

TOLLAND BOARD OF EDUCATION
Tolland High School Library
One Eagle Hill
Tolland, CT 06084

SPECIAL MEETING

6:30 – 7:30 P.M.

AGENDA
June 25, 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
- B. EXECUTIVE SESSION – Security Matters
- C. ADJOURNMENT

TOLLAND BOARD OF EDUCATION
Tolland High School Library
One Eagle Hill
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
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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 – June 11, 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 CABA Search Services
- F.2 Alfred Frattini Recognition – No Enclosure
- F.3 Announcement of Retiring Staff
- F.4 Leave of Absence Report
- F.5 2013 – 2014 Approved Field Trips
- F.6 2013-2014 Status of the Budget

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

- H.1 Interim Superintendent – Status (No Enclosure)
-

I. BOARD ACTION

- I.1 Primary Mental Health Grant
- I.2 Board Policy 5100 – Student Dress
- I.3 Proposed Increase in Lunch Prices
- I.4 2014-2015 Budget Adoption (No Enclosure)

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Meeting - June 10, 2014

M. FUTURE AGENDA ITEMS

N. Executive Session – Interim Superintendent

O. ADJOURNMENT

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

REGULAR MEETING – June 11, 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 Fratonl.

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

B. APPROVAL OF MINUTES – May 28, 2014 – Regular Meeting

Mr. Adlerstein clarified that under item F.3, Ms. Neel is leading the 3-year budget project. He and Mr. Sce are assisting her. Mr. Clark motioned to approve the minutes of the May 28, 2014 regular meeting. Mr. Doyle seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit) - none

D. POINTS OF INFORMATION - none

E. STUDENT REPRESENTATIVE REPORT - Aiyla Zahid

Ms. Zahid noted that VOICES had a motivational speaker give a presentation on his experiences with depression and bipolar disorder. Two weeks ago, the academic award ceremony took place and on Monday was Step-Up Day for the 8th graders. This evening is the sports' awards ceremony. Ms. Zahid noted that Ms. Sarah Welch and Mr. Charles Perosino are the new student representatives to the Board for the 2014/15 school year.

Mr. Adlerstein, on behalf of the Board, thanked Ms. Zahid for all she has done and wished her the best for her future. Mr. Pagoni added that some student representative emeritus visit the Board during their freshman year and invited her to do so as well.

F. SUPERINTENDENT'S REPORT

F.1. Rockville Vocational Agriculture Program Graduating Senior

Mr. Guzman introduced Ms. Nicole Bilodeau, a graduating senior from the Rockville Vocational Agricultural Program and Dr. William Pomper, a member of the Vocational Agriculture Advisory Committee.

Ms. Bilodeau thanked Tolland for allowing her to attend the program. It was a great experience that provided her with many opportunities including building her leadership skills. She noted that the teachers go above and beyond to educate the students and detailed some of her experiences. She participated in public speaking competitions and noted that while she never won, she learned more from losing. This fall, she will attend Unity College to study captive wildlife care and education.

Mr. Archie Tanner, a member of the Vo-Ag consulting committee, added that this is a wonderful program. It needs the support of the TMS guidance staff to make students aware of the opportunities and experiences the program has to offer. Dr. Pomper added that students in the program complete the standard high school curriculum in addition to agricultural studies.

Mr. Adlerstein, on behalf of the Board, congratulated Ms. Bilodeau and thanked Dr. Pomper and Mr. Tanner for their contributions.

F.2. School Resource Officer

Mr. Guzman introduced State Trooper Steven Corradi.

Mr. Adlerstein noted that the goal is for the Board to affirm Trooper Corradi for the School Resource Officer (SRO) position and invited the Board to ask questions.

Mr. Clark inquired how many years Trooper Corradi has been assigned to Tolland. Trooper Corradi responded that he has been at the barracks for over 4 years and in the resident trooper's office for 2 years.

Mr. Pagoni asked about Trooper Corradi's membership in the El Paso Intelligence Center Access noted on his resume. Trooper Corradi explained that he just completed training in this nationwide network that saves intelligence information on gangs and other items.

Mr. Pagoni asked why Trooper Corradi is interested in the position and how he sees the role as it pertains to administrators, teachers, and students. Trooper Corradi explained that he spent 11 years as a patrolman in Danielson, CT before becoming a State Trooper and wants to take care of the townspeople. He wants to work with kids and ensure safety within the schools. When he attended high school, there was an SRO. He has fond memories of him. The SRO was someone everyone could go to and Trooper Corradi would like to do the same here. He is looking forward to working as the SRO and appreciates the opportunity to do so. This is best thing in the world for his family and coaching responsibilities.

Mr. Adlerstein noted that this is a 1 year pilot program and asked Trooper Corradi what he believed would be accomplished and reported at that end of the year. Trooper Corradi responded that the goal is the safety of the children and the staff. He will work with the administration and the staff and is not planning on reinventing the wheel. It is the staff's school and he is there to help them in any way possible. He will use advice and criticism to improve and make things better and will have an open door policy.

Mr. Adlerstein commented that from an officer's perspective, safety comes first. From a resident's perspective, he asked what can be expected in terms of prevention of such items as student drinking, reckless driving, and drug use. Trooper Corradi responded that he would like to do a mock DWI scenario. This would involve bringing in Life Star and all facets of a real-life DWI incident. In regard to narcotics, he explained that there are drugs in the school and a lot of heroin in Town. A good deal of his background is in narcotics. In turn, this would help hinder some of the narcotics problems at the school. One option discussed was bringing a narcotics dog to walk the halls. Other options included various outlets whereby students could anonymously reach out to him.

Mr. Gorsky asked what qualities Trooper Corradi possesses that would make him a good person for this role. Trooper Corradi explained that he coaches 3 sports and has a family. His parents instilled values in him that he is passing on to his children and would like to use to help children in Tolland. He is a hard worker, has experience in many facets of the job, and is looking forward to the challenge of working with kids and helping them.

Mr. Doyle commented that having an SRO in the schools is a great benefit in the school community overall and asked Trooper Corradi how he will balance the inherent tension of wanting the best overall outcome for students and yet a situation where a student's arrest could cause him to go down a negative path. Trooper Corradi explained that he has some discretion and that answer is not to arrest everyone. Other options may exist. Mr. Doyle explained that it is an ongoing assessment and that one of his hopes for the SRO is that he is always ahead of the curve and building positive relationships. He noted that Trooper Corradi has extensive experience and training and asked if he will go through additional training. Trooper Corradi responded that he would. There is a lot of new technology and so much more to learn. He is interested in attending any additional training so that he will be able to stay ahead of the curve. Mr. Adlerstein requested that Trooper Corradi present a training plan. Trooper Corradi explained that training is based on what is offered and available. This is traditionally on a monthly basis. He added that Sergeant Stevens is also made aware of training opportunities in other municipalities. Mr. Doyle asked how Trooper Corradi would communicate with the Board. Trooper Corradi responded that this is something that could be worked on and will provide his contact information to the Board members. Everything will be run by the principals and then the superintendent. Then the Board can make a decision or ask him questions.

Ms. Moran noted that the SRO will spend the majority of time at the high school and asked how he would be available to the other schools in the community. Trooper Corradi responded that although his office will be at the high school, he will visit the other schools to learn their needs and goals. A brief discussion took place regarding dress options aside from the full state trooper uniform. Ms. Moran, as the Chair of the Outreach and Communications Committee of the Board, would like to send information out to the district and its families once the agreement has been finalized.

Mr. Adlerstein asked what Trooper Corradi needed from the Board. He responded that he needs the Board's support and requested that the members reach out to him with ideas.

Mr. Pagoni motioned to move this to item I.3. Mr. Doyle seconded the motion. All were in favor. Motion carried.

F.3. Board Policy 5100 – Dress Code

Board Policy 5100 was reviewed by the Policy Committee on June 4th. Ms. Gorsky reviewed the changes in the document. Overall, the changes give administrators' discretion in applying the policy.. Action will be taken on this item at the next meeting.

F.4. Proposed Increase in Lunch Prices

A request was presented to increase the following: elementary lunches .15, secondary lunches (including deli lunches) .10, and milk in all schools .10. Ms. Abby Kassman-Harned, Director of Food Service, explained that in comparison to other schools in the DRG, Tolland's prices are lower in the elementary school and average in the high school. She went on to review the changes taking place due to federal impact and a brief discussion took place.

F.5. Girls Lacrosse Team - Proposal

In 2012, the Board approved the establishment of a Girls Lacrosse Team for the 2012/3 and 2013/4 school years and the Tolland Lacrosse Club agreed to sponsor this team. The administration is requesting to establish a Tolland High School Girls Lacrosse Team for FY2014/15 as a school-budgeted program. The funds are available and the anticipated revenue of \$6,400 is based on 32 students participating. Mr. Pagoni asked if there would be varsity and junior varsity options. He expressed concern that with 32 participants at only the varsity level, some students may sit on the bench and he would like all students to have a realistic chance to play. The students are paying to participate. Mr. Guzman will have more information available at the next meeting in regard to this concern.

Mr. Guzman noted that the operational guidelines for the SRO will be brought to the Board at the next meeting through the Finance and Facilities Committee.

Mr. Guzman explained that there have been 9 requests for half-day kindergarten. Mr. Swanson explained the structure of the all-day program and how the half-day program requests could be accommodated. He will present further information to the Policy Committee on July 9th. Mr. Pagoni noted that he would like the parents of the half-day kindergarten students to know what their children are missing so that the half-day curriculum may be supplemented at home.

G. COMMITTEE & LIAISON REPORTS

Finance and Facilities

The draft report was presented by DRA. Changes will be made based on the Committee's requests and be presented at the July 1st meeting. The final draft will be presented to the Board at the first Board meeting in July. An additional Committee meeting will be scheduled to address additional items.

Communications

Ms. Moran noted that the Website Task Force is reviewing Google Analytics data provided by Mr. Sher.

Ms. Moran noted 45 volunteers have signed up to work at Saturday's event at TMS. She added that Ms. Bellody, Ms. Rubino, and Mr. Wilkinson have been instrumental in making this happen and thanked them. Additionally, Subway is donating sandwiches, TEPTO is donating chips, and Banner Water is donating bottled water for the event. Since they do not have many all-day volunteers, Ms. Moran noted that they would be happy to have additional participants.

Policy

The Committee met on June 4th and a discussion on anti-bullying apps took place. It highlighted the importance of protecting students who report bullying.

Other items discussed included the dress code and web filtering. In regard to the latter, the Committee recognizes that it cannot protect students at every moment given the vastness of the internet. It will discuss awareness with the administration and review the acceptable use policy. Advertising signage on the field at THS was discussed as well. The Committee deemed that a sign was not appropriate and requested that the sponsor make another submission. Further, the Committee discussed refunds for academic pay to participate but did not come to a decision.

On June 9th, the curriculum workshop was held. Dr. Eidson and the curriculum coordinators were in attendance as well as the public. There was a lot of positive energy and good discussions. The event was well received.

H. CHAIRPERSON'S REPORT - none

I. BOARD ACTION

I.1 Search Committee

Mr. Doyle motioned to form a search committee as a Board with additional members to be named at a later date to ensure there is representation from teachers, administrators, and community members. Mr. Pagoni seconded the motion. A discussion took place. Mr. Guzman explained that the idea of making the Board the Search Committee allows them to having to have the necessary discussions going forward. A screening committee is a larger committee that invites staff and members of the public. He suggested that the resolution be that the Board appoints itself as the Search Committee.

Mr. Adlerstein noted that there will be a screening committee made up of 15-20 people from different aspects of the school population – inside the school, parents, and others in the community. The screening committee will look at the profile, surveys, review resumes, hold first interviews, and narrow down the pool. The Board, as the Search Committee, will interview the final candidates and make the decision. The Search Committee is synonymous with the Board but behaves differently.

Mr. Pagoni withdrew the second. Mr. Doyle withdrew the motion.

Mr. Doyle motioned to form a Search Committee and appoint the Board of Education as a committee of the whole. Ms. Gorsky seconded the motion. A discussion took place. All were in favor. Motion carried.

I.2 Letter of Understanding – CABA Search Services

Mr. Doyle motioned that the Board of Education approve the Letter of Understanding with CABA to conduct the superintendent search in the amount of \$10,500 with the potential of incidental costs of up to \$2,500 that the Board would be responsible for covering as noted. Mr. Clark seconded the motion. All were in favor. Motion carried.

I.3. Affirm the School Resource Officer

Mr. Pagoni motioned to accept Trooper First Class Steven Corradi as the Tolland School System School Resource Officer. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION

Kate Vallo, 72 Tolland Green, shared a message from Ms. Zahid. Ms. Zahid believes the SRO in uniform would be too intimidating and should be in plain clothes. She also would like to know what steps he would take to be less intimidating. Ms. Vallo noted that at her school, they have a successful composting program. The compost is then used in the mini agricultural program.

K. POINTS OF INFORMATION

Ms. Moran would like to pass Ms. Zahid's information to the SRO. Mr. Adlerstein commented on his expectation that the Board is not leading with narcotics-sniffing dogs but to have people in schools to help students make good choices and put prevention programs in place.

Mr. Pagoni commented that many have forgotten what it was like to be a kid and that it is important to remember in regard to the lunch discussion. In reference to the drug-sniffing dogs, if you tell the students that three times a year a dog is coming and will sniff, one cannot be more blunt than that. In other words, do not bring drugs into the school system. If the students get in trouble, then they are asking for it. It is a prevention issue and helps keep drugs out. In regard to the uniform, the state police may have requirements regarding this and Mr. Pagoni requested follow up. Once the SRO is there and acting as a role model, people will begin to feel more comfortable. Regardless, he would like to see a group of students meet with the SRO once a month to tell him what the students think. Ms. Vallo noted that she was only carrying Ms. Zahid's message. She believes Trooper Corradi is great and the students will see that.

Mr. Doyle commented that the goal is not to have an intimidating presence at the school. What he heard is that the Trooper is willing to work with the Board so that they can figure it out together. He added that he considers having dogs show up at the school is an escalation and that is something that would need to come before the Board, possibly in executive session. It would be a Board decision regarding escalating the intensity in the schools.

A resident commented that she works somewhere where dogs do come in. It is a community feeling and once the kids get to know the dog, it is not intimidation.

Ms. Moran noted that in regard to the volunteer day, Mr. Doyle was very instrumental in getting it together and thanked him for getting the ball rolling.

L. CORRESPONDENCE

- Town Council Meeting - May 27, 2014

M. FUTURE AGENDA ITEMS

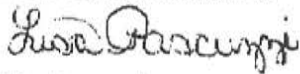
- Birch Grove Mental Health Grant
- Introduction of Dr. Paul Gagliarducci
- Leave of absence report
- Approved field trips

- Operational guidelines for SRO (if available)
- Policy on student dress
- Lunch prices
- Lacrosse team
- Information regarding the state security grant (if available)
- 2014/15 Budget
- 2013/14 Status of the budget
- Recognition of Board member who is leaving

N. ADJOURNMENT

Mr. Clark motioned to adjourn the meeting at 9:52 PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

Tolland Middle 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

out Earth
Board of Education

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BOE Meeting Schedule

BOE Members

BOE Committees

BOE Meeting
Documents/Summaries

Pending Minutes

Committee Minutes

Agenda-Past Minutes

Status of the Budget

Policies

Tolland Public Schools - Board of Education - Agenda-Past Minutes

Agenda-Past Minutes



Tolland Board of Education Agendas 2011-2014

[June 11, 2014](#)

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[March 19, 2014 - Special Meeting](#)

[March 12, 2014](#)

[March 5, 2014 - Special Meeting](#)

[February 26, 2014](#)

[February 12, 2014](#)

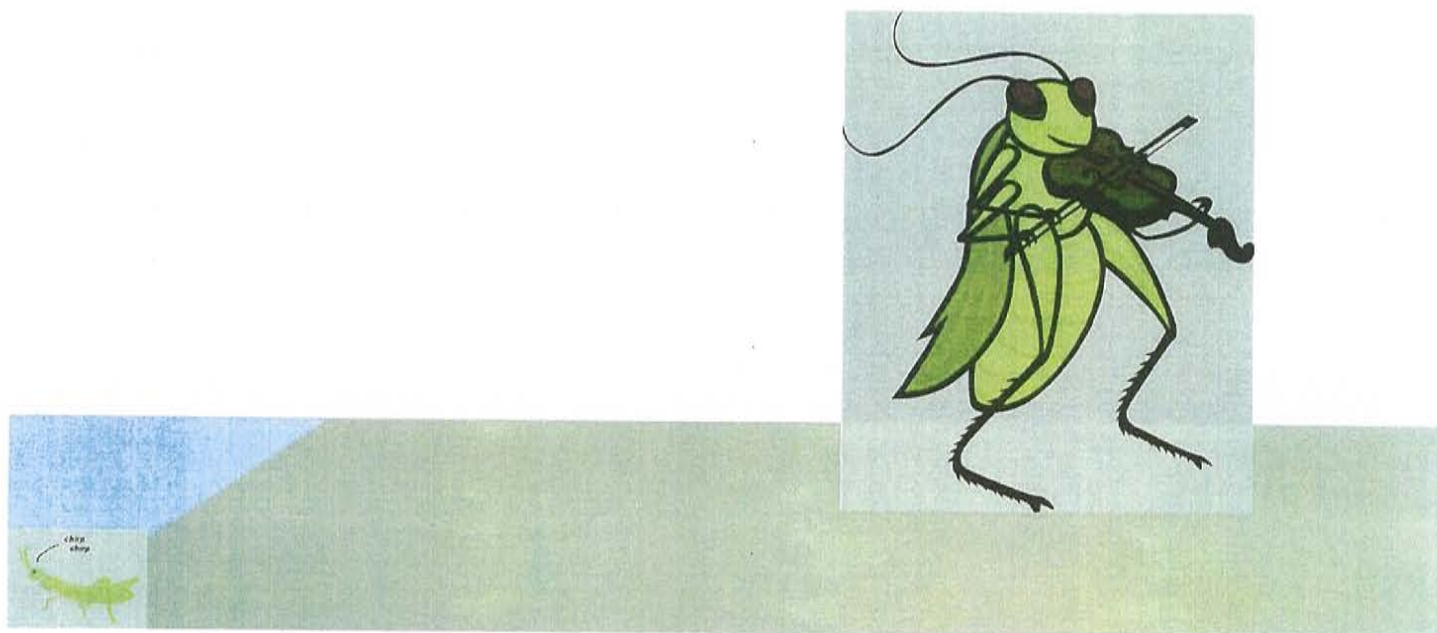
[January 28, 2014](#)

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version of meeting
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Agenda

- A. CALL TO ORDER | B. APPROVAL OF MINUTES
 - Regular Meeting - May 28, 2014
 - C. PUBLIC PARTICIPATION 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 Girl's Lacrosse Team - Proposal
 - G. COMMITTEE & LIAISON REPORTS | H. CHAIRPERSON'S REPORT
 - I. BOARD ACTION
 - I.1 Search Committee
 - I.2 Letter of Understanding - CAFE Search Services
 - J. PUBLIC PARTICIPATION (2 minute limit, comment on these agenda items. | K. POINTS OF INFORMATION
 - L. CORRESPONDENCE
 - Town Council Meeting - May 27, 2014
 - M. FUTURE AGENDA ITEMS | N. ADJOURNMENT
- SEARCH COMMITTEE MEETING

CORRESPONDENCE SINCE MAY 28 MEETING

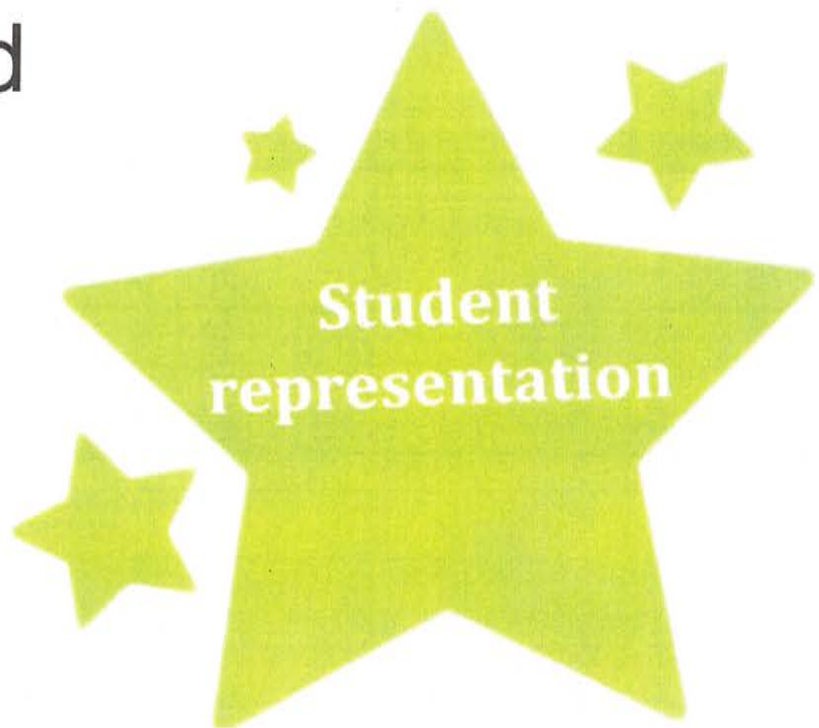


Public Participation

2 min :-)



Aiyla Zahid



F.1

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

F.2

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

149 Tollard Stage Road
Tollard, 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
• IOS [®] Connecticut State Police Training Academy	August	1998
• Outlaw Motorcycle Gang Conference	July	1997
• Skyshare 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" Tollard - Trooper First Class
- Tollard 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 (1989-1991) 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

F.3

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

F.4

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 Tuland.

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.

TO: Members of the Board of Education

F.5

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.

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

I.1

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 – CAFE Search Services

I.2

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

Approval is recommended.

WDG:jp

Application Process

The Tolland Board of Education has engaged the services of the Connecticut Association of Boards of Education (CABE) Search Services to conduct a search for qualified candidates. The screening process is ongoing. All Applicants must provide the following:

- A CABE Search Service application available at www.cabe.org/support
- A letter of interest and current resume
- A brief review of key professional accomplishments and an explanation of the chronology of positions

Tolland Highlights

- Full-day kindergarten implemented for Fall 2014
- Award winning High School DECA team
- Above state average SAT scores
- Above state average graduation rates
- Above state average students attending higher education
- Award winning High School music programs
- Conference and State championship athletes teams
- Active and involved parents in school organizations
- Active Educational Foundation


- A minimum of three recent letters of professional reference
- Undergraduate and graduate transcripts and a copy of professional certification
- All candidates must possess or meet Connecticut certification requirements as a school superintendent




Contact Dr. Paul Gagliarducci,
Search Consultant at
860.539.7594 or email
pgagliarducci@cabeinarch@cabe.org
P.O. Box 290252
Wethersfield, CT 06109-0252
Email:
pgagliarducci@cabeinarch@cabe.org
Website: www.cabe.org/support

Tolland Public Schools is
an equal opportunity employer

**An Opportunity
To Lead
Superintendent
Tolland
Public Schools
Tolland, CT**



*Where Excellence is
Achieved Through Each
Individual's Success*



Draft

To be sent to CABE data base of superintendents and assistant superintendents.

The Tolland Community

In May 1772, Tolland became the 39th town in Connecticut to receive its charter. The town covers an area of forty-one square miles and is situated twenty miles northeast of Hartford, CT. It is conveniently located near interstate I-84 and as a result, it is within easy driving distance of both Boston and New York City. Geographically, it is nearly in the center of southern New England.



Tolland is proud of its heritage and continues to maintain the charm of an old New England community. The town green is a registered historic district. Many architecturally beautiful buildings surround the District. Several of these important buildings have been adapted to serve modern needs while retaining the flavor of the older village. The Tolland Board of Education building, for example, started life in 1830 as Tolland County Bank.

The Town has witnessed substantial growth and has become a suburban community within easy commute of business centers in Hartford and Worcester, Massachusetts. Tolland was named by *Money Magazine* as one of the top 50 places in the United States to live. Quality of life is the primary reason cited by residents for their decision to live in Tolland. Its citizens describe it as a rural community and many wish to see its characteristics retained. Currently over 15,000 people call Tolland home.

The Tolland Public Schools

The Tolland Public Schools educate over 3,000 students in grades Pre-K to 12 in four academic buildings. Tolland High School, home of the Eagles, opened in 2006. The "old" Tolland High School has become the district's Middle School housing students in grades 6, 7, and 8. Students in grade 3, 4, and 5 attend the Intermediate school and Birch Grove Elementary Schools serves as home to Pre-K to grade two students. The schools will operate on a budget of over \$37,000,000 for the 2015 fiscal year.

Goal

To provide learning environments and curricula which maximize student achievement and prepare our students to become contributing members of the community and society as a whole.

The Tolland Board of Education is an elected nine-member board and the Superintendent of Schools reports directly to the Board of Education. The Board holds its regular monthly meetings in public, generally on 2nd and 4th Wednesdays of each month. The new superintendent will have the opportunity to work with a dedicated and determined Tolland Board of Education to provide the best education for the future generations of Tolland.

Superintendent Qualifications

The Tolland Board of Education seeks an experienced and enthusiastic leader to head its school district. The vacancy is a result of the retirement of William Guzman who served the district for the past twelve years. The new superintendent shall be Connecticut certified, have experience with curriculum development, the budget process, and possess strong communication skills. Additionally, candidates should have knowledge of educational issues facing Connecticut school districts such as Common Core, new teacher and administrative evaluations, and changes to the State's student assessment programs.

Important factors considered by the Board:

- Ability to work closely with the Board of Education
- Stresses the need to be collaborative with the district's constituency groups
- Fosters a climate of trust
- Holds self and others accountable for district outcomes
- Promotes instructional excellence
- Communicates and maintains a visible presence
- Manages the fiscal well being of the district
- Defines and promotes a shared vision

Compensation Package

A regionally competitive salary will be negotiated with the successful candidate. The Tolland Board expects to appoint a new superintendent by the Fall of 2014.



Visit the district website: www.tolland.k12.ct.us

Draft

9 Characteristics of High Performing Schools

1. Clear and Shared Focus
2. High Standards and Expectations for All Students
3. Effective School Leadership
4. High Levels of Collaboration and Communication
5. Curriculum, Instruction and Assessment Aligned with Standards
6. Frequent Monitoring of Learning and Teaching
7. Focused Professional Development
8. Supportive Learning Environment
9. High Levels of Family and Community Involvement

Nine Characteristics of high-performing schools

- 1. Clear and Shared Focus.** Everybody knows where they are going, and why. The focus is on achieving a shared vision, and all understand their role in achieving the vision. The focus and vision are developed from common beliefs and values, creating a consistent direction for all involved.
- 2. High Standards and Expectations for All Students.** Teachers and staff believe that all students can learn and meet high standards. While recognizing that some students need even more support, these standards are not seen as unattainable. Students are offered an opportunity to achieve.
- 3. Effective School Leadership.** Effective school leaders and administrative leadership is required to implement change processes. Effective leaders proactively seek needed help. They grow it. Effective leaders have different styles and roles - teachers and other staff, including those in the district office, often have a leadership role.
- 4. High Levels of Collaboration and Communication.** There is strong teamwork among teachers, including principals and members of the community, to identify problems and work on solutions.
- 5. Curriculum, Instruction and Assessment Aligned with Standards.** The planned and actual curriculum are aligned with the essential academic learning requirements (EALRs). Planning-based teaching strategies and materials are used. Staff understand the role of continuous monitoring of student progress and needs. Assessment results are used to focus and improve instruction.
- 6. Frequent Monitoring of Learning and Teaching.** A variety of data is collected and analyzed during the school day or minute intervals in the classroom. Teaching is adapted based on frequent monitoring of student progress and needs. Assessment results are used to focus and improve instruction.
- 7. Focused Professional Development.** A strong emphasis is placed on training staff in areas of development. The support is also aligned with the school or district vision and objectives.
- 8. Supportive Learning Environment.** The school has a safe, civil, healthy and intellectually stimulating learning environment. Students feel supported and motivated to learn. Instruction is personalized and meaningful and connects with the staff and student context with teachers.
- 9. High Levels of Family and Community Involvement.** There is a sense that all have a responsibility to educate students, not just teachers and school staff. Teachers, businesses, social service agencies, and community centers/universities all play a vital role in the effort.

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)		\$ 73,357		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		

First Annual Community Volunteer Day!



Many hands make Tolland work... better!

**Tolland leaders are seeking residents to participate in our
Community Volunteer Day!**

Saturday, June 14th

Location: Tolland Middle School

Project: Preparing restroom walls & ceilings to be painted





Honeywell Corporation will be sending in their own employees to do volunteer work in our community. We have identified a painting need at Tolland Middle School as their project, but before they arrive, we will be utilizing our own resident volunteers to prep the walls.

Tasks will include: cleaning, repairing and priming restroom walls & ceilings.
Tools, painting supplies, goggles, and gloves will be provided.
You may bring your own protective eyewear if needed.

Shifts available:

8:00am – 4:00pm*

8:00am – 12:00pm

1:00 – 4:00pm

Snacks and water will be provided.

*Lunch will be provided for the all day shift ONLY.

Students age 15 or older are welcome, and hours count toward community service requirements.

NOTE: Everyone will be required to sign a waiver form. Parents/Guardians must be present to sign for students and must accompany students during their volunteer shift.

TO VOLUNTEER - CONTACT: Karen Moran, 4morans@gmail.com, 860-870-1111 by June 10th

Thank you for making a difference in your community!

Public Participation

2 min :-)





**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. Eldson #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 25, 2014
SUBJECT: CABA Search Services

Mr. Paul Gagliarducci, consultant with CABA Search Services, will be at the Board meeting to speak about the Superintendent search process and answer any questions.

WDG:jp

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: June 25, 2014

SUBJECT: Announcement of Retiring Staff

The following 10 individuals have announced their retirement from the Tolland Public School system during the 2013-2014 fiscal year. These individuals have served the Tolland students in a variety of capacities throughout the years. We thank them for their years of service, professionalism and dedication.

Employee Name	Years of Service	Position/School
Gregory Emerson	40	Physical Education Teacher – Middle School
Janice Bacewicz	36	Art Teacher – Birch Grove
Diane Wurmbrand	29	Math Teacher – High School
Carolyn Jalbert	21	Family Consumer Science Teacher – Middle School
Donna O'Connor	17	Special Education Teacher - Intermediate School
Eileen Wolff	15	Special Education Teacher - Intermediate School
Elaine Wilmes-Pandolfo	12	Special Education Teacher – High School
Joseph Peters	12	Special Education Teacher – High School
Cheryl Abbott	19	Superintendent Secretary
John Larner	14	Custodian – Birch Grove

WDG:jp

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: June 25, 2014

SUBJECT: Leave of Absence Report

As per Board of Education, resolution adopted on July 11, 2007, below is a status report on requests for unpaid Leaves of Absences since the beginning of the school year.

POSITION	DATES OF REQUEST	RATIONALE	GRANTED/REJECTED
Teacher	January 23 – 24, 2014	Travel Cancellation	Granted
Teacher	June 13, 2014 (1/2 day)	Son's Graduation	Granted
Teacher	May 30 – June 5, 2014	Attending/ Performing Musical Production	Granted
Paraprofessional	March 28, 2014	Mother's Funeral	Granted

Please note that none of these leaves resulted in a cost to the District. There was a cumulative savings to the District of \$766.64.

WDG:jp

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: June 25, 2014

SUBJECT: 2013- 2014 Approved Field Trips

In accordance with Board of Education Policy 5150, Field Trips, the following field trips have been approved for the 2013- 2014 school year.

School	Date(s)	Trip Destination	Purpose
Tolland High School	February 6 – 9, 2014	Quebec City, Canada	CT State World Language Standard-Community
Tolland High School	February 7 – 10, 2014	Orlando, Florida	Cheerleading Competition
Tolland High School	April 10 – 19, 2014	Spain	Curriculum for Spanish Students
Tolland High School	May 2 – 7, 2014	Atlanta, Georgia	National DECA Competition
Tolland High School	May 30, 2014	Clinton, Massachusetts	To visit the Russian Icon Museum
Tolland Middle School	June 2 – 6, 2014	Key Largo, FL	Marine Ecology Research
Tolland High School	June 12 – 16, 2014	Greensboro, North Carolina	Nationals for Track& Field
Tolland Middle School	November 11 - 14, 2014	Washington, D.C.	To Tour the Nation's Capital

WDG:jp

TO: Members of the Board of Education

FROM: William D. Guzman
Jane A. Neel

DATE: June 25, 2014

SUBJECT: Status of the Budget – June 12, 2014

In accordance with Board of Education Policy 3010, attached is the status report of the budget for fiscal year 2013/2014 as of June 12, 2014.

The budget for fiscal year 2013/2014 as adopted is \$36,059,250.

As of June 12, 2014 expenditures, encumbrances and projected expenditures total \$35,892,774, leaving an unexpended balance at this time in the amount of \$166,476.

The continued review of open purchase orders has released encumbered funds from a variety of programs. Examples of some of the purchase order reductions are as follows:

Program 701 – Transportation \$10,308 - reduction in individual student runs

Program 131 – Special Services \$15,000 - reduction in tuition

Program 663 – Utilities \$22,140 - reduction due to updated projection through
year end.

We will continue to review encumbrances through the close of the fiscal year to ensure that we have the most accurate carryover of encumbered funds on June 30, 2014.

TOLLAND PUBLIC SCHOOLS
Business Services
June 12, 2014
Fiscal Year 2013-14 Expenditure Report

Program #	Program Description	Original Budget	Year-to-Date Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April/May/June Budget Transfers	Balance	%	Projected Expenditures/ Adjustments
101	Language Arts	\$ 56,583	\$ -	\$ 56,583	\$ 55,689	\$ -	\$ 894	1.6%	0
102	Math	\$ 36,666	\$ -	\$ 36,666	\$ 36,344	\$ -	\$ 322	0.9%	0
103	Social Studies	\$ 16,087	\$ -	\$ 16,087	\$ 12,784	\$ -	\$ 3,303	20.5%	0
104	Science	\$ 64,700	\$ 28	\$ 64,728	\$ 64,199	\$ -	\$ 529	0.8%	0
105	Art	\$ 27,455	\$ -	\$ 27,455	\$ 25,110	\$ -	\$ 2,345	8.5%	0
106	Music	\$ 15,751	\$ -	\$ 15,751	\$ 10,617	\$ -	\$ 5,134	32.6%	0
107	Physical Education/Health	\$ 13,638	\$ -	\$ 13,638	\$ 11,072	\$ -	\$ 2,566	18.8%	0
108	World Language	\$ 15,644	\$ -	\$ 15,644	\$ 11,386	\$ -	\$ 4,258	27.2%	0
109	Family and Consumer Science	\$ 14,879	\$ -	\$ 14,879	\$ 14,802	\$ -	\$ 77	0.5%	0
110	Technology Education	\$ 26,560	\$ -	\$ 26,560	\$ 20,590	\$ -	\$ 5,970	22.5%	0
111	Business Education	\$ 24,175	\$ -	\$ 24,175	\$ 16,769	\$ -	\$ 7,406	30.6%	0
112	Digital Education	\$ 9,366	\$ (28)	\$ 9,338	\$ 5,820	\$ -	\$ 3,518	37.7%	0
115	TALC	\$ 1,240	\$ -	\$ 1,240	\$ -	\$ -	\$ 1,240	100.0%	0
131	Special Services	\$ 2,375,880	\$ (1,093)	\$ 2,374,787	\$ 2,120,344	\$ -	\$ 254,443	10.7%	(15,000)
132	Special Education	\$ 97,408	\$ -	\$ 97,408	\$ 86,647	\$ -	\$ 10,761	11.0%	0
133	Interdistrict Programs	\$ 179,899	\$ -	\$ 179,899	\$ 191,003	\$ -	\$ (11,104)	-6.2%	0
134	Student Athletics	\$ 157,480	\$ 360	\$ 157,840	\$ 152,250	\$ -	\$ 5,590	3.5%	3,521
136	Student Activities	\$ 28,820	\$ -	\$ 28,820	\$ 20,534	\$ -	\$ 8,286	28.8%	0
142	School Counseling Services	\$ 9,679	\$ -	\$ 9,679	\$ 6,481	\$ -	\$ 3,198	33.0%	0
144	Nursing	\$ 19,764	\$ (360)	\$ 19,404	\$ 15,326	\$ -	\$ 4,078	21.0%	0
145	Library	\$ 13,845	\$ -	\$ 13,845	\$ 11,322	\$ -	\$ 2,523	18.2%	0
146	Audiovisual	\$ 2,015	\$ -	\$ 2,015	\$ 507	\$ -	\$ 1,508	74.8%	0
710	Principals' Office	\$ 166,203	\$ (11,200)	\$ 155,003	\$ 112,938	\$ -	\$ 42,065	27.1%	7,500
701	Transportation	\$ 2,329,416	\$ -	\$ 2,329,416	\$ 2,347,554	\$ -	\$ (18,138)	-0.8%	(10,308)
755	Superintendent's Office	\$ 26,145	\$ -	\$ 26,145	\$ 28,768	\$ -	\$ (2,623)	-10.0%	1,000
756	Business Services	\$ 193,137	\$ -	\$ 193,137	\$ 219,788	\$ -	\$ (26,651)	-13.8%	10,000
757	Technology Services	\$ 267,486	\$ 83,398	\$ 350,884	\$ 350,361	\$ -	\$ 523	0.1%	(9,472)
661	Custodial Services	\$ 158,926	\$ 22,500	\$ 181,426	\$ 192,853	\$ -	\$ (11,427)	-6.3%	0
667	Comm/Ins	\$ 186,894	\$ -	\$ 186,894	\$ 186,645	\$ -	\$ 249	0.1%	0
663	Utilities-Energy Mgt	\$ 1,307,857	\$ -	\$ 1,307,857	\$ 1,375,267	\$ -	\$ (67,410)	-5.2%	(22,140)
666	Energy Management	\$ 6,380	\$ -	\$ 6,380	\$ -	\$ -	\$ 6,380	100.0%	0
662	Maintenance	\$ 427,362	\$ (22,500)	\$ 404,862	\$ 375,663	\$ -	\$ 29,199	7.2%	(3,437)
770	Prog/Prof Development	\$ 82,738	\$ 11,200	\$ 93,938	\$ 70,852	\$ -	\$ 23,086	24.6%	10,000
790	Adult Education	\$ 30,269	\$ -	\$ 30,269	\$ 30,267	\$ -	\$ 2	0.0%	0
791	Board of Education	\$ 102,720	\$ -	\$ 102,720	\$ 118,697	\$ -	\$ (15,977)	-15.6%	0
xxx	Program Total	\$ 8,493,067	\$ 82,305	\$ 8,575,372	\$ 8,299,249	\$ -	\$ 276,123	3.2%	\$ (28,336)

TOLLAND PUBLIC SCHOOLS
Business Services
June 12, 2014
Fiscal Year 2013-14 Expenditure Report

Program #	Program Description	Original Budget	Year-to-Date Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April/May/June Budget Transfers	Balance	%	Projected Expenditures/ Adjustments
177	Staff Services - Other	\$ 1,123,383	\$ -	\$ 1,123,383	\$ 1,295,595	\$ -	\$ (172,212)	-15.3%	(10,178)
177	Staff Services - Health Insurance	\$ 4,972,188	\$ -	\$ 4,972,188	\$ 5,092,481	\$ -	\$ (120,293)	-2.4%	10,600
178	Certified Regular Ed	\$ 12,895,805	\$ (128,527)	\$ 12,767,278	\$ 12,685,831	\$ -	\$ 81,447	0.6%	(55,732)
179	Certified Special Ed	\$ 2,849,262	\$ (24,029)	\$ 2,825,233	\$ 2,655,995	\$ (18,305)	\$ 150,933	5.3%	1,890
180	Non-Certified	\$ 1,261,668	\$ 1,093	\$ 1,262,761	\$ 1,209,823	\$ -	\$ 52,938	4.2%	28,500
181	Building Operations	\$ 810,212	\$ -	\$ 810,212	\$ 764,305	\$ -	\$ 45,907	5.7%	5,772
182	Building Maintenance	\$ 174,046	\$ -	\$ 174,046	\$ 177,273	\$ -	\$ (3,227)	-1.9%	1,500
183	BOE Clerk	\$ 2,860	\$ -	\$ 2,860	\$ 2,904	\$ -	\$ (44)	-1.5%	280
184	Business Services	\$ 272,267	\$ -	\$ 272,267	\$ 277,222	\$ -	\$ (4,955)	-1.8%	500
185	Superintendent's Office	\$ 276,820	\$ -	\$ 276,820	\$ 274,993	\$ -	\$ 1,827	0.7%	0
186	Principals' Office	\$ 1,557,502	\$ -	\$ 1,557,502	\$ 1,529,633	\$ -	\$ 27,869	1.8%	0
187	Substitutes	\$ 297,746	\$ 69,158	\$ 366,904	\$ 557,006	\$ 18,305	\$ (171,797)	-46.8%	36,670
188	Systemwide Services	\$ 1,072,424	\$ -	\$ 1,072,424	\$ 1,070,464	\$ -	\$ 1,960	0.2%	51,000
xxx	Personnel Total	\$ 27,566,183	\$ (82,305)	\$ 27,483,878	\$ 27,593,525	\$ -	\$ (109,647)	-0.4%	\$ 70,802
xxx	Original Appropriation Total	\$ 36,059,250	\$ -	\$ 36,059,250	\$ 35,892,774	\$ -	\$ 166,476	0.5%	42,466
xxx	Grand Total	\$ 36,059,250	\$ -	\$ 36,059,250	\$ 35,892,774	\$ -	\$ 166,476	0.5%	\$ 42,466

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: June 25, 2014
SUBJECT: Primary Mental Health Grant

Since 2001, Birch Grove School has received a grant to support a paraprofessional who has been specially trained to work with students who have mild adjustment problems. This paraprofessional works under the direct guidance of the school psychologist. The grant in the amount of \$20,000 helps defray a portion of the paraprofessional salary. Attached is a copy of the abstract page and the budget form from the grant application.

The Administration recommends approval of the application for the Primary Mental Health Grant.

WDG:jp

ABSTRACT PAGE

Applicant Agency:	Tolland Public Schools
Local Project Title:	Birch Grove Primary Mental Health Program
Funds Requested:	\$20,000
Objectives:	<p>The objectives of the Primary Mental Health program are to:</p> <ol style="list-style-type: none">1) implement a school-based early detection and screening program to identify children with minimal to moderate problems in adjusting to school,2) establish specific goals and objectives for working with identified children,3) implement prevention goals,4) provide for parent participation in progress and termination conferences,5) coordinate this program with other existing programs,6) support and educate parents concerning their child's development and needs,7) evaluate program outcomes, and8) provide for staff development in primary mental health

Project Activities:

Besides offering the complete Primary Mental Health Program at Birch Grove Primary School, we have trained all teachers in "Responsive Classroom" and will begin the fourth year implementation of Positive Behavior Intervention and Support (PBIS). PBIS is a continuum from grades PK through 12. Besides PBIS, we use Second Steps materials and have a full Response to Intervention (RtI) program. Parents are encouraged to become involved in programs for parents at the Family Resource Center. All teachers are involved in Professional Learning Communities (PLCs) where they meet weekly to discuss student needs.

Procedures for Data Collection and Reports Expected:

The program at Birch Grove consists of at least 24 weeks of contact with students during the school year. Data used to determine the success of this program includes: number of children screened, number of children served, number of parent contacts and interactions, number of student service terminations with status of termination determined, and number of support services offered to parents. We also include information about parent participation in programs about child development and needs, reports on increased linkages with other schools concerning school-based early intervention/pre-referral strategies, and reports of staff development. Documentation of program results is available.

BUDGET FORM

ED 114 FISCAL Year 2012

GRANT <input checked="" type="checkbox"/> CONTRACT <input type="checkbox"/>		
GRANTEE NAME: Tolland Public Schools TOWN CODE: 142		
GRANT TITLE: PRIMARY MENTAL HEALTH PROGRAM		
PROJECT TITLE: Birch Grove PMH Program		
CORE-CT CLASSIFICATION: FUND: 11000 SPID: 12198 PROGRAM: 82079 BUDGET REFERENCE: 2012 CHARTFIELD1: 170036		
GRANT PERIOD: 07/01/14 - 06/30/15 AUTHORIZED AMOUNT: _____		
CODES	DESCRIPTIONS	BUDGET (State Funds)
112A	EDUCATION AIDES	\$12,946
112B	CLERICAL	
119	OTHER	
200	PERSONAL SERVICES EMPLOYEE BENEFITS	\$5,049
322	IN-SERVICE	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
580	TRAVEL	
590	OTHER PURCHASED SERVICES	\$2005
611	INSTRUCTIONAL SUPPLIES	
690	OTHER SUPPLIES	
700	PROPERTY/EQUIPMENT ONLY	
	TOTAL	\$20,000

_____ Original request date
_____ Revised request date

CT State Department of Education
Program Manager Authorization

Date of
Approval

BUDGET EXPLANATION

112a Education Aides

The salary for the paraprofessional is \$12,946

Total = \$12,946

200 Personal Services Employee Benefits

The benefits for a paraprofessional with a family plan are \$17,230. The benefits recorded here are a portion of that cost.

Total = \$5,049

590 Other Purchased Services

The fee for COMET* totals \$2005.

Total = \$2005

611 Instructional Supplies

Supplies are provided through the Board of Education.

Total = \$0

* COMET, from the Children's Institute in Rochester, New York, is the program responsible for gathering data and determining success of the Primary Mental Health program. They have been selected by our state to provide the program rating scales pre and post and the demographic and professional summary reports. Its use and payment is required for the grant.

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: June 25, 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

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
Jane A. Neel**

DATE: June 25, 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

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM JUNE 10, 2014 – 7:30 P.M.

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

MEMBERS ABSENT: Ben Stanford

OTHERS PRESENT: Steven Werbner, Town Manager; Linda Farmer, Director of Planning and Community Development; Clem Langlois, Public Works; Kathy Bach, President of the Tolland Historical Society; Celeste Senechal, Tolland 300th Anniversary Committee; Mike Wilkinson, Director of Administration 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 Certificate of Recognition and Thanks Presented to Wildflowers of Tolland and its owner, Heather Mathiau.

Kathy Bach and Celeste Senechal presented Ms. Mathiau with the following certificate:

*CERTIFICATE OF RECOGNITION AND THANKS
PRESENTED TO
WILDFLOWERS OF TOLLAND
AND ITS OWNER, HEATHER MATHIAU*

*On this 10th day of June 2014
For becoming a Crandall-level sponsor
And for her support of the Tolland 300th Anniversary Celebration*

- 4.2 Certificate of Recognition and Thanks Presented to The Savings Institute Bank and Trust.

Kathy Bach and Celeste Senechal presented representatives of The Savings Institute Bank and Trust with the following certificate:

*CERTIFICATE OF RECOGNITION AND THANKS
PRESENTED TO
THE SAVINGS INSTITUTE BANK AND TRUST*

*On this 10th day of June 2014
For becoming a Settlers Rock-level sponsor
And for its support of the Tolland 300th Anniversary Celebration*

Kathy Bach invited all to attend the celebration of the Star Spangled Banner. It is the 200th celebration of the song and the banner itself. It will be on the Tolland Green this Saturday at 12:00 p.m.

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

6.

Ms. Baker spoke on behalf of her mother Eleanor Anderson of 78 Browns Bridge Road: They are concerned about the separating of the abandoned highway from Browns Bridge Road to Webber Road. That highway has a drainage ditch that runs alongside of it. Years ago, the town maintained the ditch so that water would run properly. When they separate it out, the ditch will go to one abutter. They have been assured by that abutter that he would keep the drainage system clean. If the ditch does fill up with brush, etc., water will run down through the properties, and cause basements to flood. They don't have an issue with the property being separated, but they want to make sure the drainage ditch is not moved to create more problems.

Mr. Werbner said they might be able to put a caveat in to maintain the ditch. Ms. Farmer said wording can be added to the quit-claim deed that states the 'existing drainage ways are to remain open.'

7. **PUBLIC HEARING ITEMS:**

- 6.1 Discussion and approval of Resolution to acquire a 1.39 acre parcel along the Willimantic River rear of 139 South River Road owned by Stanley Bonk et ux for \$20,850.

Ms. Farmer said this is 1.39 acres along the Willimantic River. They have been working with the Bonk's for some time on this. The Bonk's are in the process of putting their house on the market, so they would be retaining their 2.02 acre house lot. A survey has been done, so they know exactly where the property lines are.

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

No public comment. A straw poll was conducted of all those in favor of this resolution: 2 in favor. 0 opposed.

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

Mr. Field asked how much tax revenue would be lost. Mr. Werbner said not a significant amount.

George Baker motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it approves the acquisition of 1.39 acres along the Willimantic River rear of 139 South River Road from Stanley Bonk et ux for \$20,850.

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

- 6.2 Discussion and approval of Resolution to abandon an "ancient highway" north of Browns Bridge Road and Quitclaim any Town rights to abutters.

Mr. Werbner said there will be a change to include a caveat for the continuation of the drainage ditch.

Jan Rubino moved to open the public hearing; Seconded by Bill Eccles. 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.

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

George Baker motioned to accept the following resolution, **with the one caveat included about the drainage ditch:**

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it approves the abandonment of the "ancient highway" running north from Browns Bridge Road north as shown on the attached map.

Seconded by Bill Eccles.

Mr. Field asked why they are doing this. Mr. Werbner said it was a request by one of the abutters. Ms. Farmer said this is a way of cleaning up a loose end. Should the land be sold in the future, the caveat will remain.

All in favor. None opposed.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Mr. Krasusky reported on the BOE: They discussed the upcoming years' budgets; the DRA study is complete; the SRO is being introduced to the Board tomorrow night and the Superintendent replacement process is underway. They are forming a committee for the replacement, and are seeking a member of the Council to participate as well. Mr. Krasusky said he will do it. Ms. Rubino said the volunteer project is underway. They are still looking for kids to sign up and volunteer. Food and beverages will be donated to the cause. Mr. Eccles said the first Business Meet and Greet occurred, and there were about 35 businesses were present. The EDC was excited by the response, so another one will be scheduled in the future. The Library Building Committee is in the process of looking at Architectural Firms. Mr. Eccles thanked everyone for showing up and the assistance provided at the Meet and Greet. Mr. Werbner said they are creating a business e-mail distribution list. If a business would like their e-mail included, they can send their information to the Town Manager's office. Ms. Rubino asked Ms. Farmer if she is working on an agricultural lease. Ms. Farmer said she has the lease, but has not started on it. She will be at the AG meeting on Monday night. Mr. Baker commented on the PZC: The public hearing regarding the Gottier subdivision is June 23, 2014; Rockville Equipment got a new sign approved; there is some discussion regarding changing the alternate energy regulations (an issue relative to ground mounted solar in front of homes); Star Hill is having discussion regarding allowing a billboard on their dome; and a lot on Tolland Stage Road is looking for a zone change (near the preschool).

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

8.1 Consideration and action of Suspense List for June 30, 2014.

Mr. Werbner said this is the annual suspense account list for tax accounts where all efforts have been made to collect with no success. Currently, there are 141 accounts in the amount of \$36,475.74. This amount is

relatively small in the world of suspense lists amongst other communities. They will continue to make attempts to collect the taxes in any way that they can.

George Baker motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the June 30, 2014 Suspense List in the amount of \$36,475.74.

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

- 8.2 Consideration of a resolution to approve a CT DOT taking of 5,916± square feet for \$9,000 in association with the Route 195 Widening Project and the setting of a public hearing thereon for June 24, 2014.

Mr. Werbner said this is the state project for the improvements off the ramp, as well as the intersection up to Rhodes Road. There is a small taking in the area in front of the fire station that has been approved by the town. The town assessor has agreed that it is a fair value for the square footage.

George Baker motioned that the following resolution be introduced and set down for a public hearing on June 24, 2014 at 7:30 p.m. in Tolland Town Council Chambers:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it approves the taking by CT DOT of 5,916± square feet of land for the project Reconstruction of Route 195 for \$9,000.

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

- 8.3 Approval of the Skungamaug Wildlife Conservation Area Management Plan at 64 Charter Road.

Dorothy Mickiewicz of Conservation Commission said this is the best use of this property. It is a wildlife refuge, and based on what the property has to offer they believe it's best to keep people away, so as not to disturb the birds. Ms. Farmer said it is also a DEP area of special concern.

George Baker motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED that the Tolland Town Council approves the Skungamaug Wildlife Conservation Area Management Plan adopted by the Conservation Commission on May 22, 2014.

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

- 8.4 Approval of the open space and active recreation/municipal areas delineated on a map of Town land at 287 Baxter Street.

Ms. Farmer said when they bought this land the primary focus was to find land for the expansion of cemeteries. The funding sources used were the Active Recreation/Municipal fund and the Passive Open Space fund. Besides the cemetery, Clem Langlois maintains a DEEP approved "stump dump". The Conservation Commission is looking for fine tuning of the line. They would like to get a Management Plan in place, and in order to do that, they need to know what land they are actually talking about.

George Baker motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED that the Tolland Town Council has approved a map titled “#9 – former Gottier Property on Baxter Street” dated October 2006.

Seconded by Bill Eccles. All in favor. None opposed. Paul Krasusky abstained.

8.5 Appointment to the Connecticut Water Company System Advisory Committee.

Mr. Field said if they are looking to help the town and for someone who knows all of the background of the water system, he thinks it should be someone from the Water Commission. Mr. Scavone disagreed. He believes it should be someone from the Council. Mr. Werbner clarified that it is not so much our water system; it is more the regional water system. Mr. Baker said Mr. Koss has expressed an interest to do this. Mr. Field nominated Mr. Koss, and said if they need to change the name in the future; it can be done at any time.

Rick Field motioned to accept the following resolution:

BE IT RESOLVED that the Town Council appoints Eugene Koss to this Water System Advisory Committee with the Connecticut Water Company.

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

8.6 Approval of the continuation of present hours of operation at the Town Hall.

Mr. Wilkinson said they have been working a four (4) day work week since 2008. Originally, they went this route because of energy cost savings. This is just a continuation of the hours, and nothing is being changed.

Ms. Rubino asked if there have been complaints. Mr. Werbner said there was a handful when it first started, but none recently. In fact, the community prefers the later hours on Thursday nights. He also said the building official is available on Fridays, if there is a request.

Rick Field motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the continuation, subject to Town Hall (CSEA) bargaining unit agreement, the following hours of operation for the Hicks Memorial Municipal Center Town offices:

Monday: 8:00 a.m. to 4:30 p.m.
Tuesday: 8:00 a.m. to 4:30 p.m.
Wednesday: 8:00 a.m. to 4:30 p.m.
Thursday: 8:00 a.m. to 7:30 p.m.
Friday: Closed

Hours of work for 40 hour per week employees shall be adjusted accordingly.

BE IT FURTHER RESOLVED that the hours of operation for the Tolland Public Library, the Public Works Department, the Fire Department and the Tolland Senior Center are not altered and remain in effect as currently defined.

Seconded by George Baker. All in favor. None opposed.

- 8.7 Approval to use up to \$3,500 of funds within the EDC budget for development of a business plan to use a portion of the former Parker School as business incubator space.

Mr. Werbner said this is something that has come out of discussions with the EDC. It would be for incubator companies that are starting up, and can't afford a large lease. Or, for those who don't have the ability to work from home. There is a good model that is run by the Town of Manchester. They have used incubator space to allow for a collection of start-up entities. They have been looking for a possible pilot project in Tolland. They do have space in the former Parker School, although, it is in bad shape at the current time. The thought was to hire a student from the business school at UConn to do a feasibility study to see what it would take to rehab that portion of Parker. They would use the Manchester model on a smaller scale. There is a demand for this. The owner of NERAC has been doing this with a number of smaller companies. This is really for one or two person operations. Mr. Werbner said he is not sure they will have the support systems in place to be able to do this, but it is something they would like to investigate. If this did work, it could provide some necessary rental income for community center.

George Baker motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby authorizes the use of up to \$3,500 of funds to develop a Business Plan to explore development of a small business incubator in the former Parker School.

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

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

Jan Rubino motioned to re-appoint Cathryn-Jean Fleming to the Non-Profit Housing Corp. for the new term of July 1, 2014 – July 1, 2019; and appointed Nick Cook to the Library Board of Directors, his term would end 10/ 2014.

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

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner spoke of an item that has come up, in which a memo was provided in advance to the Council. Mr. Langlois is suggesting switching out the purchase of a large Toro 5910 mower (\$90,773.), which can only be operated by town employees based upon the state's requirements, with four (4) Toro zero turn bagger mowers, as well as a sweeper. These are more easily adaptable to what the town's needs are, and can be operated by the summer help. There would be a cost savings of \$2,138.00. These little mowers can go faster, and the bigger model is not fuel efficient. The bigger mower was in the Capital Plan. The Council members did not have a problem with this, and were all in agreement with the purchase of the four smaller machines.

11. **ADOPTION OF MINUTES**

- 11.1 May 27, 2014 Regular Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Jan Rubino. All in favor. None opposed. George Baker abstained.

12. **CORRESPONDENCE TO COUNCIL:** None.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Rubino congratulated the 20 CERT graduates. Mr. Werbner commended Mr. Littell attending the training to become a trainer. Mr. Werbner said there will be another certification held in the future.

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

15. **EXECUTIVE SESSION**

George Baker motioned to go into Executive Session at 8:32 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Paul Krasusky. All in favor. None opposed.

15.1 Discuss Personnel issues.

16. **ADJOURNMENT:** Paul Krasusky moved to adjourn the meeting; Seconded by Rick Field at 8:58 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk