

TOLLAND BOARD OF EDUCATION
Tolland Middle School Library
One Falcon Way
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
June 11, 2014

VISION STATEMENT

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- Regular Meeting – May 28, 2014

C. PUBLIC PARTICIPATION (2 minute limit)

The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information". However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.

D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVE REPORT – Aiyla Zahid

F. SUPERINTENDENT'S REPORT

- F.1 Rockville Vocational Agriculture Program Graduating Senior
- F.2 School Resource Officer
- F.3 Board Policy 5100 – Dress Code
- F.4 Proposed Increase in Lunch Prices
- F.5 Girls Lacrosse Team - Proposal

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

- I.1 Search Committee
- I.2 Letter of Understanding – CABA Search Services

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Meeting - May 27, 2014

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

TOLLAND BOARD OF EDUCATION
Tolland Intermediate School Library
96 Old Post Road
Tolland, CT 06084

REGULAR MEETING – May 28, 2014

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Kathy Gorsky, Secretary; Ms. Karen Moran, Mr. Robert Pagoni, Mr. Steve Clark, Mr. Joe Sce, and Mr. Al Fratoni.

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Mrs. Jane Neel, Business Manager

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

Mr. Clark motioned to add item F.4, “Application for the Perkins Grant” to the agenda. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

B. APPROVAL OF MINUTES – May 14, 2014 – Special Meeting

Mr. Clark motioned to approve the minutes of the May 14, 2014 special meeting. Mr. Doyle seconded the motion. Mr. Adlerstein, Mr. Doyle, Ms. Gorsky, Ms. Moran, Mr. Pagoni, and Mr. Clark were in favor. Mr. Fratoni abstained. Motion carried.

APPROVAL OF MINUTES – May 14, 2014 – Regular Meeting

Mr. Clark motioned to approve the minutes of the May 14, 2014 regular meeting. Mr. Doyle seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit)

Ms. Gorsky noted that correspondence has been light. She received one letter regarding an anti-bullying app. This will be reviewed at the June 4th Policy Committee meeting.

Peter Montenegro, 8 Kim Circle, on behalf of himself and his wife thanked the Board members for their time and energy. He publicly thanked Mr. Guzman for his years of service to the community. After a reference to baseball, specifically the Red Sox, he presented Mr. Guzman with a memento of his appreciation.

Paul Krasusky, 26 Susan Drive, spoke as a parent and resident. He asked the Board for a response in regard to the Tolland Soccer Club and its ongoing condoning of mass absenteeism from school on Friday for the purpose of attending the Cape Cod tournament. He understands from his 3 children that they did not do anything in school that day when many were absent and would like to know if the Board will have a discussion with the Tolland Soccer Club. Alternatively, he would like to know if the Board will have a discussion with the school administrators to ensure students who do attend school have a normal day of instruction. Mr. Krasusky explained that he support sports but does not believe “blowing off” a day of school every year is appropriate.

POINTS OF INFORMATION

In response to Mr. Krasusky's inquiry, Mr. Guzman will verify the education that was received and report back to the Board. Those who attended school should have received a normal day of instruction. Mr. Pagoni clarified that all three of Mr. Krasusky's children reported the same thing and noted that the standard path for inquiry is to approach the teacher, the principal, and then the Board. Mr. Guzman will address this issue.

Ms. Gorsky explained that there was an issue regarding the enforcement of the dress code at the high school and understands that this has been resolved. The Policy Committee will look at the dress code over the summer and perhaps revamp it since it has not been addressed for many years. Mr. Doyle added that after the Policy Committee presents a draft, there should be an opportunity for parents and students to provide feedback before the Board votes on it.

Mr. Guzman noted that there is a Tolland Alternative Learning Center. When Mr. Montenegro was a member of the Board, he took a special interest in the students in that program to encourage them to keep going. Once he left the Board, Mr. Montenegro continued on with this commitment. He was very supportive of the Board and an active member. Ms. Jan Rubino added that Mr. Montenegro is also responsible for getting the lacrosse league started. Further, Mr. Pagoni noted that Mr. Montenegro was part of bringing unified basketball to Tolland.

D. STUDENT REPRESENTATIVE REPORT - Aiyila Zahid

Ms. Zahid noted that tomorrow, the high school will hold an assembly sponsored by VOICES regarding mental health awareness.

E. SUPERINTENDENT'S REPORT

F.1. Status of the 2014-2015 Budget – May 15, 2014

Mr. Guzman reviewed attachment F.1. Ms. Neel noted that her office has received some corrected invoices from CL&P which are being reviewed.

Mr. Cox explained the reason for the \$38,000 deficit. He made a clerical error on 3 sports when he presented the projected numbers. The error amounted to just under \$13,000. He apologized to the Board, regrets the error, and will not allow it to happen again. He takes full responsibility. The balance of the deficit is due to a number of items. Since 2009/10, the student participation rate has been exemplary with 610-635 athletes per year. This year, there were 560. He did not attribute this to anything other than a slight drop in enrollment. Mr. Pagoni asked if he had received any letters from families saying that it was not affordable. Mr. Cox responded that every year they make every effort to ensure those who want to participate in the athletic program can do so. Any student who qualifies for free lunch has his/her athletic fee waived. Any student on reduced lunch qualifies for a reduced fee. He added that there are a number of families who qualify for the waived or reduced fee and this is a part of it as well. He added that the family cap needs to be examined – he is starting to see the result of this. He expects the same situation to happen next year and is doing his best to forecast it accurately.

Mr. Adlerstein noted that there was a "pay to play" task force two years ago which reviewed the data and made recommendations. He recommended reviewing this document. Ms. Rubino suggested having someone from the task force speak to the Board. Mr. Cox will provide the participation data by sport to the Board. The Board would also like to see a breakdown of the expenses and fees collected as well as the

fundraising balances. A brief discussion on fundraising and its history took place. Mr. Doyle recommended that this come before the Finance and Facilities Committee sometime in June. Mr. Guzman added that there is a policy regarding the procedure for auditing and accounting for the money in the student activities accounts.

F.2. 2014/2015 District Budget Update

Mr. Guzman distributed an updated spreadsheet.

In regard to transportation, the bids came in \$64,500 more than was budgeted in turn having a negative impact. Further, the original budget was based on the anticipation of 7 retirees/resignations. It was later anticipated that an additional 5 individuals would retire/resign bringing the total to 12. The 12 retirees/resignations have been realized. Lastly, after speaking with Mr. May, Mr. Guzman learned that there have been good claims numbers and the projected 10.0% increase has been reduced to an 8.8% increase which has a \$55,000 impact. Thus, the health insurance assumption has dropped from \$133K to \$77,790. In mid-June, Mr. May will provide another estimate at which time there will be a greater degree of certainty. A brief discussion took place regarding various expenses that will be incurred due to the superintendent search as well as when those expense may come in.

Mr. Adlerstein noted that he plans that the superintendent search will be a very public process but that FOI is waived and the Board will hold non-public meetings. There are 3 search consultants who are interested in helping the Board and a selection will be made that will ensure a good, collaborative public process.

F.3. Three (3) Year District Budget

This item was discussed in last week's Finance and Facilities Committee meeting last week. It was determined that Mr. Adlerstein and Mr. Sce will put together a 3-year budget based on input, information, and assumptions developed by the administration. Ms. Neel will provide the information and they will do financial modeling. The target is to have a first draft completed by the end of July.

F.4. Application for the Perkins Grant

The grant application is for \$16,544. Dr. Eidson explained this is an innovative Perkins Grant (a competitive grant). The school is interested in applying for a grant for a 3-d printer and training. Three or four teachers will create an integrative piece where the printer will be used to make biodegradable fiber pots. The botany classes would plant herbs which would then be used in the culinary classes. A brief discussion took place. The application is due May 30th.

Mr. Clark motioned to move this to action item I.1. Mr. Doyle seconded the motion. All were in favor. Motion carried.

F. COMMITTEE & LIAISON REPORTS

Finance and Facilities

The Committee discussed using technology to provide the best education for the students. In terms of web filtering, it was determined that this is more of a policy issue and will be brought before the Policy Committee. Mr. Doyle noted that DRA has forwarded the draft of the study to the Committee and it will be reviewed on June 4th. In regard to the volunteer project, he

thanked Ms. Rubino for helping make it happen and Ms. Moran for moving it forward and mobilizing volunteers.

Communications

Ms. Moran noted that the Committee met on May 23rd and discussed recruiting for the June 14th event. She has already received some responses. The Committee also discussed the newsletter which will be in mailboxes in early June and anticipates the next newsletter will be distributed in October. The Committee also spoke about the introduction of the SRO to the community. Ms. Moran noted that the website task force will meet on June 10th.

The Town Council meeting was held last night. Ms. Moran noted that she spoke regarding the Community Volunteer Day. Ms. Rubino expressed thanks to Ms. Moran as well as Mr. Langlois and Ms. Bellody who are working hard to get this off the ground. Ms. Rubino explained that while she no longer has kids in school and it is easy to say that she is done, she cannot because she cares about the community and its children. She asked that everyone get the word out – if someone cannot volunteer, perhaps they can bake cookies. She wants this to be a successful event.

Policy

The Committee will look at the fields and grounds maintenance agreement on June 4th at 1PM as well as the dress code. An open curriculum discussion with Dr. Eidson will take place on Monday, June 9th at 7PM in the Tolland High School library. This event is open to the public. In regard to all-day kindergarten, Mr. Guzman noted that 2 letters and an e-mail were sent. As of today, there are 150 registrations and of those, 8-9 have requested a half-day program. Mr. Swanson will bring a proposal for a half-day option for the 8-9 students to the Committee.

Ad-Hoc Shared Services

This Committee met on May 19th and will meet again on June 26th to discuss the fields and grounds agreement. Further, a discussion regarding a new shared services group for maintaining HVAC, the new geothermal equipment, and school maintenance will take place. Mr. Werbner will attend the meeting on June 26th and present his plan.

G. CHAIRPERSON'S REPORT

Mr. Adlerstein explained that given Mr. Guzman's announcement that he will retire, the Board and Mr. Guzman agreed to waive the annual superintendent review. A one page document was created stating that the formal evaluation process will be waived and notes the Board's appreciation of Mr. Guzman for his efforts and commitment.

I. BOARD ACTION

I.1 Application for the Perkins Grant

Mr. Pagoni motioned to approve the application for the Perkins Grant as presented. A discussion took place regarding substitute teachers that may be needed if the workshops are held during the school day. Dr. Eidson explained that any line can be varied up to \$500 for an unspecified item and \$1,000 for a specified item. This would cover any substitute costs if needed. Mr. Doyle thanked Dr. Eidson. It shows she is keeping an eye on opportunities that do not affect taxpayers but improves the quality of the curriculum. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION - none

K. POINTS OF INFORMATION

Mr. Pagoni inquired about the Ancient Highway. Ms. Rubino did not have any information.

Mr. Clark inquired if there has been any feedback on the SBAC testing. It was noted that the testing is still underway.

Mr. Adlerstein noted that more procedural information will be provided on future meeting slides and will be attached to the minutes.

L. CORRESPONDENCE

- Town Council Meeting - May 13, 2014

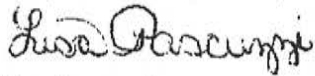
M. FUTURE AGENDA ITEMS

- SRO – Introduction
- Graduate from Rockville VOAG program
- Policy/Policies for first reading
- Security Grant- window for application
- Proposed lunch price increase

N. ADJOURNMENT

Mr. Clark motioned to adjourn the meeting at 9:17 PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

Tolland Intermediate School

7:30 p.m.



April 9: BGP Library
April 30: TIS Library (rescheduled from 4/23)
May 14: BGP Library
May 28: TIS Library
June 11: TMS library (testing done)
June 25: THS Library

Board of Education

Agenda

- A. CALL TO ORDER |
- B. APPROVAL OF MINUTES
 - Special Meeting - May 14, 2014
 - Regular Meeting - May 14, 2014
- C. PUBLIC PARTICIPATION
- D. POINTS OF INFORMATION
- E. STUDENT REPRESENTATIVE REPORT - AIYLA ZAHID
- F. SUPERINTENDENT'S REPORT
 - F.1 Status of the 2013/2014 Budget - May 15, 2014
 - F.2 2014/2015 District Budget Update
 - F.3 Three (3) Year District Budget
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT
- I. BOARD ACTION
- J. PUBLIC PARTICIPATION (2 minute limit), Comments limited to items on this agenda. |
- K. POINTS OF INFORMATION
- L. CORRESPONDENCE
 - Town Council Meeting - May 13, 2014
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION
- O. ADJOURNMENT

CORRESPONDENCE SINCE MAY 14, 2014



We have received one letter regarding the implementation of anti-bullying apps in schools.

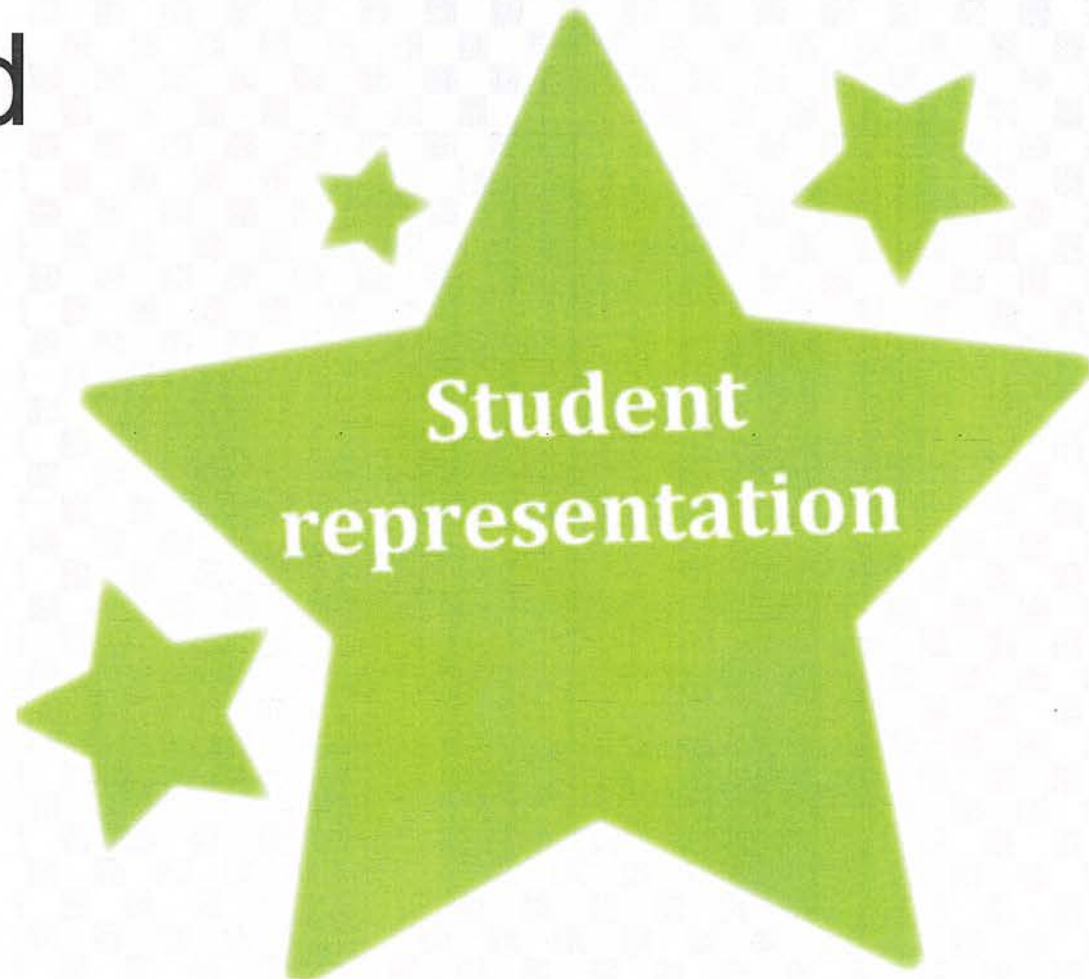
- The apps may be used so that students can anonymously report instances of bullying.
- There are two apps available for this purpose: Friendwatch and Anonymous Alerts
- The apps can be used for purposes that extend beyond bullying – i. e. for the sharing of information pertaining to weapons, suicide prevention, drugs/alcohol, eating disorders, abuse

Public Participation

2 min :-)



Aiyla Zahid



TOLLAND PUBLIC SCHOOLS
Business Services
FY 2014-15 Budget Cost Impact Scenarios

REVISED 5/28/14

Program	Current Budget	Unit Cost	Cost Impact		Explanation
			High	Low	
[Transportation]	Projected at 5% increase	\$ 20,615	\$ -	\$ (61,845)	High: No reduction in projection of 5% rate increase, Low: project bid results come in at 8% rate increase.
[Retirees]	Projected 7 retirees	\$ 13,943	\$ -	\$ 13,943	High: 5 additional retirees, Low: 1 additional retiree.
Health Insurance	Projected 8.8% increase	\$ 45,867	\$ 77,960	\$ 45,867	Funds from reserve account
Health Insurance (H S A)	Projected enrollment of 105 employees	\$ 4,848	\$ 48,480	\$ 9,696	High: 10 moves to H S A, Low: 2 projected moves.
[Special Services]	Projected 82% reimbursement from Excess Cost Grant	\$ 15,465	\$ -	\$ (46,395)	High: No change, Low: reimbursement at 80%.
Sub-Total			\$ 126,440	\$ (38,734)	
Health Insurance	Revised to 10.0% increase (3/14)		\$ 73,387		Reduction to Health Insurance Account (3/14)
Health Insurance	Revised to 8.8% increase (5/28)		\$ 55,040		Reduction to Health Insurance Account (5/28)
Transportation (Diesel fuel)	Revised to reflect bid results.		\$ 43,384		Reduction diesel fuel budgeted @ \$3.60 vs. \$3.0547 locked-in rate.
Reduction to misc accounts			\$ 18,564		Recommended reduction after review of line item budgets.
Transportation	Bid results		\$ (64,573)		Addition to budget due to bid results.
Retirees/Resignations	Known 7 additional retirees		\$ 69,715		Reduction due to known 5 additional retirees. Unit cost now calculated at MA-5, \$13,943 instead of original calculation of MA-7, \$9,772
Sub-Total			\$ 195,517		
Grand Total			\$ 321,957		
BOE Budget Request			\$ (110,108)		Town Council reduction to BOE request 4/1/14
All Day Kindergarten			\$ (161,157)		Implementation of ADK approved by BOE 3/19/14
Participation fee revisions			\$ (26,565)		Athletic and Cocurricular revised fees approved by BOE 3/19/14
Difference			\$ 24,127		



CARL D. PERKINS - INNOVATION GRANT APPLICATION

RFP #116

GRANT PERIOD

June 1, 2014, to September 30, 2014, SSP Accountability models and other selected models

June 1, 2014, to June 30, 2015, other selected Innovation Models

GRANT COVER PAGE

To Be Completed and Submitted with the Grant Application

<u>Applicant (Fiscal Agent)</u> (Name, Address, Telephone, Fax, E-Mail)	<u>Program Funding Dates</u> From June 1, 2014 to September 30, 2014 From June 1, 2014 to June 30, 2015 <u>Amount requested: \$ 16,544</u> <u>Check Innovation Models:</u> <input type="checkbox"/> Development of Agricultural Biotechnology Project <input checked="" type="checkbox"/> Development of 3-D Design projects <input type="checkbox"/> Embracing Issues in Aging <input type="checkbox"/> On-line Personal Finance Course <input type="checkbox"/> Career Technical Education Mastery-based Learning Curriculum Units <input type="checkbox"/> Student Success Plan Accountability and Evaluation in CTE
<u>Contact Person</u> (Name, Address, Telephone, Fax, E-Mail)	Kathryn L. Eidson #1 Eagle Hill Road, Tolland, Connecticut 06084 Fax: (860) 870-6837 Phone: (860) 870-6818, Ext. 304 keidson@tolland.k12.ct.us

I, William D. Guzman, the undersigned authorized chief administrative official, submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained herein, and certify that this proposal, if funded, 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.

Signature of Authorized
Administrative Official

Name (typed):

William D. Guzman, Esq.

Date

College/Agency:

Tolland Public Schools

May 30, 2014

Select pages of application:

- Cover page
- Budget form

ED 114

FISCAL YEAR 2015

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME: Tolland Public Schools		TOWN CODE: 142
GRANT TITLE: CARL D PERKINS CAREER AND TECHNICAL EDUCATION IMPROVEMENT ACT		
PROJECT TITLE: INNOVATION GRANT		
CORE-CT CLASSIFICATION:	FUND: 12060	SPID: 20742 PROGRAM: 84010
BUDGET REFERENCE:	CHARTFIELD1: 170003	CHARTFIELD2:
GRANT PERIOD: June 1, 2014, to June 30, 2015		AUTHORIZED AMOUNT: \$
AUTHORIZED AMOUNT BY SOURCE:		CURRENT DUE: \$
	DESCRIPTIONS	BUDGET AMOUNT
111A	Non-Instructional	
111B	Instructional	\$2,100
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
322	IN SERVICE	\$400
330	Employee Training and Development Services	
510	Student Transportation Services	
580	TRAVEL	
600	Supplies	\$7,032
700	PROPERTY	\$7,012
917	INDIRECT COSTS	
	TOTAL	\$16,544
XANR	AGRICULTURE & NATURAL RESOURCES	
XAVC	ARTS, AUDIO VIDEO TECH, AND COMM. SRVCS.	
XBAS	BUSINESS & ADMIN. SERVICES	
XCON	CONSTRUCTION	
XETS	EDUCATION AND TRAINING SERVICES	
XFS	FINANCIAL SERVICES	
XHS	HEALTH SERVICES	
XHSS	HUMAN SERVICES	
XHT	HOSPITALITY & TOURISM	\$891
XITS	INFO. TECH. TELECOM. SERVICES	
XLP	LEGAL & PROTECTIVE SERVICES	
XMAN	MANUFACTURING	
XPAG	PUBLIC ADMINISTRATION/GOVERNMENT SERVICE	
XSRT	SCIENTIFIC RESEARCH, ENGR. AND TECH SVCS.	\$15,653
XTDL	TRANSPORTATION, DIST. AND LOGISTICS SVCS.	
XWRS	WHOLESALE/RETAIL SALES & SERVICES	
XXXT	TOTAL PROGRAM CATEGORIES	\$16,544

ORIGINAL REQUEST DATE

STATE DEPARTMENT OF EDUCATION

DATE OF

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: June 11, 2014
SUBJECT: Rockville Vocational Agriculture Program Graduating Senior

Nicole Bilodeau a senior in the Rockville Vocational Agriculture program will be at the Board meeting to discuss the course of study at the Vo-Ag Program in Rockville and her future plans after graduation. Dr. William Pomper will also be in attendance. Dr. Pomper is a member of the Vocational Agriculture Advisory Committee representing Tolland.

WDG:jp

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: June 11, 2014
SUBJECT: School Resource Officer

State Trooper Steven Corradi who was selected as Tolland's School Resource Officer will be in attendance at the Board meeting. Attached for your information is Officer Corradi's resume. Trooper Corradi will answer questions from the Board and provide information relative to his background and training.

WDG:jp

TROOPER R. STEVEN CORRADI

749 Tolland Stage Road

Tolland, CT 06084

EDUCATION

University of Massachusetts, Amherst, MA

- Bachelor of Arts, May 1994
- Major: Sociology/Criminal Justice

Westfield State College

- Studying for Masters in Criminal Justice

RELATED TRAINING

• Drug Enforcement Agency Three Day Parcel School	April	2014
• Drug Enforcement Agency Three Day Pipeline School	April	2014
• Use Of Force Liability Training	March	2014
• Effective Police Interactions With Youth Course	October	2013
• Drug Enforcement Agency Two Week Narcotics School	September	2013
• Active Shooter Training	September	2013
• Drug Endangered Children Seminar	September	2013
• Safe School Symposiums	June	2013
• QPR Suicide Prevention Gate Keeper Program	March	2013
• Resident State Trooper One Week School	October	2012
• D.A.R.E. & School Resource Officer Two Week Training	February	2009
• Enhanced 911 Training	November	2008
• Crime Scene Evidence Two Day Seminar	March	2007
• The Bullet Proof Mind Seminar	December	2005
• Dealing With The Aftermath Of A Trauma Training	March	2005
• Interview & Interrogation Training	December	2004
• Connecticut State Attorney's Legal Training Program	June	2002
• Prosecution Of Child Abuse Forensic Interview Two Day Training	May	2002
• 108 th Connecticut State Police Training Academy	August	1998
• Outlaw Motorcycle Gang Conference	July	1997
• Skynarc Conference	May	1997
• New England Narcotics Officers Association Conference	May	1997
• Plymouth Police Academy Graduate	March	1997
• Hutchinson Raid Planning Preparation And Execution School	October	1996
• Advanced Gang Conference	September	1996
• New England Narcotics Officers Association Conference	May	1997
• Calibur Press Street Survival School	November	1995
• Alcohol Tobacco Firearms Undercover Investigative Techniques School	September	1995
• New England Narcotic Enforcement Officer Assoc. Conference	May	1995
• Massachusetts State Police Executive Protection School	May	1995
• East Coast Investigators' Conference/Motorcycle Gangs	April	1995
• Mental Preparation For Armed Confrontations School	April	1995
• Highway Interdiction School	February	1995
• Drug Enforcement Agency Two Week Narcotics School	December	1994

EXPERIENCE:

Connecticut State Police

- Troop "C" Tolland - Trooper First Class
 - Tolland Resident Trooper
 - Field Training Officer
 - D.A.R.E. & School Resource Officer Certified
 - Department Rifleman
 - TASER Certified

January 2009 – Present

- Troop "D" Danielson – Trooper

August 1998 – January 2009

Dennis Police Department

- Patrolman

Dennis, MA

December 1997 – August 1998

Cape Cod Drug Task Force

- D.E.A. Task Force Agent
 - Narcotics and Motorcycle Gangs
 - Undercover operations, surveillance, investigations, interviews and interrogations

Barnstable, MA

October 1994 – December 1997

CT STATE POLICE – DEPARTMENT AWARDS

- Life Saving Award 2012
- Outstanding Service Award 2008
- Outstanding Service Award 2006
- Life Saving Medal 2003

MEMBERSHIPS

- Connecticut State Police Union
- Police Association of Connecticut
- International Outlaw Motorcycle Gang Investigators Association
- New England Narcotic Enforcement Officers Association
- El Paso Intelligence Center Access

ACTIVITIES

- Volunteer Youth Hockey & Baseball Coach, Woodstock, CT
- NCAA Division I Hockey (1993-1994) University of Massachusetts, Amherst, MA
 - ◦ Most Improved Hockey Player (1994)
- NCAA Division I Baseball (1989-1993) University of Massachusetts, Amherst, MA
 - Record Holder in Five Statistical Categories
 - ◦ Captain (1993)
 - ◦ Four Year Varsity Letterman
- NCAA Cape Cod Summer Collegiate Baseball League Summers 1990 -1992
- Cape Cod Summer Collegiate Baseball League All Star 1990

REFERENCES

- Furnished upon request

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: June 11, 2014

SUBJECT: Board Policy 5100 – Student Dress

Attached please find the above referenced Board Policy. This policy was reviewed by the Policy Committee on June 4, 2014. The language to be deleted is in brackets and new language is in uppercase and bolded.

Board Policy 5100 – Student Dress was updated to reflect current practices in the schools.

WDG:jp

TO: Members of the Board of Education

**FROM: William D. Guzman
Jane A. Neel**

DATE: June 11, 2014

SUBJECT: Proposed Increase in Lunch Prices

Food costs have risen dramatically in recent years. The Healthy Hungry Free Kid's Act (HHFKA), a new federal guideline implemented in 2012-2013 continues to impact our program. We meet or exceed all the required standards for meals daily, and go above and beyond providing nutritious meals to the students of Tolland.

Our last lunch price increase was in 2012-2013; at that time the price of milk and deli lunches stayed the same, and prior to 2012-13, a meal increase was implemented in 2006-2007.

We are proposing to increase the elementary lunches by .15 cents and the secondary lunches, including deli lunches by .10 cents. We are also proposing that milk increase by .10 cents.

Below is a summary of the current and proposed prices:

Current Prices:	Elementary	\$2.25	
	Middle School	\$2.50	Deli Lunch \$2.75
	High School	\$2.75	Deli Lunch \$3.00
	Milk	\$.50	
Proposed Prices:	Elementary	\$2.40	
	Middle School	\$2.60	Deli Lunch \$2.85
	High School	\$2.85	Deli Lunch \$3.10
	Milk	\$.60	

Food and labor cost increases as outlined below impact how our program operates, thus, a need to increase meal prices:

Food Costs

1. Food and supplies have seen a steady rise in costs
2. Effective July 1, 2013 we were required to include a fruit or vegetable with each meal served
3. Effective July 1, 2014 100% of grains served must be whole grain rich (more costly)
4. Entitlement funds from the federal government based on prior year meals served have been lower as a result of decreased enrollment and participation

Labor costs

1. Minimum wage increase effective January 2014 and upcoming 2015
2. Additional labor required for preparation of fresh fruits and vegetables
3. Increase of professional development costs as part of new requirements for professional standards as a result of Healthy Hungry Free Kid's Act (HHFKA)

Approval is recommended

WDG/JAN:jp

TO: Members of the Board of Education

**FROM: William D. Guzman
Patrick Cox**

DATE: June 11, 2014

SUBJECT: Girls Lacrosse Team – Proposal

In 2012, the Board of Education approved the establishment of a Girls Lacrosse Team for the 2012-13 and 2013-14 fiscal years. The Tolland Lacrosse Club agreed to sponsor the program for the first two years.

The administration is requesting to establish a Tolland High School Girls Lacrosse Team beginning in FY 2014-15.

Lacrosse is a spring sport and it is estimated that we will have approximately 32 students participating. The games are sanctioned by the Connecticut Interscholastic Conference (CIAC).

We currently have 12 varsity athletic programs for boys at Tolland High School, counting the two cooperative teams we have with E.O. Smith. We currently have 10 varsity athletic programs for girls at Tolland High School. Establishing a varsity girls lacrosse will bring us closer to being fully in line with Title IX.

Currently, we have funds available for this program in the personnel athletic budget and the anticipated revenue based on 32 students is \$6,400.

The Administration recommends the establishment of a Girls Lacrosse Team for Tolland High School.

WDG:PC;jp

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Student Dress

Number: 5100
Students

Approved: 6/13/01

Revised: 6/11-14

It is understood that the spectrum of the K-12 student body presents different issues regarding appropriate dress; therefore, the Tolland Board of Education expects the building administrator and his/her designee to implement the intent of this policy accordingly. In order to maintain an environment conducive to the educational process, the Board of Education **PROVIDES THE SCHOOL ADMINISTRATION FULL DISCRETION REGARDING DRESS CODE MATTERS AND** prohibits the following from wear during the academic school day:

- a. Footwear which mars floors or is a safety hazard.
- b. Sunglasses, when worn.
- c. "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- d. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- e. Attire or accessories which contain overly offensive or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitute "fighting words".
- f. Attire or accessories which depict logo or emblems that are disruptive of the educational process. Some examples of disruptive dress are those that exhibit and/or promote profanity, sexism, racism, homophobia, drugs, alcohol, tobacco use or items that could cause physical harm to yourself or others.
- g. Shirts and/or blouses which reveal the abdomen when arms are at the side, bare chest, cleavage or undergarments.

- h. See-through clothing, strapless shirts, shirts and tops which do not cover the lower half of the back or sides of the body.
- i. Shorts, miniskirts, or pants which reveal the upper half of the thigh or undergarments. [Spandex garments are allowed only if they are covered by shorts or skirts.]
- j. **IF PERMITTED BY THE SCHOOL ADMINISTRATION** backpacks and/or book bags are **ALLOWED** [permitted] to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: June 11, 2014

SUBJECT: Search Committee

A resolution is required for the Board of Education to act as the Search Committee for the new Superintendent of Schools.

WDG/jp

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: April 9, 2014

SUBJECT: Letter of Understanding – CABE Search Services

Attached for your review is a copy of the Letter of Understanding with CABE for conducting the Superintendent search.

Approval is recommended.

WDG:jp



Connecticut Association of Boards of Education, Inc.

81 Wolcott Hill Road, Wethersfield, CT 06109-1242 - (860) 571-7446 - Fax (860) 571-7452 - Email admin@cabe.org

Letter of Understanding between the Tolland Board of Education and CABE

This letter summarizes our understanding concerning consultant services for the Tolland Board of Education superintendent search.

1. The general services to be provided by CABE Search Services for a regional search and conducted by CABE consultant/s are outlined in the Proposal and Description of Service provided to the Tolland Board of Education, and are incorporated by reference into this Agreement.
2. We will conduct a search and post the vacancy on selected websites at no cost to the district. An ad will also appear in the CABE Journal (no cost) and on CABE's website. A vacancy notice will be designed and distributed regionally by CABE Search Services.
3. The search will open and resume reviewing begins immediately, with search open until filled. A search calendar will be finalized during a planning meeting.
4. The Search consultant will work with the Board to develop guidelines and procedures for the search. The Search consultant, as a method to assist the Board in determining the best possible candidates to be interviewed, may conduct interviews.
5. The Board will conduct its interviews and site visits shortly thereafter. The consultant will be available for counsel or direct assistance during interviews and will assist the Board in its preparation for the interviews. We will provide interview guidelines and protocols including suggested questions to ensure informative, effective interviews.
6. Throughout the search process the Search consultant will be available to consult with the Board about the search. All Board members will be kept informed about the process with timely e-mails. The consultant will assist the Board until the Board determines it has found the appropriate candidate for the position.
7. At the close of the search and the appointment of the new superintendent, the Search consultant will assist the Board in communicating with all unsuccessful candidates. The consultant also will advise the Board in effecting a smooth transition of leadership.
8. If the new superintendent resigns or is dismissed for cause within twelve months of commencing duties, CABE Search Services will conduct a new search for the Board at no additional cost to the Board except for expenses.
9. The newly appointed superintendent will not be recruited by CABE Search Services for another position within five years of commencing duties unless the Board advises us that the superintendent may seek another position or the superintendent is no longer employed by the Board.

10. The consulting fee for this search will be \$8,000. Administrative expenses are \$2,500. The consultant fee will be billed in three equal installments; one-third of fee upon signing of the agreement; one-third upon selection of the initial group of candidates to be interviewed; and one-third upon election of the new superintendent. The potential costs for the Board may include paying or properly reimbursing CABA for travel expenses of candidates invited for an interview by the consultant or by the Board, subject to advance authorization and submission of substantiating documentation.
11. All information, notes, interview sheets, lists, and other documents developed by CABA Search Services shall remain the property of CABA Search Services until such time as specific information is given to the Board.
12. The consultant, with regard to the work performed by the consultant pursuant to this Agreement, will not discriminate against any applicant on the basis of race, color, religious creed, age, sex, marital status, and national origin, and ancestry, present or past history of mental or physical disability, Vietnam Veteran status or sexual orientation.

If this letter conforms to the Board's understanding, please sign and return a copy for our files. We look forward to working with the Tolland Board, staff and community.



Robert Rader, Executive Director
Connecticut Association of Boards of Education

Date: 6/4/14

Sam Adlerstein, Chairperson
Tolland Board of Education

Date: / /

TOLLAND PUBLIC SCHOOLS SUPERINTENDENT SEARCH

Schedule of Search Costs

	Comprehensive Search
Professional Consulting Fee for Superintendent Search	\$8,000
CABE Administrative Expenses (clerical services, printing, telephone, supplies)	\$2,500
CABE SEARCH SERVICES TOTAL	\$10,500

Payment

The consulting fee expense will be billed in three equal installments:

1. Upon contract between the Board and CABE Search Services
2. Upon completion of semi-finalist candidate interviews
3. Following an employment offer and acceptance

OTHER: Potential of \$2500

Advertising and Candidate Travel: The costs associated with advertising, brochure and applicant travel are billed directly to the district. The cost of advertisements may vary depending on the amount and kind of advertising the Board selects. If there is a need for out of state applicant travel, consultants will seek pre-approval from the Board. CABE will advise the Board on obtaining maximum exposure at the most reasonable cost.

Expenses related to advertising and candidate travel will be billed on a monthly basis, with the final invoice rendered approximately eight weeks after the search is complete.

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM MAY 27, 2014 – 7:30 P.M.

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

MEMBERS ABSENT: George Baker, Vice Chair

OTHERS PRESENT: Steven Werbner, Town Manager; Beverly Bellody, Human Services; Jason Lawrence, Town Assessor; Michael Wilkinson, Director of Administrative Services

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:**

4.1 Honoring Tolland Lions Club 2014 Citizen of the Year - Reverend Hannah Howe

Len Bach, Tolland Lions Club: They are here tonight to nominate the Citizen of the Year. The Citizens of the Year are people who do extraordinary things; they go over and above, which you normally don't see. They are volunteers, which go and do things in many venues and many different endeavors just to make a betterment of Tolland. Ms. Bellody nominated Ms. Howe.

Fran Weigand, Senior Center Director: She thanked the Council for acknowledging this wonderful woman. Ms. Howe is very quiet with what she does. She helps a lot of seniors, especially with counseling when someone loses a spouse. She thanked Ms. Bellody for nominating Ms. Howe, and she thanked Ms. Howe for her work.

Beverly Bellody said she worked with Ms. Howe on the Board of Winding River Village. She has been a real asset to Winding River, and working with the residents there.

Jack Scavone read the following Proclamation:

Town of  Tolland
Proclamation

*Tolland Lions Club 2014 Citizens of the Year
Reverend Hannah Howe*

WHEREAS, for the past 37 years the Tolland Lions Club has recognized a Citizen of the Year, whose contributions to the community have gone above and beyond expectations; and

WHEREAS; Reverend Hannah Howe after retiring a second time from the United Congregational Church in 2008 continued to generously dedicate her time to countless volunteer endeavors, and

WHEREAS; Hannah has served on the Board of Directors for Winding River Village since 2002 and has played a key role in the success of the elderly housing complex especially for the residents; and

WHEREAS; Hannah serves as a compassionate volunteer at the Tolland Senior Center, whose genuine caring have enriched the lives of those who have sought her guidance; and

WHEREAS; all those who know Hannah have a common knowledge of her; she goes about volunteering with quiet grace never looking for recognition.

NOW, THEREFORE, I, Jack Scavone, Chair of the Tolland Town Council, on behalf of the Town Council and community at large, do hereby congratulate Hannah Howe on her Tolland Lions Club Citizen of the Year award, and commend and recognize Hannah for her endless efforts and continued volunteerism to enhance the lives of Tolland's residents.

Mr. Scavone congratulated Ms. Howe. Ms. Howe said this is amazing and she is greatly honored with this recognition. She thanked them for bestowing this upon her.

5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2 minute limit):* None.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a resolution making an appropriation of \$175,000 financed by the use of unallocated Energy Rebate Funds received for the GEO project in the Capital Improvement Budget for the roof replacement over the Library addition.

Mr. Werbner read his summary:

The roof over the gymnasium is in poor condition and during heavy storms leaks have appeared in several areas. This roof section is also where the Library expansion will occur. Funding for the repairs was originally anticipated to come from sources outside of the library expansion project and was not included in the architects' original estimates for the library expansion. As you are aware, we have repaired all other sections of the roof and have left this section to the end due to the uncertainty of the library expansion project and its impact on the roof. Money for this section of the roof was at one time in the capital plan but was diverted to do other sections of the roof more in need. Now that we have the design for the elevator, which would be the only portion of the expansion project that impacts the roof, we are in position to proceed with the repairs. If we do the repairs now ahead of the project, we will save any overhead and profit the project contractor may charge. In addition the roof should be replaced prior to the addition improvements in order to protect the investment of the addition. Funding for the roof if required to come out of the project budget will impact the expansion project as envisioned.

We have received a rebate from the State of Connecticut for the GEO project which was not anticipated in the original funding of that project. After checking with several sources from the State we have confirmed that the Town may use those proceeds in any way that we would like to. We propose to allocate the total proceeds of \$175,000 towards the Library roof replacement in the Capital Improvement budget. We are in the process of trying to obtain bids for this project. If the final cost comes in less than \$175,000 we would like to allocate the remaining funds into the Capital Reserve Fund at the completion of the project to be used for future Capital projects as approved by Town Council.

Since the \$40,000 cumulative threshold for special appropriations fixed by §C9-14 of the Charter has been exceeded for the 2013-14 fiscal year, a public hearing is required before action can be taken on this item. The Town Council voted on May 13, 2014 to set tonight's public hearing.

Bill Eccles moved to open the public hearing; Seconded by Rick Field. All in favor. None opposed.

No public comment. A straw poll was conducted of all those in favor of this resolution: 4 in favor. 0 opposed. The vote was unanimous.

Bill Eccles moved to close the public hearing; Seconded by Rick Field. All in favor. None opposed.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates \$175,000 for the Library addition roof replacement to be financed by the use of unallocated Energy Rebate Funds received for the GEO project in the Capital Improvement Budget. If there are any remaining funds after the roof project is complete those funds shall be transferred to the Capital Reserve Fund to be reserved for future use for Capital Projects.

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

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL: See 7b.

7b. REPORTS OF TOWN COUNCIL LIAISONS: Paul Krasusky commented on the BOE meeting: The School Resource Officer was selected, and his name is Trooper Corradi. The Board has engaged a placement agency for the superintendent position, they are continuing to develop their three year budget, there is consideration for a ½ day program as an option for kindergarten (which would coincide with full-day K), and the BOE policy committee is seeking more time to do their diligence regarding the field policy. Karen Moran added that Trooper Corradi will be formally introduced to the Board at the June 11th meeting. Mr. Clark said the Board met last Thursday regarding the superintendent search. Three placement firms have come forward. Reference checks have been done, and discussion has been occurring. After their regular meeting tomorrow night, they may be able to designate the firm. Once the firm is selected, they will need to discuss where the money will come from to pay for said firm.

Mr. Krasusky met with Ms. Rubino, Ms. Moran and Mr. Adlerstein regarding shared services. They are continuing to review and consider areas of facilities and custodial services. Ms. Moran passed out a flyer regarding the 'First Annual Community Volunteer Day!' which will be held at the Tolland Middle School. Information on the day was sent via e-blast today. Ms. Rubino said they have received donations from Subway and Banner Water, as lunch will be provided throughout the day to the volunteers. There are three shifts available. Their goal is to have 50 volunteers. Ms. Bellody said they are hoping this can become a yearly event. Honeywell will be supplying the paint supplies.

Ms. Rubino updated on the Ag Commission: Ms. Farmer is working on an Ag Viability Grant, and they are also working on a publicity brochure.

Mr. Field updated on the PCC: They had another great parade on Memorial Day.

Mr. Eccles updated on the Tech Advisory Board: Now that the budget has passed, the fiber project is moving forward. An RFP will be going out, and they are hopeful that a vendor will be selected by July 1st. They are also hoping to complete the town wide fiber network by July 2015. They did discuss shared services with the BOE and town hall. There was a mixed reaction, although they will try and actively look for ways to share services.

Mr. Scavone said the Business Meet and Greet is June 3, 2014 at Crandall's Lodge @ 6:30 p.m. All local businesses are invited to attend.

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

8.1 Consideration and action on Solar Lease Agreement.

Mr. Werbner said the contracts have been worked out. The only difference in the contract since their last discussion is the request for additional compensation. Now, the agreement is for 25 years, rather than 20 years. There is a sliding scale in terms of the minimal amount of savings that we'd be guaranteed for the three sites. Each of these projects is dependent upon getting the financing, which is competitive through the State. The financing that is being sought is on a project by project basis. So they may get it for one, some, or all of the projects. Each project stands on its own. There is no downside to the community with moving forward with this. There is a savings that we will get towards our electrical costs going forward for the next 25 years. The potential savings could be upwards of \$2m over the 25 years. We should know by the end of June if this project is 'a go'. As far as Mr. Werbner knows, we are the first community in the State to do this through the CCM program. The town attorney has reviewed the contracts.

Bill Eccles moved to accept the following motion:

BE IT RESOLVED that the Town Manager is hereby authorized to execute the Solar Lease Agreement.

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

8.2 Approval for the Town Manager or his designee to waive the Building Permit Fees for certain repairs at Old Post Village in accordance with Town Council policy.

Mr. Werbner said the Housing Authority has some minor renovation work that they are doing. They needed an electrical permit taken out. The cost of the permit was \$105.00. The Town Council has the authority to waive the building permit fee, except the small portion that is due to the State.

Bill Eccles moved to accept the following motion:

BE IT RESOLVED that the Town Manager or his designee is hereby authorized to waive Building Permit Fees for certain repairs at Old Post Village.

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

8.3 Appointment to the Connecticut Water Company Water System Advisory Committee.

Mr. Werbner said this is a new committee. The Connecticut Water Company ("CWC") is establishing an Advisory Committee as part of their agreement to provide water to UConn. They are seeking a representative from Tolland that will provide local input and ensure communication and collaboration relating to the water system, system improvements, local planning, economic development, water and land conservation and environmental stewardship. This appointment will be for a two-year term.

Mr. Field suggested that this item be tabled until they have a volunteer in place. The other members agreed, so this will be on the next meeting's agenda

8.4 Appointments to vacancies on various municipal boards/commissions.

Jan Rubino motioned to re-appointment Carolyn McLeod to the Housing Authority for the term of June 30, 2014 – June 30, 2019; Seconded by Ben Stanford. All in favor. None opposed.

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

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

10.1 Revaluation Public Awareness Presentation given by Town Assessor, Jason Lawrence.

Jason Lawrence, Town Assessor, gave a presentation regarding the 2014 Tolland Revaluation with the use of a PowerPoint. For the last eight weeks, he has been out reviewing properties. He reviewed the revaluation process with the Council members. In summary, he has conducted a review of the sales. One years' worth of sales will be used in the final analysis, 10/01/2013 – 10/01/2014. His field review consists of a drive by viewing to ensure correct data and to record market influences. New photos are being taken to update images, which are currently ten years old. One hundred Income and Expense reports have been sent out to all income producing properties. To date, 48 reports have been received. After all the reconciliation work has been performed, Mr. Lawrence will perform a sales analysis. In late November, all properties will be sent an assessment change notice. Instructions on how to file an appeal will be included with the mailing. Those wishing to appeal their assessment will be able to set up an appointment to discuss their concerns. Mr. Lawrence said an e-blast was sent out regarding the revaluation, and the Journal Inquirer has been notified. Mr. Werbner suggested that the schools might want to put some type of notice in the backpacks. It was also suggested that something be posted on the Tolland Works Facebook page. Mr. Lawrence invited people to stop by the Tax Assessor's office if they have any questions.

11. ADOPTION OF MINUTES

11.1 May 13, 2014 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Paul Krasusky. All in favor. None opposed. Jan Rubino abstained.

12. CORRESPONDENCE TO COUNCIL

12.1 E-mail from Pat (pklonoski) re: Bulk Waste - no pickup

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: Mr. Scavone reminded the Business Meet and Greet is June 3, 2014 at Crandall's Lodge @ 6:30 p.m.; and the First Annual Community Volunteer Day is June 14, 2014. Mr. Stanford said June 4, 2014 @ 7:00 p.m. is the Community Emergency Response Team ("CERT") Graduation at the Fire Training Center.

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

~~15. EXECUTIVE SESSION:~~ *No Executive Session was held.*

16. ADJOURNMENT: Rick Field moved to adjourn the meeting; Seconded by Paul Krasusky at 8:32 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk