing pre-school and daycare for families of all income levels, and responsive to families in need.

**FINANCIAL SUMMARY:**

Self-sustaining program.

**BOARD ATTORNEY REVIEW:**

N/A

**BOE ACTION DESIRED:**

1. Move item G3 to J1 for action.
2. Proposed motion: *Motion to approve the grant application package for the renewal of the Family Resource Center Program.*  
Second.  
Discussion.  
Vote

**SUPPORTING MATERIALS ATTACHED:**

APPLICATION PACKAGE FOR THE RENEWAL OF A FAMILY RESOURCE CENTER PROGRAM

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**  
Office of Student Supports and Organizational Effectiveness  
Bureau of Health/Nutrition, Family Services and Adult Education

**APPLICATION PACKAGE FOR THE RENEWAL OF A  
FAMILY RESOURCE CENTER PROGRAM**

**July 1, 2019-June 30, 2021**

**PURPOSE:** To seek proposals from eligible applicants for program and funding renewal pursuant to Connecticut General Statutes Section 10-4o.

**RFP092**

**Due Date: July 15, 2019**  
**Published: June 6, 2019**

**Connecticut State Department of Education**





CONNECTICUT STATE  
DEPARTMENT OF EDUCATION

Dianna Wentzell  
Commissioner of Education

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator  
State of Connecticut Department of Education  
450 Columbus Boulevard, Suite 607  
Hartford, Connecticut 06103-1841  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)

THE CONNECTICUT STATE DEPARTMENT OF EDUCATION IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

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**A. Introduction**

The intent of this application is to maintain Connecticut's network of school-based Family Resource Centers (FRCs) consistent with the requirements of Connecticut General Statutes (C.G.S.), Section 10-4o, and to evaluate the capacity of programs to continue to operate. Under state law FRCs are obligated to provide or collaborate with existing agencies to provide seven comprehensive service components: (1) quality full-day child care and school readiness programs for preschool-age children; (2) quality school-age child care; (3) support and educational services for parents interested in obtaining a high school diploma, or equivalent; (4) networking, training and outreach to family day care providers; (5) a home visitation and parenting support program for expectant parents and parents with children under the age of three; (6) teenage pregnancy prevention program emphasizing responsible decision making and communication skills; and (7) a resource and referral network of community providers and services.

The FRC model builds upon the basics: families, neighborhoods and academics to support an integrated approach focused upon academics and stronger families. Every FRC operates as a system of partnerships between the school and other community resources to promote the development of a shared vision across communities, agencies and services.

**B. Program Performance Objectives**

While each FRC is expected to design and deliver services within the context of its community needs, the quality and extent of existing community services and availability of resources, emphasis must be given to three program performance objectives that the Connecticut State Department of Education (CSDE) has identified to effect statewide results. For the purpose of this application, performance objectives are defined as:

1. Family Engagement - full, equal, and equitable partnership among families, educators and community partners to promote children's learning and development from birth through college and career.
2. Social and Emotional Learning - acquisition of knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.
3. Student and Family Supports - integrated networks of school and community-based resources to strengthen parenting practices and the healthy development of children, including prevention, intervention, and transition services for students and families.

Program management responsibilities require each FRC to align staffing, resources, services and activities to achieve these objectives. FRCs must concentrate the allocation of FRC grant resources toward the delivery of activities and services to families and other key constituents that produce performance-based and quality improvement outcomes linked to these objectives.



### **C. Eligible Applicants**

Invited applicants will be notified of their eligibility to apply. Only applicants that have been invited by the CSDE to submit a renewal application are eligible to apply. Invited applicants are selected by the CSDE based upon demonstrated experience in operating an FRC and only include communities with existing FRCs. Other FRCs not invited to submit an application are not eligible.

The CSDE prefers that the local school district submit the application. However, the school district may identify a lead applicant for the purpose of managing this program on behalf of the school district. A copy of the agreement between the school district and the lead applicant must be attached in order for a grant award letter to be authorized. Regardless of the transfer of management to a lead applicant, the school district will be accountable for the outcomes of the grant.

### **D. Grant Duration and Amount of Funding**

The CSDE expects to grant approximately \$100,000 for each FRC located in a public elementary school. The actual amount of funding will be based on the availability of state funds appropriated for this program. This renewal application covers a two-year period: July 1, 2019, through June 30, 2021.

### **E. Target Population**

The target population for FRCs includes children, parents and families who reside in the public elementary school attendance area. While FRC services and activities are for all families and should serve the full, heterogeneous, racial/ethnic and socio-economic mix of families, emphasis must be given towards the recruitment of families with children who are educationally disadvantaged and underachieving and at high risk for school and academic failure.

The following may be considered indicators of high risk for the purpose of determining appropriate services:

- children who have experienced abuse and neglect or domestic violence in the home;
- children with disabilities or developmental delays (e.g., low score on a developmental screen or issues noted from health history);
- children who are chronically absent (defined as missing 10 percent or more of days of school for any reason, including all absences, excused, unexcused and disciplinary);
- foster parents, adoptive parents or court-appointed legal guardians;
- families who are immigrant or refugee;
- families who exhibit the inability to manage stress in a way that is healthy and productive;
- families with low income and economic stress issues (e.g., living at or below state or federal poverty levels, loss of job or primary income source);
- parents with disabilities;
- relatives who are the primary person in the parent support role (e.g., grandparents, aunts, uncles, etc.);
- single parent households and those experiencing divorce or loss of family members due to death, estrangement or incarceration;

- English Learners;
- individuals with substance use disorders and chemical dependencies;
- parents who are teenagers; and
- families who are transient, experience numerous housing relocations or are homeless.

## **F. Location and Space Requirements**

Section 10-40 of the C.G.S. states, “the family resource centers shall be located in or associated with public schools, and any family resource center established on or after July 1, 2000, shall be located in a public elementary school unless the Commissioner of Education waives such requirement.” Locating FRCs in schools helps to ensure that services are close to public transportation systems, near service neighborhoods and in buildings accessible to persons with disabilities.

It is the position of the Connecticut State Board of Education (SBE) that “strong partnerships between preschool and elementary education promote aligned and coordinated educational practices and support transitions between grade levels and programs” (Position Statement on Early Childhood Education, adopted February 3, 2010). In an effort to support this position, FRCs, early care and education programs and public schools need to establish ongoing dialogue and activities that develop and maintain positive relationships and partnerships and promote smooth transitions for children and their families to kindergarten. Strong consideration should be given to locating an FRC within a public elementary school with both kindergarten and preschool child care programs. The co-location of these programs supports a coordinated effort to address transition activities for all children and their families, including children with disabilities.

Services and activities of an FRC go beyond the regular school schedule and are provided on days and at times which offer the maximum accessibility for parents, children and families. This involves offering services during school vacations, holidays and on Saturdays, as well as providing services early in the morning (before school), late in the afternoon (after school) and during evening hours. All applicants must negotiate explicit agreements that address issues, such as liability, custodial services, maintenance and other factors involved in extending the normal operating hours of the school building.

In order to ensure that services of an FRC are provided in a high-quality, age-appropriate manner, the public elementary schools must designate fixed and adequate space for an FRC to operate. FRC designated school space may not function as the cafeteria, auditorium, library/media center, or other shared use space that cannot adequately implement the program needs. Designated school space requirements must include the following:

- parent resource room (play space, parent activities, group meetings and resource materials); and
- administrative office (including space for private conference space to accommodate both staff and participants).

## **G. Delivery of Services**



The FRC model indicates that healthy child development and effective education begins with access to a continuum of services available in schools to all families. FRCs support families by serving in a central role in providing supports and services to meet their needs. The enabling legislation of the FRC program (C.G.S. Section 10-4o) provides the common framework of core components for FRCs to operate. Core components and the services of the FRC are designed to be flexible and adaptable to the needs and resources of a given community.

The program performance objectives defined in this document are organizing links to all activities and services administered directly by the FRC. Services provided by collaborating partners in the community should operate in support of these objectives and must ensure access to quality programs. While collaboration may be needed to address an effective service delivery model, FRCs are cautioned not to consider collaboration as the only action to implement these objectives. The provision of services, either provided directly by or through collaboration with the FRC, must include:

1. **Early Care and Education:** High-quality affordable early care and education programs for children age three and older that support children's ability to begin kindergarten with the knowledge, skills and behaviors needed for success in school. This must be available by one or more of the following:

- full-day/full-year programs providing services for 10 hours per day for 52 weeks per year;
- school-day/school-year programs providing services for 7 hours per day for 180 consecutive school days;
- part-day/part-year programs providing services for at least 2.5 hours per day for 180 consecutive school days; and
- extended-day programs that provide services to extend the hours, days and/or weeks of programming for children who are in an existing part-time program, in order to provide those children with a full-time program of 10 hours per day for 52 weeks.

Child care services and facilities operated or utilized by the FRC for the delivery of this component must be in compliance with all state statutes and regulations governing child day care and the standards for the School Readiness Program set by the Office of Early Childhood (OEC), pursuant to C.G.S. Section 10-16p. et seq. Early care and education programs must either be accredited by the National Association for the Education of Young Children (NAEYC), be approved by Head Start, or meet criteria established by the other accrediting agencies recognized by the OEC.

2. **School-Age Child Care:** High-quality programs, outside of regular school hours, that provide students with academic enrichment opportunities, as well as activities designed to complement their regular academic program. Programs should provide a range of services that improve academic achievement, keep children safe, help working families and must be available as:

- before-school program activities in operation from 7 a.m. through local school start time;
- after-school program activities in operation from local school end time through 6 p.m.; and



- vacation program activities during the summer recess periods and school breaks when school is not in session.

School-age child care services and facilities operated or utilized by the FRC for the delivery of this component must meet child day care licensing requirements, as defined under C.G.S. Section 19a-77. For more information, you may visit

<https://www.ct.gov/oec/cwp/view.asp?a=4542&q=544636>, or call the OEC at 860-500-4450 or toll-free 1-800-282-6063.

- 3. Adult Education and Family Literacy:** Connecticut's adult education programs are governed by C.G.S. Sections 10-67 to 10-73d and Title II of the Federal Workforce Investment Act, which require local school districts to offer education programs necessary to acquire basic literacy skills, elementary education, English language proficiency, secondary school completion and/or preparation for equivalency or proficiency examinations. Adult education services shall include:

- Adult Basic Education (ABE);
- Americanization/Citizenship;
- English as a Second Language (ESL); and
- Secondary School Completion offered as Adult High School Credit Diploma (AHSCD), General Educational Development (GED) or National External Diploma Program (NEDP).

This effort must be done in partnership with local school districts or community-based organizations. FRCs must work in conjunction with existing local structures in meeting the goals, objectives and long term vision of local adult education programs.

In addition to adult education services, and within available resources, FRCs may deliver family literacy programs and services that provide intergenerational instruction and support that enrich the family environment, promote lifelong learning and improve the quality of family life. While family literacy activities range from events involving parents and children reading together, to parent workshops on effective home-based strategies, a comprehensive approach is strongly recommended.

Comprehensive family literacy programming should be of sufficient intensity in terms of hours and of sufficient duration to make sustainable improvements in literacy skills. Programs must integrate four core elements:

- early care and education - age-appropriate education to prepare children for success in school and life experiences;
- parenting education - training for parents on how to be the primary teacher for their children and full partners in their children's education;
- adult learning - parent literacy training that leads to economic self-sufficiency; and
- parent and child together time - interactive literacy activities between parents and their children.

- 4. Family Day Care Provider Training:** Training can be categorized in two areas: formal or recognized training where certificate of attainments or formal qualifications are the result; and informal training where the focus is on improving skills and knowledge through

reflections and interaction. Aimed at both licensed and unlicensed providers, this service should consider the practical needs of child day care centers, group day care homes, family day care homes, relatives, in-home care providers and other types of providers that are representative of the community served.

5. **Families in Training (FIT)**: Community support services that target expectant parents and parents of children under the age of three, to help parents understand their role in encouraging their child's development right from birth, thereby preparing children for school and life success.

FIT services must include:

1. Personal Visits - visits are conducted by qualified staff, certified as appropriate, with participants at home or similar setting on a regular basis to provide information and advise parents and other caregivers on their child's language, cognitive, social and motor development.
2. Group Connections - families are offered regular group connections focused on parent-child interaction, development-centered parenting and family well-being during the program year. FRCs are encouraged to develop or expand group connections that meet the needs of all families. This includes families with children under the age of three that are receiving early intervention services and would benefit from a structured group experience.
3. Screenings - Formal Screenings (hearing, vision, developmental and general health)- Help Me Grow's Ages & Stages Program is the developmental screening choice for Connecticut programs.
4. Resource Network - families will be connected to resources, as determined during home visits and other contacts, to address assistance needed to overcome barriers.

6. **Positive Youth Development (PYD)**: Recreational and educational activities that emphasize responsible decision-making, communication skills and building positive attributes that children need in order to be successful throughout various stages of development. FRCs are encouraged to offer PYD activities to school-aged children that complement regular classroom lesson plans, school achievement goals or local initiatives to improve youth outcomes. The target population of PYD activities will depend upon each related school's grade design and should focus on children in Grades 3-6.

7. **Resource and Referral Services**: FRCs, by their location and access to families, have established themselves as a primary resource and referral service for issues operating for the well-being of families. Resource and referral should be coordinated with United Way 211, Connecticut's free information and referral service. Information should be available about local, statewide and national resources and should be updated regularly. Each FRC shall establish and maintain a process that provides follow up with a family, as appropriate. When a family requests assistance with the referral process, issues of privacy and consent need to be addressed.

#### **H. Program Evaluation, State Monitoring and Data Reporting Requirements**

Grantees are required to manage data that track services, activities and participant information of the FRC. Each FRC's data must be organized and maintained in a method prescribed by the CSDE to collect both program and participant data. Program data include, but are not limited



to, site information, details of activities offered (e.g., start and end dates, type of activity), staff surveys, and staff demographics. Participant data include, but are not limited to, State Assigned Student Identifier (SASID), participant demographics, program attendance and participant surveys.

All funded applicants must commit to:

- Providing program year data prescribed by the CSDE.
- Assisting in any evaluation studies performance reviews conducted by the CSDE and their subcontractors.
- Participating in any site visits, program monitoring and audits that the CSDE may conduct during the grant period.

The CSDE is responsible for providing details about program year data, FRC performance standards and data collection protocols to all grantees. Each grantee will be responsible for providing access for all requested data to the CSDE.

#### **I. Program Management and Staffing**

C.G.S. Section 10-4o (d) requires that *“each family resource center shall have a program administrator who has at least two years of experience in child care, public administration or early care and education and a master’s degree in child development, early care and education or a related field”* to oversee the management of each FRC. For any projects where a program administrator is responsible for managing multiple programs, a full-time site coordinator must be employed for each individual FRC that has a bachelor’s degree in early care and education, child development or a related field, with sufficient work experience and skill sets deemed appropriate to ensure that high quality services are provided to families. The management and administration of all FRCs must be done in partnership with the respective public school principal.

#### **J. Matching Revenues**

The development and administration of an FRC will likely incur costs well over the allocation provided to grantees through this grant. Therefore, it is expected that applicants for this grant have developed revenues from other sources that will be used in partnership with state funds.

Applicants should provide a minimal amount of 25 percent in matching funds to any FRC program. Matching funds may include expenditures from other state, local and federal sources, and can be either an actual expenditure (cash) or a virtual cost (in-kind). A cash match is an actual cash contribution from another revenue source expended to the FRC program. In-kind matching typically come in the form of the value of personnel, goods and services aligned to the FRC program.

#### **K. Program Fees**

Programs are allowed to establish and collect reasonable fees to offset the expenses incurred by the FRC in connection with carrying out the purposes of this grant. When fees are charged to families for certain services, the inability of families to pay for services must not result in the denial of services to the child and/or the child’s family.



Early care and education and school-age child care services must be provided based on the Connecticut Office of Early Childhood's Sliding Fee Scale or use the child care subsidy certificates from the Care 4 Kids program. FRCs must utilize available child care subsidy funds and other funding streams that may be available through the local and private sector. For more information, please go to <http://www.ct.gov/oec/cwp/view.asp?a=4541&q=545044> or call the Office of Early Childhood at 1-888-214-KIDS (5437).

## **L. Grant Process**

### **1. Review of Applications and Grant Awards**

The CSDE reserves the right to make a grant award under this program without discussion with the applicants. Therefore, applications should be submitted which present the project in the most favorable light from both technical and cost standpoints. All awards are subject to the availability of funds. Applicants should not commit such funds until an official grant award letter is received.

### **2. Management Control of the Program and Grant Consultation Role of State Department of Education Personnel**

The grantee must have complete management control of this grant. While CSDE staff may be consulted for their expertise, the Department will not be directly responsible for the selection of sub-grantees or vendors or be directly involved in the expenditure and payment of funds obligated by the grantee. The CSDE staff is responsible for grant management, monitoring compliance with program terms, tracking progress in reaching the goals and objectives of program, program improvement plans and related activities.

For questions regarding application procedures or proposal format, contact Louis Tallarita, Education Consultant, Bureau of Health/Nutrition, Family Services and Adult Education, at 860-807-2058 or [louis.tallarita@ct.gov](mailto:louis.tallarita@ct.gov).

### **3. Reservations and Restrictions**

The CSDE reserves the right not to fund an applicant or grantee if it is determined that the grantee cannot manage the fiscal or program responsibilities required under this grant.

### **4. Facsimile (Faxed) Copies**

Facsimile (faxed) copies of applications **will not** be accepted. Only applications with the original signatures and received by the due date and time will be accepted.

### **5. Due Date and Delivery of Applications**

Receipt by the CSDE of the Application Package for the Renewal of a FRC Program is required by 4:30 p.m on **Monday, July 15, 2019**, irrespective of the postmark date and means of transmittal. Extensions shall not be given. Applications must include one original with required signatures and one copy of the original.

**IMPORTANT NOTE:** Applicants must use the enclosed application format. Modifications will not be accepted.

Mailing address is: Connecticut State Department of Education P.O. Box 2219 Hartford, CT 06145-2219 ATTN: LOUIS TALLARITA	Delivery address is: Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education 450 Columbus Boulevard, Suite 504 Hartford, CT 06103-1841 ATTN: LOUIS TALLARITA
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## **M. Standard Considerations**

### **1. Obligations of Grantees**

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in CG.S. Section 4a-60 and Section 4a-60a and Sections 4a-68j-1 et seq. of the Regulations of Connecticut State Agencies.

Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities (CHRO).

### **2. Freedom of Information Act**

All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of Chapter 14 of the Connecticut General Statutes (Public Records and Meetings and Freedom of Information Act (FOIA) Sections 1-200 to 1-242, inclusive). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

### **3. Affirmative Action**

In accordance with the regulations established by the CHRO, each applicant is required to have a complete Affirmative Action Packet on file with the CSDE. This grant application contains the Certification Form certifying that an Affirmative Action Plan is on file with the CSDE. The individual(s) authorized to sign on behalf of the applicant agency must sign the Affirmative Action Certification Form and submit such form with the grant application.

Applicants who do not have an Affirmative Action packet on file with the CSDE must obtain and submit a completed packet with their grant application. An Affirmative Action packet can be obtained through:

<p>State Department of Education Affirmative Action Office 450 Columbus Boulevard, Suite 607 Hartford, CT 06103-1841</p>
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#### 4. Date Of Board Acceptance

This application requires the official approval and/or endorsement of any Board or like body (e.g., Board of Education, town council, etc.), the approval and/or endorsement of such body should be submitted with the grant application. If it is not possible to obtain Board or like approval prior to submission of the grant application, the official Board approval or like document should be sent under separate cover no later than Wednesday, July 31, 2019.



Office of Student Supports and Organizational Effectiveness  
Bureau of Health/Nutrition, Family Services and Adult Education

**APPLICATION PACKAGE FOR THE RENEWAL OF A  
FAMILY RESOURCE CENTER PROGRAM**

<b>Family Resource Center Site:</b> Birch Grove Primary School (PreK-2 <sup>nd</sup> grade) 247 Rhodes Road Tolland, CT 06084 Tolland Intermediate School (Grades 3-6) 96 Old Post Road, Tolland, CT 06084	<b>Estimated Program Budget:</b> FRC State: \$ 100,000. Fees: \$ 522,000. Local: \$ _____ <input type="checkbox"/> Cash; <input type="checkbox"/> In-kind Other: \$ _____ <input type="checkbox"/> Cash; <input type="checkbox"/> In-kind TOTAL: \$ 622,000.
<b>Lead Applicant:</b> Tolland Board of Education 51 Tolland Green Tolland, CT 06084  Identify: <input checked="" type="checkbox"/> School District <input type="checkbox"/> Other: _____	<b>Partner Applicant, if applicable:</b> (Name and address)   Identify: <input checked="" type="checkbox"/> School District <input type="checkbox"/> Other: _____
<b>Lead Applicant Contact Person:</b> Laurel Leibowitz 247 Rhodes Road, Tolland, CT 06084 <a href="mailto:lleibowitz@tolland.k12.ct.us">lleibowitz@tolland.k12.ct.us</a> (860) 870-6750	<b>Partner Applicant Contact Person:</b> (Name, phone and email)

*The undersigned authorized chief administrative official submits this proposal on behalf of the applicant agency, attests to the appropriateness and accuracy of the information contained therein, and certifies that this proposal will comply with all relevant requirements of the state and federal laws and regulations.*

*In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein. The following signatures are required:*

<b>Lead Applicant Signature</b> (Chief Administrative Official):	
Name Laurel Leibowitz	Date: 6/20/19
<b>Superintendent of Schools* Signature:</b>	
Name Dr. Walter Willett	Date:
<b>Principal* Signature:</b>	
Name Thomas Swanson	Date:

*\*The signature of the Superintendent and Principal is mandatory for the submission of the Family Resource Center renewal application. Please note: by means of this signature, the Superintendent of Schools is agreeing to provide the Lead Applicant access to participants' State Assigned Student Identification (SASID) numbers for reporting purposes.*

**Section II.**

**Application Packet**

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
B. Standard Statement of Assurances for Grant Programs**

**PROJECT TITLE:** Family Resource Center Grant Program

July 1, 2019 – June 30, 2021

**THE APPLICANT:** Tolland Family Resource Center      **HEREBY ASSURES THAT:**

Tolland Board of Education

(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;
- L. **REQUIRED LANGUAGE (NON-DISCRIMINATION)**



References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
- iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of C.G.S. § 32-9n; and
- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision,



state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and C.G.S. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§ 46a-56, 46a-68e, 46a-68f and 46a-86; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and C.G.S. § 46a-56. If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.
- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56, as amended; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to C.G.S. § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and C.G.S. § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56 as amended; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.



- M. The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.
- N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

OTHER FRC PROGRAM ASSURANCES

- O. The applicant agrees to comply with any additional data collection methods established by the CSDE for future program evaluation purposes. This includes, but is not limited to:
- Site information. Details of activities offered (e.g. start and end dates, type of activity), staff surveys, and staff demographics.
  - Participant Data. State Assigned Student Identifier (SASID), participant demographics, program attendance, and participant surveys.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Superintendent Signature: \_\_\_\_\_

Name: *(typed)* \_\_\_\_\_ Dr. Walter Willett

Title: *(typed)* \_\_\_\_\_ Superintendent of Tolland Public Schools

Date: \_\_\_\_\_



C. Affirmative Action Certification Form

FAMILY RESOURCE CENTER GRANT PROGRAM

CERTIFICATION THAT A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE  
WITH THE STATE DEPARTMENT OF EDUCATION

I (We), the undersigned authorized official(s), hereby certify that the current Affirmative Action Plan of the applicant organization/agency is on file with the Connecticut State Department of Education. The Affirmative Action Plan is by reference, part of this application.

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*Signature of Authorized Official*

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*Date*

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*Name of Authorized Official (please type)*

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*Title of Authorized Individual*

**D. Family Resource Center Site Plan and Program Description**

List the name, title, phone number and e-mail address for each person currently performing the following roles and responsibilities. If a position is currently vacant or a vacancy is expected in the upcoming program year, please indicate the program's intended plan for reemployment.

<b>Building Principal</b>	
Name:	Thomas Swanson
Title:	Principal
Phone:	(860) 870-6750
E-mail:	tswanson@tolland.k12.ct.us
Comments:	

<b>FRC Program Administrator</b>	
Name:	Thomas Swanson
Title:	Principal
Phone:	(860) 870-6750
E-mail:	tswanson@tolland.k12.ct.us
Comments:	

Does the FRC Program Administrator meet the legislative qualifications outline in C.G.S. 10-40: *"at least two years of experience in child care, public administration or early care and education and a master's degree in child development, early care and education or a related field"*?

☒ Yes: K and 1<sup>st</sup> grade teacher for 9 years, assistant school principal 6 years and principal 8 years. BS in Marketing and Management Rhode Island College, Master's Degree in Special Education and Elementary Education from University of St. Joseph's and Educational Leadership from Central Connecticut University.

☐ No

In any FRC where a program administrator is responsible for multiple programs, please indicate:

<b>FRC Site Coordinator</b>	
Name:	Laurel Leibowitz
Title:	FRC Coordinator
Phone:	(860) 870-6750
E-mail:	lleibowitz@tolland.k12.ct.us
Comments:	

Does this person meet the CSDE grant requirements: *"hired for an individual FRC, employed full time and has obtained, at minimum, a bachelor's degree in early care and education, child development or a related field"*?

☒ Yes – BS Wheelock College (Now BU) Early Childhood-Special Education K-3 Regular Education PreK-12 Special Education Certified. MS University of Hartford Special Education/educational computing.

1. Community Need and Target Population(s) (maximum of 500 words)

Describe the need for the FRC in this school. Use relevant, current data to make your case. Identify any needs assessment recently conducted by the school or community and the needs or gaps in services/supports identified.

The Tolland Family Resource Center (TFRC) is a critical piece of this community's service network, providing an increasing level of programming to families in this rural town of 14,838. (Census Bureau 12/18) Tolland lacks a community center, where residents might become familiar with and have access to programs, services and information to assist them in meeting the challenges that face today's families. Providing a network, as both a service provider and referral resource for Tolland families and their children prenatal to age 12.

According to the 2018 Census Bureau Tolland's median household income (2018- \$101,897) is comparatively high and the poverty rate comparatively low (3.8%); 8.1% of Tolland students qualify for free/reduced school lunches. Reaching families in need of services can be especially problematic in this community, where not only is there social stigma attached to seeking help, but there are relatively fewer local supportive services available than in some larger municipalities in the region. There is no public transportation system in town to assist families with transportation.

In a 2018 survey, the TFRC was perceived as highly regarded by 100% of responders including residents and service providers. The TFRC effectively advocates for both community and individual needs, and provides referrals that are appropriate to each family. Strengthening parents to believe in themselves, be their child's first teacher and an advocate for their child as they progress from a toddler to young adult. Identified as needs were extended day preschool and preschool summer options. With the implementation of full day Kindergarten there is concern from parents that their child be prepared and ready to succeed when they enter school.

The presence of programming in two schools, including Pre-K through grade 5 children, positions the FRC for many referrals. The TFRC is often able to identify underlying challenges in a household. The trust that evolves from a family's FRC involvement often leads them to seek the assistance they need to improve their family circumstances or resolve family crises. This assistance may involve access to other FRC programs, providing a connection to appropriate school personnel, or referrals to community or local resources.

There are many families in Tolland that rely on grandparents for childcare. Grandparents or other relatives who are 'returning' to the task of childrearing are encountering many challenges different than those of raising their own children. The FRC Coordinator works closely with the Tolland



Human Services, Tolland's Youth librarian, local clergy, area care providers and public safety officers, who are all important referral sources. As a member of the Tolland Local Prevention Council, Eastern Highlands Health Division Advisory Committee, TEPTO, Tolland Safety Committee, the FRC Coordinator engages with other community agencies to connect families to needed services. The engagement of the TFRC with families in the community, and the effective collaboration of the TFRC with other local and municipal service providers, has proven to be a crucial link in being able to connect families with the information and services needed.

2. Location/Space Requirements (maximum of 300 words)

Provide a description of the FRC location and space. This must include the host elementary school and the classroom grades offered. Provide an overview of how the FRC is physically incorporated into the public elementary school and describe the designated space allocated for each of the following:

- parent resource room (play space, parent activities, meetings and resource library); and
- office space for FRC staff, including private meeting space.

The TFRC is a fully integrated part of the Tolland Public School System. It has two locations. at Birch Grove Primary School, which houses grades pre-K through grade two. The TFRC has two designated classrooms located in Birch Grove School that are used for programs for ages 0-12, including playgroups, preschool programs, playgroups and school aged care. It also contains the parent resource library. In addition, the TFRC utilizes the cafeteria, gym, media center, classrooms, computer lab, and outdoor playgrounds for its programs. The school's conference room and teachers' lounges are used for adult workshops including parenting workshops, ESL and Childcare Provider Trainings. The TFRC has designated office space at Birch Grove School. The TFRC has a large classroom space and office area at the Tolland Intermediate School (TIS) for 3-6 graders. Six graders are transported from the Middle School to attend at TIS. Given its prominence within the school system, the school principals and the superintendent are easily able to be actively involved in the planning and decision-making process of the TFRC and monitor the growth and expansion of programs and activities. As a member of the TFRC Advisory Board, the principal guides and supports the TFRC and is readily available to the TFRC coordinator for consultation and assistance in planning and implementing all FRC programs. The TFRC staff members are active members of the school community. The TFRC is viewed as an asset and important part of the public school. It is welcomed into all school activities. Both the principal and the superintendent support this belief by including TFRC programs in school scheduling and attending TFRC events when possible.

### 3. Delivery of Services

Provide a narrative for each of the following components (a-g). Each component must include:

- i. A brief description of the service(s); program performance objective(s) supported; and target population(s) to be served, including those deemed "high-risk."
- ii. The role the FRC will assume in the delivery of service(s) versus the role of any collaborative partners and the location(s) of where service(s) will be provided.
- iii. Data that will be collected by the FRC to measure:
  - participation in service(s);
  - program quality; and
  - participant level changes and outcomes.

Additionally, a memoranda of understanding or memoranda of agreement (MOU/MOA) must be provided for each collaborating partner identified in this application toward achieving any outcomes related to program performance objectives or the delivery of any service or activity of the FRC. All MOU/MOAs shall describe: name(s) of each party involved; a brief description of the scope of work, roles and responsibilities; any financial obligation of each party (if applicable); dates the agreement is in effect; and signatures of each party.

#### **(a) Early Care and Education Component** (maximum of 500 words)

In addition to the items described above (i., ii., and iii.), also include:

- status of compliance with all child day care licensing requirements, as defined under C.G.S., Section 19a-77;
- status of compliance with the standards for the School Readiness Programs pursuant to C.G.S. Section 10-16p; or
- status of accreditation by the National Association for the Education of Young Children (NAEYC), Head Start or criteria established by the other accrediting agencies recognized by the Office of Early Childhood.

The Tolland Family Resource Center maintains a relationship with all early care providers; licensed childcare homes, school staff, specialists and centers in town and East Conn B-3. TFRC offers a referral system for families, monthly professional development workshops, home provider support groups, playgroups, social opportunities, and access to resources for both the childcare staff in town and the families they serve. The TFRC staff does refer families to all licensed homes and centers on a regular basis. The TFRC collaborates with Preschool of the Arts, 684 Tolland Stage Road, Tolland, and other programs that provide full day, full year preschool. Preschool of the Arts is in compliance with all CT State licensing requirements. Tolland does not receive School Readiness funding. There are no Head Start Programs in Tolland. There is not a childcare center in Tolland with NAEYC accreditation at this time. In response to community request, in 2003 the TFRC began a part time preschool for three and four-year-olds. In 2010 TFRC developed a two day a week drop off program for 2 year olds. In 2013 TFRC and TERAC changed the 2 year old preschool from a drop off program to Grow with Me program for two year olds and an accompanying adult. Each week a developmental theme is planned and handouts distributed addressing that area of development. This interactive program allows parents/grandparents/nannies to share the joys and learning



with the children. The FRC Preschool is exempt from CT childcare licensing. In response to the 2015 parent survey, TFRC began offering a 27 hour a week preschool program for 3-5 year olds, since parents were requesting longer day preschool options to help their children prepare for all day Kindergarten. Preschool Enrichment Program for 3-5 year olds was offered five days a week from 9:00 AM-1:30 PM with an option for additional enrichment and the ability to combine with our 4 year old preschool to create 5 days of care 9:00-3:00 PM, thereby increasing their school readiness skills in preparation for entry into Kindergarten. In 2018 the registration was not enough to fill 5 days, so we reduced the program to 4 days with enrichment offered each day. It is possible to create 4 days of care from 9:00-3:00 PM combining programs for the 4 year olds looking for preparation for full day Kindergarten. There is an integrated preschool program located in Birch Grove School for children with special needs as well as those with typical development. Some children attend that program and the TFRC preschool. The program director for this public preschool program maintains contact and consultation with FRC staff on a regular basis. According to the 2014 Strategic School Profile, 99% of children entering Kindergarten had attended a preschool program. Each year FRC sponsors a Preschool-Childcare-Activity Fair where area centers and home care providers can introduce their programs to families looking for care. Our goal at the TFRC is to build a trusting relationship and equitable partnership between families, school and the community from birth.

**(b) School-Age Child Care Component (maximum of 500 words)**

In addition to the items described above (i., ii., and iii.), also include:

- Separate descriptions for a before-school program, after-school program and vacation program with the status of compliance with child day care licensing requirements as defined under C.G.S. Section 19a-77.

The Tolland Family Resource Center School Age Care Program operates before school 7:00-8:30 AM and after school 3:20-6:00 PM, during school vacations, and throughout the summer. The program serves about 190 children in kindergarten through grade six, or age 12, who attend Birch Grove Primary School, Tolland Intermediate School and Tolland Middle School. The School Age Care (SAC) program at Birch Grove School provides before and after care for children in K through grade 2. The SAC program at Tolland Intermediate School serves grades 3-6 or age 12. These programs are exempt from DPH licensing compliance. TFRC offers a full school year and summer care 7:00 AM-6:00 PM. During morning care children can bring breakfast with them or get breakfast from school. There is quiet activity and craft time or open gym time each morning. The afternoon begins with quiet reading time followed by snack, homework and activity time. Activities include clubs (science, LEGO, Art, Dance) crafts, table top activities (games, building, imaginative play-doll house/littlest pet shop) and gym and or playground time. The director of the SAC has a Master's Degree in education. All staff have experience with school aged children, many are paraprofessionals with Associates or Bachelor degrees. They are all medical trained and first aide/CPR certified. The



TFRC School Age Care (SAC) program maintains a 1:10 staff to student ratio or better. The FRC collaborates with the special education department to provide supportive programming during the year and vacations. Students needing additional support have 1:1 when possible. Tolland is known for its strong special education services and has witnessed an increase in population of families needing educational resources. In 2017, 12.6% of students had IEPs. There is a significant increase in children with multiple disabilities from 5.1% in 2015-2016 to 7.0% in 2018-2019. TFRC collaborates with the special education department and acts as a resource for families of children with special needs providing workshops and support. Dealing with challenging children can often result in families that are not able to handle stress in a healthy way. We have increased our focus on social and emotional learning. Our programs allow children guided social interaction and opportunities to improve these skills while establishing positive relationships with peers and adults. The TFRC offers afterschool activities including Challenger Baseball and All Star Bowling for special needs athletes and role model peers. These opportunities benefit the special needs families as well as the typical families. Empathy and compassion as well as patience and understanding for others. The summer program 2019 has 60 children enrolled averaging about 35 campers per week. Each week is theme based with crafts and activities that reflect the theme. Two days a week there are field trips; once a week to a local lake to swim and once a week to a theme connected field trip. Children spend as much time outside as the weather allows. They have access to the playground, hiking trails, basketball and tennis courts, a community garden and the public library.

**(c) Adult Education and Family Literacy Component (maximum of 500 words)**

In addition to the items described above (i., ii., and iii.), also include:

- name and location of the local designate responsible for administering adult education services governed by C.G.S. Sections 10-67 through 10-73d and Title II of the Federal Workforce Investment Act; and details that establishes the coordination of existing local structures in meeting the goals, objectives and long-term vision for local adult education programs.

Formal adult education is offered to families at neighboring Vernon Regional Adult Basic Education, (VRABE) 30 Park Street, Vernon, CT. Tolland High School has an alternative high school completion option, which contributes to a reduced drop-out rate. Between 2015 and 2019, 14 students were enrolled and 6 have graduated with a Credit Diploma (CDP); General Education Development (GED) and National External Diploma Program (NEDP). Since 2013, ESL for adults have been offered at Birch Grove Primary School. Classes averaged 3-5 students per session in 2015 and now in 2019 classes average 8-10. Additionally, adult education is extended directly by the TFRC through parent workshops, we have offered 8 week parenting classes, on-line workshops and in house workshops. Information is available during

playgroups, preschool classes, and special events (i.e. Literacy Night, Kindergarten Readiness Night). A wide range of resources are available to provide parents with suggestions for school readiness activities and guidelines for monitoring and informally assessing their child's development, as well as for dealing with typical developmental questions and behavioral concerns. The TFRC works with other town programs such as Tolland Youth Services, Tolland PTO, Tolland Pupil Services and the Birch Grove Preschool to provide parenting classes and workshops. Subjects have included dealing with allergies, nutrition, understanding language, teen behavior, teaching your child sign language, the health benefits of green cleaning for you and your family and toilet training. On-going workshops and opportunities for families to network helps build stronger community and family. The TFRC has an extensive lending library with educational and support periodicals, videos, articles, and brochures that may be borrowed, with some free materials available for parents to keep.

#### **Support and Training for Family Day Care Providers Component** (maximum of 500 words.)

Provide required items (i., ii, iii.) described above:

Until 2014, family childcare providers and center-based providers had been given support and assistance through the Connecticut Charts-A Course training. TFRC continues monthly trainings and have aligned each one with the Connecticut Early Learning and Development Standards (CTELDS). This training is offered monthly and attended by approximately 6-10 participants each month. All childcare providers in town are invited to participate in these free trainings. Participants include homecare providers, licensed centers and preschool programs. Family childcare providers and center based care providers are invited to playgroups at Birch Grove School and at the Tolland Public Library. These playgroups offer an opportunity to network with their peers for support and to share curriculum ideas and school readiness activities. Childcare providers have access to our lending library for curriculum and materials. They are offered personal visits upon request. Family and center based childcare providers are supported through the annual Preschool and Childcare Fair hosted by the TFRC. This enables the childcare providers an opportunity to showcase their programs and share information about registration for their program with the community. A listing of all licensed childcare options in Tolland is available on the TFRC website. The FRC Coordinator refers families in need of care to this listing. The TFRC Coordinator has assisted new centers in attaining required consultations and resources for state licensing. The TFRC offers networking opportunities for care providers to share ideas and challenges.



**(d) Families in Training Component (maximum of 500 words)**

In addition to the items described above (i., ii., and iii.), also include:

- name and location of at least one Connecticut Birth to Three program that is a partner with the FRC and a description of activities that will include children with disabilities or developmental delays.

The TFRC has been a Parents as Teachers (PAT) affiliate. Renewal has been submitted for 2019 as a subscriber. TFRC plans to retain high standards and continue quality service and documentation of those services. Parent educators will continue to use the PAT curriculum for home visits. Home visits are available for families with children from birth through age five. The Families-in-Training component of the TFRC is comprised of several resources for parents:

- (1) home visits with parent educators using the PAT research based evidence informed curriculum for student and family support
- (2) parent resource library
- (3) weekly playgroups for families with infants through preschool
- (4) parenting courses and workshops
- (5) FRC Preschool for two, three, four and five year olds. TFRC uses EASTCONN Birth to Three, located in Hampton, CT for resources including referral and programming.

In 2019 six families received monthly visits. TFRC goal is to service ten families with home visits. Personnel home visits are offered 10 months out of the year and playgroups are offered 12 months of the year. Home visits offer resources and support, developmental information, and ongoing developmental screenings to prevent and minimize developmental delays. Home visiting is offered at no cost to families. In addition we offer workshops and special events for parents and grandparents. These meetings are designed to give parents additional understanding about their child's development. Topics include: school readiness, choosing a preschool, language development, early literacy development, discipline, importance of play in learning, health and safety as well as social-emotional development. The TFRC Coordinator and the Parent Educator attend programs, dedicate time to answer questions, research topics for parents, perform both informal and formal observations and developmental screenings as needed. Beginning with the birth of their children, parents and the parent educator (s) are able to monitor overall development, thereby catching any development delays early enough to minimize the effects on the child's readiness for school. For those children who are eligible for Birth to Three Services, the TFRC can work closely with their families to provide crucial support, which may essentially eliminate the need for future special education services.

- The FRC offers daily playgroups and parent/child classes for families with children from birth to age five. B-3 providers often attend with their clients enabling them to see them in action. School staff including speech pathologists, OT and PT and other special education specialists from our school are available for consultation, to present information and answer parent's questions.
- All families with children under age five participating in FRC programs



are offered a formal developmental screening, using the ASQ-3 and ASQ-SE tool and may request a home visit or developmental screening at any time.

- Vision screening is offered each year through the Lion's Club.
- Parenting classes and workshops are offered numerous times throughout the year.
- An extensive lending library with pertinent topics on parenting and child development are available to all.
- Family nights, encouraging parents/child engagement.
- 1:1 parenting coaching is available as needed.

**(e) Positive Youth Development Component (maximum of 500 words)**

In addition to the items described above (i., ii., and iii.), also include:

- name and location of the local entity responsible for administering C.G.S. Section 10-19m, Youth Service Bureau (YSB), that was consulted to ensure that the alignment and relationship of PYD activities are consistent with the needs of local youth.

In support of the Positive Youth Development (PYO) component the TFRC- often in collaboration with other local youth-serving agencies including Tolland Youth Services -plans, organizes, implements and evaluates prevention, child and adolescent development, and outreach programs for youth and families that provide opportunities for participants to learn and thrive in their community.

TFRC provides out-of-school care for school aged children to age 12, with programming designed to build participants' skills in many areas- peer interaction, communication, self-esteem, conflict resolution, cooperation- and provide exposure to healthy choices, enhancing positive decision-making skills. The TFRC programs for 4-6 graders include 60 children; most have spent many years involved with the FRC and have formed strong, supportive relationships with each other and TFRC staff. Sixth graders are encouraged to assume leadership roles such as maintaining TFRC bulletin boards, assisting younger children and planning activities for the program. Students are encouraged to be "Buddies" for special needs athletes in programs throughout the year. These programs allow youth to connect with adults and special needs individuals while further developing leadership skills and involving them in community service.

As a collaborative partner in the community's initiatives to provide youth and families with positive, developmentally appropriate opportunities, the TFRC Coordinator participates on the Local Prevention Council with other school, municipal and agency representatives that work with youth and families. In a joint municipal-school initiative, the 2014 Student Substance Use and Related Behaviors Survey (self report, students grades 6-12), lower rates of use are reported as students age when compared to 2010 Survey results. TFRC has

incorporated Survey findings in planning and collaborating on youth programs building self-esteem and healthy decision making skills, and offers parent workshops addressing the needs of pre-teens and teens. TFRC offered student and family supports including:

- Evening family nights: 'unplugging' for youth and their caregivers, improving communication skills and self-esteem (TFRC).
- TYS Community Theater performing arts programs, developing creative, flexible and critical thinking skills, building self-confidence:
- summer musical (120 youth gr. 1-12), (funding collaboration)
- school-year Coffee Houses (50 youth, grades 9-12) (funding/staffing collaboration)
- school-year Hot Chocolate House sponsored by the Tolland Girl Scouts/ TYS (featuring special needs performers singing and dancing) (funding/staffing collaboration)
- Challenger Baseball and All Star Bowling programs for special needs athletes and their able bodied peer Buddys
- Tolland Middle/High Schools Hidden in Plain Sight for parents (50 attendees) raising awareness of teen/pre-teen substance use (funding collaboration)
- TFRC Student Leadership Board- students created program behavior guidelines at FRC SAC, creating a positive, empowering environment; successful for students and staff.
- Before and afterschool, vacation and summer programming for children ages 5-12.
- Mindfulness Activities for adults and preschool children focusing on ways to manage stress and encourage a healthy lifestyle.

This collaborative effort to reach and engage our youth has been crucial in the decreasing level of at-risk-behaviors among our youth.

(f) Resource and Referral Component (maximum of 500 words)

Provide required items (i.,ii., and iii.) described above:

The Tolland FRC has become an invaluable resource for the entire community. Since there is no community center, the TFRC has been a source for all services families need, either by direct service or referral. Recommendations either by direct service or referral. Being located in the school allows us to connect school aged families directly with what they need. The TFRC Coordinator participates in several organizations focused on healthy living and building strong families. TFRC staff receives numerous calls on a daily basis for referrals to childcare, preschool programs, and other activities. The calls extend beyond giving lists of names of particular programs. Families have questions on how to choose a program, interview a provider, and identify quality care. If a parent calls with a unique question or concern the TFRC staff research the answer and respond within 48 hours to the caller. The TFRC coordinates a listing of care providers.



Families moving into town are referred to the TFRC for support and for information on early childhood services including but not limited to childcare and preschool. Families are referred to other town services when necessary. This referral relationship is reciprocal, as town agencies refer to the TFRC in a similar way. The TFRC is connected with "211" and we receive referrals for parents required to take parenting classes. In 2001, the TFRC began to distribute an electronic newsletter, which contains information about TFRC programming as well as programming in and around town. It has become a great communication tool to help meet the varying needs for families in town. This newsletter is available at the schools, through the schools digital backpack system and on-line. The TFRC maintains a website that has information about programs and upcoming events.

The TFRC has a lending library available with books and pamphlets on an array of child through teen related issues. In addition, children books and activity bags are available to borrow. To facilitate use of the resources, TFRC staff will set out a few books each week on a common topic such as behavior management. This prompts parents to pick up a book as they leave the TFRC. The TFRC also loans books through classroom teachers and school personnel who share the resource needs of their classroom parents with the TFRC.

#### **4. School Support and Project Alignment**

Attach a letter of support from the school principal that, at minimum, provides:

- confirmation that FRC activities and services have been reviewed;
- details on how the CSDE FRC grant funding and activities are aligned with school improvement priorities and the district's overall strategy to improve academic achievement; and
- acknowledgement that fixed and adequate space requirements of the FRC will be maintained and preserved for the duration of the current grant.

**Letter Attached**

#### **5. Fees and Funding (maximum of 300 words)**

Describe any program fees that will be collected by the FRC lead applicant, including a sliding fee scale that takes into account the financial need of the students and families targeted for services. Any fee structure must provide a narrative that explains its administration, management and how the funds collected will subsequently be used in support of the FRC.

The TFRC collects fees for the School Age Care programs, vacation and summer care, Preschool Programs, after-school enrichment programs including Spanish, music, creative arts and some playgroups (for materials and snacks). Assistance is always considered when needed. The TFRC has never refused a family due to inability to pay. TFRC gives a 5% discount when there are two or more family members enrolled or if students are enrolled in multiple preschool programs. If families qualify for free lunch we give half tuition, if they qualify for lunch assistance we reduce their fees by one third. Payment plans are created and scholarship is considered if needed. TFRC has had many families experience



temporary financial struggles, due to loss of job, illness and other situations. Parents may mail in or drop off payments.

Payments support the staffing, supplies, professional development, transportation costs, janitorial costs and other expenses involved in operating the programs. They allow for a high staff to student ratio in our programs, including one to one aides for students with special needs. These funds also enable the TFRC to provide other component programming at no or low cost.

Summer Vacation 2019		Fees	
Full week:		\$181.00	
Daily Fee:		\$42.00 (M,W,F)	
		\$52.00 (T/TH)	
Extended day full week		\$54.00	
Daily :		\$13.00	
Mini Camp for Kindergarteners		\$150 wk	
School Aged Care 2019-2020			
2% increase per year			
Before School			
Days		Rate per month	
5		\$184.00	
4		\$147.00	
3		\$110.00	
2		\$73.00	
After School			
Days			
5		\$255.00	
4		\$204.00	
3		\$153.00	
2		\$102.00	

½ Days an additional \$ 10.00	
Preschool 2019-2020	Per year 2% increase
Grow with Me for Twos and Threes	\$540
Preschool Enrichment	2 days \$2250 3 days \$3375 4 days \$4500
3 Year Old Preschool	\$1431
4 Year Old Preschool	\$2574

6. Personnel Management (maximum of 500 words)

Describe the role(s) of personnel that are instrumental to the management design of the FRC, including how program staff will be supervised and evaluated. This section should include a management plan that provides details of personnel interaction at the district, school and FRC program site level. It should also include any internal or external management committees or advisory boards that represent systems of governance and decision-making deemed essential to the FRC program design. In any community that operates two or more FRC sites, this section must describe a management structure that aligns leadership, critical decision-making and coordinated staffing approaches for all FRCs within a centralized organizational structure.

The Superintendent of Schools, Dr. Walter Willett is the Administrator of the Tolland FRC, Dr. Willett oversees the program, and is involved in final decisions of hiring, structural, financial and other significant decisions. He is always available on an as needed basis for day to day decisions. Thomas Swanson, the Principal of Birch Grove Primary School, is the Director of the Tolland FRC. Dr. Willett and Mr. Swanson believe in and support the FRC philosophies and importance to the schools, families and community.

Laurel Leibowitz is the FRC Coordinator. Weekly meetings are scheduled between Laurel Leibowitz, the FRC Coordinator and the Director Thomas Swanson. Additional meetings are scheduled as needed for decisions include staffing, budget, programing, scheduling, safety.

Carol Hiller is the Director of the School Age Care Program (SACD) she is under the supervision of the FRC Coordinator and the FRC Director. She is responsible for the before and after school program which includes vacation and summer care. Her responsibilities include staffing, supervising staff, billing, registration, supervising planning and program data. Weekly meetings are held between her and the Coordinator and she meets as needed with the her before and after school Group Leaders and staff.

The SAC program has group leaders that plan, supervise and make decisions in the absence of the SAC Director. Their direct supervisor is the FRC School Age Care Director (SACD). They have weekly meetings and monthly meetings with the support staff.

Ellen O'Coin Morse is the facilitator for our Traditional Preschool Program for 3 and 4 year olds. Joan Mancini is the facilitator of the Preschool Enrichment Program for 3-5 year olds. Their direct supervisor is the FRC Coordinator. Weekly meetings are held with the FRC Coordinator as needed and monthly meetings are held with the preschool support staff.

Karen Bradford is our Parent Educator. She is under the direct supervision of the FRC Coordinator. The parent educator provides home visits, facilitates playgroups, offers developmental screenings and is responsible for the recordkeeping involved. She co-facilitates our Grow with Me program for 2 and 3



year olds. Karen attends staff meetings as needed and has individual weekly meetings with the FRC Coordinator.

Support staff have monthly team meetings with their direct supervisor and additional meetings are held as needed.

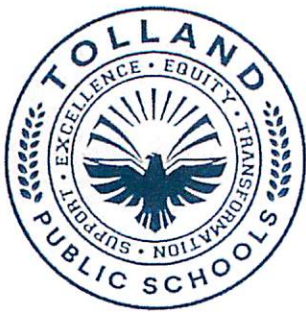
All staff members are observed and evaluated by their direct supervisors in writing yearly. Reviews are done as needed.

The TFRC has an advisory board called Tolland Early Readiness Advisory Council, (TERAC.) TERAC meets every other month to discuss programing, financial recommendations, impact on town and suggestions to meet the needs of our community. Members of the TERAC Advisory Board include FRC Staff, Birch Grove School Staff including administration, Tolland Youth Librarian, Tolland Youth Services Director, Daycare Providers, B-3 Providers and parents.

7. Data Collection and Evaluation (maximum of 500 words)

Describe a process for collecting, maintaining and reporting relevant program information on services, activities and participants of the FRC that includes staff roles, ability and experience to collect and analyze electronic data. Include any internal policies and procedures that safeguard the confidentiality and privacy in the storage or transfer of participant information. If selected for funding, agencies may be asked to develop a tailored logic model and formal evaluation plan.

TFRC is currently using Cayen Systems to collect our program data. Registration, attendance and services provided are all entered. To enter Cayen, the user must have an approved password and training. There are four staff members at TFRC that have access to Cayen. Staff has received training and understand the confidentiality piece. To enter Cayen the user must have an approved password and training. This data collection provides reports for us on all of our enrolled programs. Cayen reports are accessible to the SDE. Since the access to Cayen is unknown for the future, we will continue to utilize Cayen as able and re-institute a monthly report of services provided. Our billing and payments are collected through a database management system called EZ Care. There are three staff members that have access and training to use EZ Care. TFRC has program handbooks of each program for staff and parents that detail all program policies. Phone and E-mail correspondence is delivered directly. There are 4 TFRC phone lines. School computers and phone answering machines are all safeguarded by passwords. Private phone calls can be made in the TFRC office. Confidential information is kept in files, financial information under lock and key. Unnecessary paperwork is shredded if it contains personal information.



## Tolland Public Schools

51 Tollard Green  
Tollard, Connecticut 06084

**Birch Grove Primary School**  
Thomas Swanson, Principal  
Suzanne Guglietta, Asst. Principal

247 Rhodes Road  
Tollard, Connecticut 06084  
(860) 870-6750 – Office  
(860) 870-6754 - Fax

June 20, 2019

To whom it may Concern:

This letter is being written to support section four of the Family Resource Center (FRC) grant proposal. The FRC is located at Birch Grove Primary School in Tollard, Connecticut. As the building Principal, I supervise and oversee the FRC program.

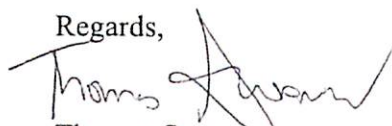
The Family Resource Center offers a wide variety of programs and services to Tollard families. The Family Resource Center staff works closely with the Birch Grove Administration to review all the activities and services prior to conducting the activities in the building. The Birch Grove School calendar includes the FRC activities and welcomes families to participate in the numerous programs.

The FRC goals align with the district and BGP School Improvement priorities. The FRC staff participate in the district professional development activities. The FRC coordinator and I meet regularly to discuss upcoming staff meetings, training requirements, professional development, future activities, and the goals for the Early Literacy Advisory Board. The FRC staff participate in ongoing trainings and staff meetings that review the SIP goals.

The FRC program facilitates the numerous programs in various locations in the school building. The FRC has access to three classrooms, gymnasium, computer lab, cafeteria, media center and the outside playground every day. The FRC program will continue to be allocated adequate space in the building to facilitate the programs.

Please feel free to contact me at 860-870-6750 if I can provide you with any further information regarding the Family Resource Center grant proposal.

Regards,



Thomas Swanson  
Principal

TS:kk



## **INTERAGENCY COLLABORATION LETTER OF AGREEMENT**

The Tolland Family Resource Center has entered into a collaborative agreement with Tolland Youth Services (TYS) and Tolland Human Services (THS) for fiscal years 2019-2021. Tolland Youth Services provides youth programming including Tolland Youth Summer Theatre (youth ages 6-18), Coffee House (ages 14-18) and Hot Chocolate House (ages 10-19, special needs youth & buddies), which offer opportunities for youth to participate in the performing arts and related technical activities. TYS, THS and TFRC refer reciprocally to help meet the social, emotional and fiscal needs of the entire family.

**Responsibilities of Proposing Agency:** To be a resource and referral for THS and TYS and the families of Tolland.

**Responsibilities of Collaborating Agency:** To provide a quality summer theatre program. To collaborate with the TFRC to meet the current needs of the families, including but not limited to parenting education, finding childcare, housing, employment opportunities and other referrals as needed including mental health services. To attend our Tolland Early Readiness Advisory Council meetings and share perceptions of need in town.

**Thank you for your support.**

**Proposing Agency:**

Tolland Family Resource Center

**Name:** Laurel Leibowitz

**Title:** FRC Coordinator

**Address:** 247 Rhodes Road  
Tolland, CT 06084



Signature

**Date:** 6/20/19

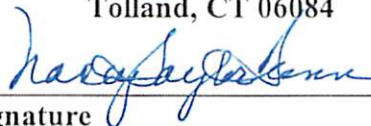
**Collaborating Agency:**

Tolland Human Services/Youth Services

**Name:** Nancy Taylor Dunn

**Title:** Assistant Director Tolland  
Human Services

**Address:** 21 Tolland Green  
Tolland, CT 06084



Signature

**Date:** 6/20/19



## **INTERAGENCY COLLABORATION LETTER OF AGREEMENT**

The Tolland Family Resource Center has entered into a collaborative agreement with Tolland Public Library for fiscal years 2019-2021. Tolland Family Resource Center and the Tolland Public Library provide youth programming including a weekly literary playgroup for children ages 0-5. The Tolland Public Library and TFRC refer reciprocally to help meet the needs of the entire family.

**Responsibilities of Proposing Agency:** To be a resource and referral for Tolland Public Library including sharing information of programming with TFRC families.

**Responsibilities of Collaborating Agency:** To provide quality literary programs. To collaborate with the TFRC to meet the current needs of the families, including but not limited to playgroups, parenting education and literacy programs. To attend our Tolland Early Readiness Advisory Council meetings and share perceived needs within our community.

**Thank you for your support.**

**Proposing Agency:** Tolland Family Resource Center

**Name:** Laurel Leibowitz

**Title:** FRC Coordinator

**Address:** 247 Rhodes Road  
Tolland, CT 06084

  
\_\_\_\_\_  
Signature

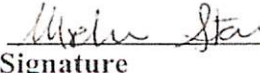
**Date:** 6/19/19

**Proposing Agency:** Tolland Public Library

**Name:** Michele Staino

**Title:** Children's Librarian

**Address:** 21 Tolland Green  
Tolland, CT 06084

  
\_\_\_\_\_  
Signature

**Date:** 6-19-19

## **INTERAGENCY COLLABORATION LETTER OF AGREEMENT**

The Tolland Family Resource Center has entered into a collaborative agreement with Preschool of the Arts for fiscal years 2019-2021. Preschool of the Arts provides full day, year round child care and education for children ages 3 and older.

**Responsibilities of Proposing Agency:** To be knowledgeable of your childcare program and to be a resource and referral for both your program and the families of Tolland. The Tolland FRC will also inform and invite your staff to any professional opportunities offered by the FRC, including monthly childcare provider trainings.

**Responsibilities of Collaborating Agency:** To provide quality childcare, preschool, and before/after school services for the children in your program, including any children participating in a FRC program.

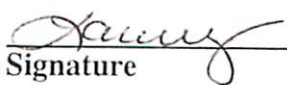
**Thank you for your support.**

**Proposing Agency:** Tolland Family Resource Center

**Name:** Laurel Leibowitz

**Title:** FRC Coordinator

**Address:** 247 Rhodes Road  
Tolland, CT 06084

  
Signature

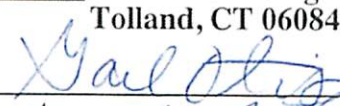
**Date:** 6/14/19

**Proposing Agency:** Preschool of the Arts

**Name:** Gail Otis

**Title:** Director

**Address:** 684 Tolland Stage Road  
Tolland, CT 06084

  
Signature

**Date:**

6/14/19

  
owner

## **INTERAGENCY COLLABORATION LETTER OF AGREEMENT**

The Tolland Family Resource Center has entered into a collaborative agreement with Vernon Regional Adult Based Education Program for the following services for fiscal years 2019-2021.

**Responsibilities of Proposing Agency:** To be knowledgeable of the programs and services offered by the Vernon Regional Adult Education Program, and to refer families to your program when appropriate.

**Responsibilities of Collaborating Agency:** To provide adult education services to families when similar services are not available within the Tolland system.

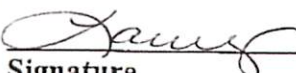
**Thank you for your support.**

**Proposing Agency:** Tolland Family Resource Center

**Name:** Laurel Leibowitz

**Title:** Program Coordinator

**Address:** 247 Rhodes Road  
Tolland, CT 06084

  
\_\_\_\_\_  
Signature


**Date:** 6/27/19

**Proposing Agency:** Vernon Regional Adult Based Education

**Name:** Andrew K. Rockett

**Title:** Director

**Address:** VRABE  
70 Loveland Hill Rd.  
Vernon, CT 06066

  
\_\_\_\_\_  
Signature

**Date:** 22 MAY 19



## E. GRANT BUDGET

The applicant must complete the following ED 114 Budget Form with anticipated line item total expenditures for Year 1 (FY 2020). Successful grantees will then submit a new ED 114 State Budget Form and Budget Justification page for Year 2 (FY 2021.)

the maximum allowable amount for both combined line items (Line 600 + Line 700) may not exceed 10 percent of the total authorized amount. Only grantees that have received rate approvals are eligible to claim indirect costs (917).

GRANTEE NAME:	Tolland Board of Education	TOWN/AGENCY CODE:	142
GRANT TITLE:	Family Resource Center Grant		
PROJECT TITLE:	Family Resource Center Grant Location:		
ACCOUNTING CLASSIFICATION: FUND: 11000 SPID: 16110 YEAR: 2020 PROG: 82079 CF1: 170003 CF2:			
GRANT PERIOD: 07/01/2019 – 06/30/2020		AUTHORIZED AMOUNT: \$ 100,000	
AUTHORIZED AMOUNT BY SOURCE:			
LOCAL BALANCE:	CARRY-OVER DUE:	CURRENT DUE: \$	
<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>BUDGET AMOUNT</b>	
100	Personal Services – Salaries	86,000.00	
200	Personal Services - Employee Benefits	10,420.00	
300	Purchased Professional and Technical Services	2,200.00	
400	Purchased Property Services	1380.00	
500	Other Purchased Services		
600	Supplies		
700	Property		
800	Miscellaneous		
917	Indirect Costs		
<b>TOTAL</b>		\$100,000.00	
Original Request Date:			
Revised Request Date:		Connecticut State Department of Education Program Manager Authorization	Date of Approval

**F. GRANT BUDGET NARRATIVE: BUDGET JUSTIFICATION**

The applicant must complete the following Budget Justification and provide a brief explanation justifying each line item of expenditures proposed on the ED 114 Budget Form. A summary explanation must be provided for each line item expenditure noted in your budget, including detailed information for each staff positions paid with grant funds [(e.g., 100 Personal Services - Salaries Salaries: 2 FTE parent educators (30hrs x \$15 per hour)]. Use additional pages as needed. See Appendix A (page 29) for a description of budget option codes

**Object codes and amounts MUST match those listed on the FRC Grant Funds Form**

<b>Center/Site Name:</b> Tolland		<b>State Grant Amount:</b> \$ 100,000.00
Code:100	Description: Personnel Service Salaries	Line Item Amount Budgeted:86,000.00

Detailed explanation of the use of funds for this line item:

Full time 10 month FRC Coordinator's Salary : \$64,000.00

Part-time Parent Educator \$18,000.00

Educational Consultant Childcare Provider Trainings \$1,000.00

Administrative Assistant: \$3,000.00

Code:200	Description: Employee Benefits	Line Item Amount Budgeted:10,420.00
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Detailed explanation of the use of funds for this line item:

Benefits for FRC Coordinator

Code:300	Description: Professional Services	Line Item Amount Budgeted: 2,200.00
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Detailed explanation of the use of funds for this line item:

Tolland Youth Services Collaboration for Tolland Youth Summer Theatre Program

Code:500	Description: Other Purchased Services Dues and Fees	Line Item Amount Budgeted: 1,380.00
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Detailed explanation of the use of funds for this line item:

PAT subscriber dues: \$ 580.00

Alliance dues: \$ 500.00

NAEYC: \$ 150.00

Afterschool Network: \$ 150.00

Code:	Description:	Line Item Amount Budgeted:
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Detailed explanation of the use of funds for this line item:



**Section III.**

**Rating Criteria**

**Checklist**

Cover Page/Authorizations	Yes	No
Standard Statement of Assurances	Yes	No
Affirmative Action Certification Form	Yes	No
Approval or Endorsement of Board	Yes	No

EXCELLENT (well conceived and thoroughly developed)	GOOD (clear and complete)	MARGINAL (requires additional clarification)	WEAK (lacks sufficient information)	INADEQUATE (information not provided)
10 points	8 points	5 points	2 points	0 points
5 points	4 points	3 points	1 point	0 points

	Maximum Points	Points Scored
<b>1. Location and Space Requirements and Community Integration</b>		
• Need for an FRC is demonstrated and supported by current, relevant data.	5 points	
• Plan demonstrates the commitment of an appropriate location and adequate space for the FRC in a public elementary school.	5 points	
<b>Subtotal</b>	<b>10 points</b>	
<b>2. Delivery of Services</b>		
• Plan addresses how the FRC will administer the Early Care and Education component of this grant.	10 points	
• Plan addresses how the FRC will administer the School Age Child Care component of this grant.	10 points	
• Plan addresses how the FRC will administer the Adult Education and Family Literacy component of this grant.	10 points	
• Plan addresses how the FRC will administer the Support and Training for Family Day Care Providers component of this grant.	10 points	
• Plan addresses how the FRC will administer the Families-in-Training component of this grant.	10 points	
• Plan addresses how the FRC will administer the Positive Youth Development component of this grant.	10 points	
• Plan addresses how the FRC will administer the Resource and Referral component of this grant.	5 points	
<b>Subtotal</b>	<b>65 points</b>	
<b>3. Program Management and Administration</b>		



• Includes a completed Budget Packet that is reasonable and realistic to the plan presented.	10 points	
• Plan provides a coordinated structure for personnel that identifies staffing roles at district, school and FRC program site level.	5 points	
• Plan provides an effective process for collecting, maintaining and reporting relevant program information of the FRC.	5 points	
<b>Subtotal</b>	<b>20 points</b>	

4. Priority Points	Yes	No
• Site location is within a CSDE Alliance or Priority School District, selected pursuant to C.G.S. Sec. 10-262u and C.G.S. Sec. 10-266p respectively.	3 points	0
• Site location has an existing kindergarten program.	1 point	0
• Site location has an existing preschool program.	1 point	0
Subtotal (5 points)		
5. Data Quality History (for period July 1, 2017, through June 30, 2019)	Yes	No
• Participant and assigned household data provided meets a basic level of proficiency with aligned data management principles and demonstrate compliance with established data collection program specifications.	0	-5 points
• Family/Child assessment data provided meets a basic level of proficiency with aligned data management principles and demonstrate compliance with established data collection program specifications.	0	-5 points
• FRC activities and services data provided, including attendance/dosage, meet a basic level of proficiency with aligned data management principles and demonstrate compliance with established data collection program specifications.	0	-5 points
Subtotal (-15 points)		
Summary of Scores	Points	
1. Location and Space Requirements and Community Integration (maximum 10 points)		
2. Delivery of Services (maximum 65 points)		
3. Program Management and Administration (maximum 20 points)		
4. Priority Points (maximum 5 points)		
5. Data Quality History (maximum <u>loss</u> of 15 points)		
TOTAL SCORE (Maximum 100 points)		
Comments :		

100	<b>Personal Services - Salaries.</b> Amounts paid to both permanent and temporary grantee employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the grantees.
200	<b>Personal Services - Employee Benefits.</b> Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.
300	<b>Purchased Professional and Technical Services.</b> Services which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.
400	<b>Purchased Property Services.</b> Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
500	<b>Other Purchased Services.</b> Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
600	<b>Supplies.</b> Amounts paid for items that are consumed, worn out, or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances
700	<b>Property.</b> Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. For most grants, only equipment such as computers, duplicating machines, furniture, and fixtures is allowable and the line item description on the budget will read Property/Equipment only. Other items which could be included in this category, if allowable under grant legislation, are expenditures for the acquisition but not the rental of buildings and land. Although cost of materials which resulted in a new or vastly improved structure would also be included here, the expenditures for the contracted construction of buildings, for permanent structural alterations, for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings are recorded under object 400 - Purchased Property Services. In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value over \$5,000 and the useful life of more than one year.
917	<b>Indirect Costs.</b> Costs incurred by the grantee which are not directly related to the program but are a result thereof. Grantees must submit indirect cost proposals to the CSDE to apply for a restricted and unres rate. Only grantees that have received rate approvals are eligible to claim indirect costs.



## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM JUNE 11, 2019 – 7:00 P.M.

**MEMBERS PRESENT:** David Skoczulek, Vice-Chair; Brenda Falusi; Tammy Nuccio; John Reagan; Paul Reynolds and Christine Vincent

**MEMBERS ABSENT:** William Eccles

**OTHERS PRESENT:** Steven Werbner, Town Manager; Lisa Hancock, Director of Finance and Records; Michael Wilkinson, Director of Administrative Services; Christopher Jordan, Assistant Finance Director; Walter Willett, Superintendent

1. **CALL TO ORDER:** David Skoczulek called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS/PRESENTATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

**William Bode of 338 Shenipsit Lake Road:** With regard to the state funds that have been given to us, he has two recommendations: 1.) return the money to the taxpayers; or 2.) put the money in the kitty, and don't raise the taxes next year. He doesn't want them to think about how they can spend the money. Rather, he wants them to think about how they can give the money back to the taxpayers of Tolland.

**George Eldridge of Fish & Game Road:** He liked Mr. Bode's ideas. He says it is our money, and it belongs to us. Put the money in the kitty. He also brought up pensions, commenting that less than 17% of people have pensions. Pensions are being negotiated out, and pensions are being eliminated for new employees. He recommends that that schools and town do that.

**Sam Adlerstein of 164 Pine Hill Road:** He wanted to make it clear that the money that came back to Tolland is Education Cost Share (ECS) money. It is money that the State earmarks for education. The BOE would like to plug some of the holes that have been caused by state reductions. The money did not just come back to Tolland; they fought for it, and worked hard to get it. They did that because there are holes that need to be filled in the school budget. He is not saying they are looking for the whole portion; he is talking about the portion that was spelled out by the BOE at their March 26<sup>th</sup> meeting.

**Colleen Yudichak of 12 Blueberry Hill Road:** She agrees with Mr. Adlerstein. They compromised on March 26<sup>th</sup>. The money from the State is ECS money. She asked that the Council consider reinstating \$382,000 back to the schools.

**Deb Goetz of 176 Kate Lane:** She said the taxes were increased more than usual to help plug the holes in the decreased ECS. So, she isn't sure how this is school money. We paid more this year. Also, Tolland is looking at substantial increase next year in debt service payments because of Birch Grove. It's not the schools fault, nor is it



the taxpayers fault. It is just a fact. She asked that they set aside this money now, and then apply it to future tax increases to offset the debt burden that Tolland will be facing. That will help everyone in town.

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

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **Christine Vincent, Ag Commission:** They discussed the Farm-to-Table event; the voucher program has increased; they will be looking into the composting program that the Town of Bolton does. **David Skoczulek, Birch Grove Building Committee:** They had a tour of the school; a presentation from JCJ Architecture on design finishes, furniture, etc.; and went through the timeline again. Mr. Werbner advised that they are still working on the finances related to the project. **John Reagan, WPCA:** A presentation was given from Gardner & Peterson regarding a car wash coming to town (across from the Big Y); they would like to have discussion about having Birch Grove hook up to the sewer system. Mr. Werbner said the school funding provided by the State will not cover offsite expenses. If the WPCA has sufficient funds in their fund balance to cover the cost of construction and want that to be a separate project, he is sure the school would be more than happy to tie into the line. **Tammy Nuccio, Rec:** They did a brochure this year and their summer registration is up; there are many different camps for kids this summer; they are going out to bid for the new playscape; cycle cross may be in November, and they are looking for vendors for the event; they are looking at wages due to the minimum raise hike. Their rates may need to be increased to assist in accommodating that. Crandall's Beach will be open to residents and non-residents Monday thru Friday, 1 p.m. – 4 p.m. There will be a fee per person, no beach pass. **Brenda Falusi, PZC:** They reviewed half of the POCD, and they will go through the next half at the next meeting. **Land Acquisition** had a meeting. **Tourism Group:** They will be a meeting next week. She will plug ecotourism, agritourism and the historical society. If anyone has anything else they feel is important for Tolland regarding tourism, please let her know. She also reminded the residents that they can go to [tollandhistoricalsociety.org](http://tollandhistoricalsociety.org) for information regarding the locations and hours of all the museums in town.

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

8.1 Discussion on the impact the State budget will have on Tolland.

Mr. Werbner said the major change in terms of the adopted budget was in the ECS revenue, which comes back to the general fund as an off-set for costs of education. This is how it is handled every year. Tolland is receiving back \$568,966. He listed out the additional changes: a change in the State Trooper formula, which he has asked for clarity from the State on. He should receive the estimated expenditure for the next fiscal year by June 28<sup>th</sup>. There were changes in minimum wage, the family leave act, and a good number of the unfunded mandates that were proposed in the Legislature were either defeated or there wasn't enough time to pass them. The PTSD bill for firefighters and police officers did pass.

David Skoczulek advised that he received word from Mr. Eccles that they should not make any decisions regarding this tonight. They have also received a lot of e-mails and comments from the residents too. Mr. Skoczulek agrees. Ms. Nuccio mentioned that there was a change regarding the Vernon sewer project. Mr. Werbner said our share was \$3,397,592, and the new estimate for our share, spread out over the 20 years, is \$2,763,273. She asked if the minimum wage change will affect the town. Mr. Werbner said it will affect the seasonal workers. Mr. Willett commented that it will have a significant affect over the years on the education side. He did comment that they are going into negotiations with the paras shortly.

Ms. Nuccio commented that they should hold off on making a decision tonight. The revenue is coming in, and they should talk about options. They need to find out ways to make the money work for them. How can the money best be used? Mr. Reagan said his instinct is to give it back to the people, but is open to conversation. He would like to see what the BOE has to say. Mr. Reynolds would like to see what the audit shows at the end of the year. Ms. Falusi believes they need to make the money work for them too. She would like to take a look at the holes that



have been created in the BOE over the past few years; there are a number of reoccurring expenses that are like compound interest. Some kids need services young, if they don't give them those services, it compounds over time and costs us more later on in their education life. Christine Vincent said she sees a lot of opportunities for the town, but she would like to see the audit as well. She agrees with Mr. Reynolds.

Mr. Werbner said Dr. Willett and he have meet and have discussed what they could do if they had excess money. He suggested that he put together a list, but said if they wait on the audit, they'll be looking at December. It was also suggested and decided that the Council members and Dr. Willett would forward their ideas to Mr. Werbner for inclusion into one document. Mr. Werbner also mentioned that they had talked about establishing a policy regarding receiving excess funds after the fact. At that time, there was a suggestion that a tax stabilization fund be established. A certain percentage of any of the dollars returned could go into that, and the others could be used for nonrecurring expenses of the town and BOE. That ultimately didn't go anywhere, but they may want to think about it now. They actually drafted paperwork regarding a tax stabilization fund, which they modeled after South Windsor. He will find that information and send it along. He also suggested that this may be something that they resolve prior to the end of their terms in November. Although the audit won't be complete, they should have a good sense of where they stand.

- 8.2 Consideration of a resolution to approve a Letter of Intent between the Town of Tolland and Stephen D. Williams for the purchase of the parcel described as Wilbur Cross 22/k/020 (9.70 Acres, more or less) and authorization for Steven R. Werbner, Town Manager to sign the letter of intent.

Mr. Werbner advised that Stephen Williams is the owner of land on the east side of Route 195 behind the Dunkin Donuts property. He owns approximately 18 acres. Abutting his property are Town-owned property (subject to this agreement) and a smaller parcel identified as the commuter parking lot property for which the Town has the rights to obtain from the State. Mr. Williams feels that to properly market and develop his parcel he needs access to the Towns property either as part of his overall development or for drainage purposes. The Town is desirous of working with Mr. Williams to maximize the development potential of this overall tract of land and feels that by entering into this agreement there is a better chance for development in that area then trying to do something independent of Mr. Williams with the Towns property. The Towns parcels were originally given to the Town by the State with restrictions that if they were ever sold any money would return to the State. This agreement calls for a \$1 purchase price for the parcel. Mr. Williams will have five years to get approval by Planning and Zoning of a development incorporating this property. The Planning and Zoning Commission will need to review this Letter of Intent as part of the Sec. 8-24 review process. The Town Council should refer this to the Planning and Zoning Commission for review at their June 24 meeting. The Council would act on the matter at its meeting of June 25<sup>th</sup>.

They met with the State separately on the commuter lot parcel since the requirements related to that piece require that the commuter lot be relocated at the developer's expense. We needed to know the locations the State would deem acceptable for relocation and then a cost for relocation would have to be developed. Based on that information Mr. Williams and the Town can determine if they want to move forward with an additional Letter of Intent related to that property.

Tammy Nuccio motioned to accept the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby refers the Letter of Intent between the Town and Stephen D. Williams for the purchase of the Parcel identified as Wilbur Cross 22/K/020 ( 9.70 acres, more or less) to Planning and Zoning for review at their meeting of June 24, 2019.

Seconded by John Reagan. All in favor. None opposed.

- 8.3 Consideration of a resolution approving a transfer of \$275,000 from the Debt Service Fund to the General Fund and committing fund balance for the same amount.

Mr. Werbner read his item summary: We recently learned that the IRS has regulations regarding the amount that can accumulate in a Debt Service Fund. Our fund balance will exceed this amount and needs to be reduced to be in compliance by June 30, 2019. The total amount that we can carry over each year is no more than 1/12 of the total debt service for the year. This year that amount is \$446,094. The Debt Service fund currently has a balance of \$720,787. We will need to transfer out \$275,000 and any additional amount in excess in the future in order to be in compliance with the IRS rules. We are requesting formal action to be taken by the Town Council to allow a transfer of \$275,000 from the Debt Service fund to the General Fund- fund balance. These funds will flow to the General Fund-fund balance at year end. The intent was to be used to mitigate the impact the increase of the future debt on our budget. We are also requesting that the Town Council commit the General Fund-fund balance for the \$275,000 to solely be used to smooth the mill rate during periods of time while paying bonds for Birch Grove Primary School Reconstruction costs. Further to allow any excess accumulation in the future within the Debt Service fund to automatically be transferred to the General fund for continued compliance with IRS rules. These funds would also be classified as committed fund balance for the same purpose of smoothing out future mill rates due to borrowing needs. The *committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision making authority. Removal and use of these funds for purposes other than what it has been committed for may only be removed by formal action of the same decision-making authority.

Paul Reynolds motioned to accept the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the transfer of \$275,000 and any additional excess funds beyond the IRS limitations in the future within the Debt Service to the General fund to solely be used to smooth the mill rate during periods of time while paying for Birch Grove Primary School Reconstruction costs. The Debt Service Fund may be increased to meet the maximum allowable amount with the use of these funds.

Seconded by Tammy Nuccio. All in favor. None opposed.

8.4 Appointments to vacancies on various municipal boards/commissions.

8.4.a. Appointment of Cemetery Sexton

Brenda Falusi motioned to appoint the following as the Cemetery Sexton:

**Paul Russell, 21 Tolland Green**, to serve indefinitely

8.4.b. Re-Appointments to Cable Advisory Board

and to reappoint the following to the Cable Advisory Board:

**Larry Perosino, 56 Midland Drive**, term 06/14/19 – 06/14/21

**Paul Batterson, Jr., 13 Garnet Ridge Drive**, term 06/14/19 – 06/14/21

Seconded by Christine Vincent. All in favor. None opposed.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** Mr. Werbner responded to Mr. Eldridge's comment on pensions: the Town of Tolland, for the town employees, has never had a defined benefit pension plan. They are probably the only town in the State of Connecticut that has never had a defined benefit plan for its employees.



**11. ADOPTION OF MINUTES**

- 11.1 May 28, 2019 Regular Meeting Minutes: Tammy Nuccio moved to adopt the minutes; Seconded by Brenda Falusi. All in favor. None opposed. John Reagan abstained.

**12. CORRESPONDENCE TO COUNCIL**

- 12.1 E-mails from the public re the ECS funds
- 12.2 E-mail requesting that the town fly the pride flag for the month of June
- 12.3 A request putting a memorial at the soccer field for Tom Leahy

**13. CHAIRMAN'S REPORT:** None.

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

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

**Karen Moran of 50 Merlot Way:** She asked for clarification regarding the ECS funds. She suggested that they have a joint meeting, the sooner the better in her opinion.

**George Eldridge:** With regard to the money from the State, it belongs to the town. He thinks we need to look into regional police. He is happy with the news on the car wash. They need to be aggressive in having drive-thrus. No businesses will come here because our taxes are too high.

*Ms. Nuccio said drive-thrus are allowed between the highway and the old 7-Eleven.*

Ms. Falusi commented that in the last legislative session, Representative Winkler got written into the legislation the ability to have signs on the highway listing things available in the town. She thinks it is important that someone speak with Representative Winkler, so that they could get the same for Tolland during the next legislative session. We would get free advertising for Tolland on the highway.

**Steve Jackopsic of Robbie Circle:** He knows that the cuts on the town and school side were driven by the expected ESC money. He hopes that there could be a resolution where a portion of the extra ECS money goes to the BOE and a portion goes to offsetting the mil rate increase. It would be a win-win for both the Council and BOE.

**Deb Goetz:** She asked Mr. Werbner if he had any idea as to what the increased percentage from the State for Birch Grove is.

*Mr. Werbner said it is proposed at 89%*

She asked if the list of ideas that is be put together for the use of the money could be made public?

*Mr. Werbner said it would be public information.*

**Sam Adlerstein:** He urges them to make a decision to reduce some of the losses that the schools have had. When they make the reductions to the budget, there are consequences that go with it. Waiting until the audit is done is very damaging. He thinks they need to decide quickly. If a joint meeting helps, let's do it.

**William Bode:** Suggested giving the money back to the taxpayers. It would be a win-win situation.

**Lisa Burns of 214 Slater Road:** She reminded that the Double Dutch event is coming up. Please support it. It is being held at Star Hill. It is June 13 - 15, 2019.

Ms. Falusi congratulated all of the Tolland High School graduates. Project Graduation needs volunteers. Please consider volunteering.

**16. EXECUTIVE SESSION**

- 16.1 Pending Legal Action
- 16.2 Town Manager Search

Tammy Nuccio motioned to go into Executive Session for the purpose of discussing pending legal action and the town manager search at 8:35 p.m., ending the Regular Meeting of the Town Council. Invited to attend were Steven Werbner, Mike Wilkinson, Town Attorney Rick Conti and Consultant, as applicable. Seconded by Brenda Falusi. All in favor. None opposed. The Executive Session ended at 10:05 p.m.

17. **ADJOURNMENT:** Paul Reynolds moved to adjourn the meeting; Seconded by Christine Vincent at 10:05 p.m. All were in favor.

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David Skoczulek, Vice-Chair

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