

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
September 11, 2013

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

August 28, 2013 – Regular Meeting

- 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
- F. SUPERINTENDENT'S REPORT
 - F.1. Paraprofessional of the Year
 - F.2. Teacher of the Year
 - F.3. CMT/CAPT Scores – District Reference Group (DRG) Comparison
 - F.4. Artificial Turf Field Dedication Ceremony
 - F.5. Connecticut Supreme Court – On Circuit Program
 - F.6. Cooperative Team Request – Ice Hockey
 - F.7. Cooperative Team Request - Swimming
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT

- I. BOARD ACTION
- J. PUBLIC PARTICIPATION (2 minute limit)
Comments must be limited to items on this agenda.
- K. POINTS OF INFORMATION
- L. CORRESPONDENCE
 - Town Council Minutes from August 27, 2013
 - Celebrate Tolland – September 21, 2013
- M. FUTURE AGENDA ITEMS
- O. ADJOURNMENT

TOLLAND BOARD OF EDUCATION
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Tolland, CT 06084

REGULAR MEETING – August 28, 2013

Members Present: Mr. Andy Powell, Chair; Mr. Robert Pagoni, Vice Chair; Ms. Christine Vincent, Secretary; Mr. Frank Tantillo, Mr. Steve Clark, Mr. Thomas Frattaroli, Dr. Gayle Block, Mrs. Karen Kramer, and Mr. Joseph Sce

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.

B. APPROVAL OF MINUTES

June 26, 2013 – Regular Meeting

Ms. Vincent motioned to approve the minutes of the June 26, 2013 Regular Meeting. Dr. Block seconded the motion. The following changes should be made: none. All were in favor. None opposed. None abstained. Motion carried.

August 1, 2013 – Special Meeting

Ms. Vincent motioned to approve the minutes of the August 1, 2013 Special Meeting. Mr. Clark seconded the motion. The following changes should be made: none. Mr. Powell, Ms. Vincent, Mr. Clark, Mr. Frattaroli, Dr. Block, and Mrs. Kramer were in favor. None opposed. Mr. Pagoni and Mr. Tantillo abstained. Motion carried.

August 14, 2013 – Special Meeting

Ms. Vincent motioned to approve the minutes of the August 14, 2013 Special Meeting. Dr. Block seconded the motion. The following changes should be made: none. Mr. Powell, Ms. Vincent, Mr. Clark, Mr. Frattaroli, Dr. Block, and Mrs. Kramer were in favor. None opposed. Mr. Pagoni and Mr. Tantillo abstained. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit)

Ms. Karen Moran, 50 Merlot Way, expressed concern regarding the surplus equipment at the Parker School. She inquired if it would be possible for the students in the marketing class at THS to manage a sale, possibly utilizing the gym, to generate money.

D. POINTS OF INFORMATION

Mr. Guzman, in response to Ms. Moran's comment, explained that the Board has administratively gone out and tried to get information regarding cleaning the facility. Much of the equipment was turned over to the Town which in turn gave it back over to the Board for disposal. They are in the process of getting quotes. He invited Ms. Moran to contact him so they could discuss her idea with Mr. Carroll before getting a vendor to empty the building.

A brief discussion regarding the equipment took place. Mr. Guzman noted that some equipment had been identified by either the schools or the Town as items that could be used. Mr. Carroll confirmed that most of the equipment was transferred to those who submitted the request. A few items remain which are being stored for interested parties until they have room for the equipment. Mr. Carroll will ask that these be labeled again to ensure they are not erroneously disposed. In terms of the senior housing grant, Ms. Bellody explained that the application has been resubmitted and they will continue to pursue the idea.

A brief discussion regarding who is responsible for the Parker School building took place. Mr. Pagoni noted that this discussion has been lingering for years. The building belongs to the Town but was used by the Board. Mr. Guzman will review the agreement and report back to the Board. He explained that the Board is still involved because it still has materials and supplies in the building. Mr. Powell added that anything that can be sold should be and quotes for cleaning the building need to be gathered. This is something that the Finance and Facilities committee will look into.

Mr. Pagoni expressed concern regarding the September 20th field dedication. The Town Council and the Board of Education worked together on this but neither the Board, nor the school system, has anything to do with the event. Everyone should share in the success and from what he has seen; the Board is not part of the planning. He has only received an invitation to attend. Mr. Guzman responded they are still working on the logistics and the program and he believes there will be an opportunity for a representative from the Board to speak. A brief discussion of who should speak at the event took place. Two suggestions were Mr. Pagoni and Tolland High School Principal, Ms. Fox. Ms. Bellody noted that the event is still in the planning stage and was sure that the Board and school would be able to participate. Mr. Powell added that Tolland people, the Town Council and the Board of Education, should be celebrated at the event.

Mr. Powell noted that the technology grant application to provide additional technology integration in the classrooms and to aid in the new testing has been submitted.

Mr. Powell noted that the Board received a grant from Community Conversations to help fund community conversations and to train the moderators. A meeting will be held on September 11th. The grant was in the amount of \$1,200 and will be used to set up community conversations going forward.

Mr. Guzman requested that the Board add to the agenda the Honeywell ESCO Project Presentation. Honeywell ESCO Project Presentation was added to the agenda as item F.1.a.

E. STUDENT REPRESENTATIVE REPORT - None

F. SUPERINTENDENT'S REPORT

F.1.a Honeywell ESCO Project Presentation

Mr. Guzman explained that the Town Council voted last night in the affirmative to go forward with the Honeywell ESCO project. This motion was based on the support of the Board. Ms. Doreen Hamilton from Honeywell introduced members from her team including the lead engineer as well as a representative from Celtic Engineering.

Ms. Hamilton explained that the team spent over a year in the facilities studying what could be done to upgrade facilities through both energy conservation measures and infrastructure renewal. She provided an overview of two projects.

Project 1 is over a term of 17 years. Annually, the Town and Schools spend over \$1.4M in utilities annually. From this project, there would be energy and operational savings of \$498k per year. The utility company incentives are estimated to be \$376k which excludes the comprehensive bonus.

Project 2, which was approved by the Town Council, is over a term of 20 years. Annually, the Town and Schools spend over \$1.4M in utilities annually. From this project, there would be energy and operational savings of \$573k per year; these are guaranteed savings. The utility company incentives are estimated to be \$376k which excludes the comprehensive bonus. This project includes replacing the all-electric system at Tolland Intermediate School and a second geothermal system. Mr. Powell clarified that the condensing units at Birch Grove and the change in the Parker heating unit are not included in this project.

Mr. Powell explained that the Board is at the leading edge of doing this. He is moving this to motion to go forward due to rising interest rates which will decrease the economic attractiveness of this endeavor. This is a way of using guaranteed savings to pay for necessary infrastructure and will have a positive impact. Further, it sets the stage for shared services for energy management.

Dr. Block inquired as to why Birch Grove and Parker were not on the 20 year plan. Ms. Hamilton explained that after doing the calculations, the savings would be low and the payback would be very long. Mr. Powell added that the 20-year plan provides flexibility if something else needs attention. Mr. Clark inquired what could be done if something better came along in those 20 years. Ms. Hamilton explained that once a system is installed, it would be difficult to be change but it may be possible to make adjustments.

Mr. Powell thanked the Honeywell team and Celtic Engineering for their assistance as well as Ms. Bellody and the Town team. Everyone worked tirelessly including the Board team led by Mr. Carroll and Mr. White. This is a win-win for Tolland.

Ms. Vincent motioned to accept and endorse the resolution adopted by the Town Council and make it action item I.1. Dr. Block seconded the motion. All were in favor. None opposed. None abstained.

F.1. Primary Mental Health Grant Application

Mr. Guzman noted that the Primary Mental Health Grant application was submitted to the state. This is an application for \$25,000. The application was due a week ago but the state is allowing him to present this to the Board this evening. In turn, Mr. Guzman would like this moved to action under item I.2. Mr. Clark motioned to move this to action under item I.2. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

F.2. Connecticut Conference of Municipalities (CCM) Energy Solar PV Program

Mr. Guzman explained that the application for the Connecticut Conference of Municipalities (CCM) Energy Solar PV Program was attached to the memo on this subject. The handout that was presented to the Town Council was attached as well. The CCM is trying to get as many towns as possible to sign up for this program. Further, attached was the agreement and resolution that once approved by the Town Council and the Board, allows the analysis to be done. There is no obligation at this time. The only commitment is allowing them to do the analysis.

Mr. Tantillo inquired as to how this fits into the investment grade audit. Mr. White explained that these can mesh together well dependent on the timing. It behooves them to have the analysis done. Mr. Guzman added that Honeywell noted that this is not a competing program. Mr. Sce asked why Honeywell did not consider PV. Ms. Bellody explained that they did but there were other items that needed to be addressed. Mr. White explained that this should be looked at as a funding mechanism.

Mr. Clark motioned to add the Connecticut Conference of Municipalities (CCM) Energy Solar PV Program to item I.3. Dr. Block seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

F.3. Connecticut Mastery Test Results – Spring 2013

Dr. Eidson explained that the scores of Writing, Reading, and Science are quite good and reviewed the data. The 6th grade math scores are the 9th highest in state, the 6th grade reading scores are the 7th highest in the state, the 7th grade math scores are the 4th highest in state, and the 8th grade math scores are the 3rd highest in the state. Dr. Eidson noted that they are seeing the results of everyday math and the spiraling curriculum.

F.4. Connecticut Academic Performance Test (CAPT) Results – Spring 2013

Dr. Eidson noted that there are less DRG lines here because not all DRGs have high schools.

The CAPT scores are all at or above the DRG and the scores are very high. A variety of things have been done at the high school that contributes to this. The CAPT Scholar Breakfast was initiated and is for those students who earn a 4 or better on all 4 areas. Additionally, there is a High 5 Group with student at the advanced level. Further, there is a sophomore assembly with individual incentives for high scores and class-goal incentives. If juniors do not make goal, they need to retake it and if the sophomores did not make goal, they need to retake the exam as a junior. Mr. Guzman added that the staff has been working very hard. It is a good amount of work for the coordinators to get the information to the teachers and they and the staff need to focus on the standards and student achievement.

Dr. Eidson noted that in social studies, they have been concentrating on the reading for information and graded writing prompts. The math and language arts departments have done concentrated curriculum work. Further, there has been intensive work in the middle school including tier 1 support, the homework club, reading and math

development programs for tier 2 students, a team that works with tier 3 students, and multiple other programs.

At TIS, targeted instruction has been done. There has been more small-group instruction and time spent with struggling readers. Further, research-based intervention materials are being used.

Dr. Eidson explained the five levels: Advanced, Goal, Proficient, Basic, and Below Basic by discussing the vertical scale.

The vertical scaled scores are converted into one of the five performance level scaled scores. The vertical scaled score is used to view a student's growth and make projections. Each student has a vertical scaled score.

Mr. Powell explained that students are taught to the standard, not to the test. This can be seen in these results. The students are doing very well because of the teachers, administration, and staff. It is an amazing value for the Town and the job is being done right.

F.5. School Improvement Goals – 2012-13 Results

Each school adopts 3 SMART goals: academic, climate, and response to intervention. The schools will develop a school improvement plan that is aligned with teachers' goals relative to the administration's goals and the overall school's goals.

Mr. Guzman noted that the Board developed the Strategic Plan which includes academic improvement, communications with parents, safe school environment, and technology as part of the education program. Those goals will be melded into the school improvement goals. The principals are currently developing their plans which will be shared with the Board in October. The plans will carry more significance than ever since they are now part of the teacher evaluation plan.

F.6. Tolland Public Schools – Annual Report

The annual report is on the website <http://www.tolland.k12.ct.us/> and outlines the following: curriculum development, professional development, special education, educational technology, health services, budget summary, enrollment projections, personnel position summary, Connecticut Mastery Test (CMT) results, and Connecticut Academic Performance Test (CAPT) results. An audio/video presentation reviewing the last academic year will be uploaded to the website as well.

F.7. Tuition Rates – 2013/2014 School Year

Mr. Guzman reviewed the tuition rates which are based on actual expenditures during the prior school year plus a percentage increase to absorb any additional cost or changes due to student enrollment. There are three charges: regular education, the TALC program, and special education.

F.8. Budget Accounts – Five (5) Year Analysis

At the June meeting, there was a request for information on several accounts of the Board's budget. The attachment shows the 5-year budget history for three levels: the

original Board of Education request, the approved budget request voted on by the citizens at referendum, and the year-end expenditures as were reported to the State Board of Education. The review includes some of the larger accounts including: health insurance, utilities, maintenance, custodial services, transportation, and salaries.

Mr. Powell thanked Mr. Guzman for providing the information as well as his time, effort, and clarity. There may be some questions after the Board members have a chance to review the data.

G. COMMITTEE & LIAISON REPORTS

EASTCONN

Mrs. Kramer attended the most recent meeting. Some of the items discussed included: items for the smarter balance assessments, common core, a review of the financial report, head start, early start enrollment eligibilities, policy by-law updates, and teacher evaluation plan updates.

Finance & Facilities Committee -none

Policy Committee - none

Negotiation Committee

Dr. Block noted that this year, all of the contracts are being negotiated: teachers, paraprofessionals, custodians, administrators, nurses, and clerical. Two are finished and the nurses' contract is the only one that has not yet been started. That will begin at the end of September. They have been working with Mr. Scavone on the teacher's contract. He is the Town Council representative.

Town Council Liaison

Mr. Clark noted that the Town Council took action to adopt the reserve fund ordinance which had been sent to the Board for its comment. The Board discussed the ordinance at its August meeting and, based on feedback from the Board's attorney, wanted "nonrecurring" removed so it would have control over the money put into the fund. The Board knew the purpose was not for recurring expenses but could be used if needed. The Town Council adopted the original version disregarding what the Board wanted.

Mr. Powell noted that it was disappointing but in the end, the ordinance still has a lot of flexibility although it is not what the Board wanted. Mr. Pagoni asked Mr. Powell to elaborate on why the Board's recommendation was turned down.

Mr. Powell explained that the feeling of the Town Council was that the funding is set aside to provide a funding source for things that one may not be able to normally afford or to take on something extra such as technology and excludes items that would be recurring. If the Board decides mid-year that it wants something with a recurring component, this would keep it from doing so. The counter argument was that the Board could move other funding sources that are recurring in the operational budget.

Mr. Powell explained that the ordinance on the books is that a fund will be set up, without an expiration date or a trigger that the Town Council has to approve. The Board has to

report on the expenditure which has to be of a non-recurring nature. The ordinance is to be reviewed in five years. It is an option and a movement in the right direction for the Board to have funding in place.

Mr. Tantillo did not believe the Board should be “downers” on something that it has not tried to use, implement, or execute. Ms. Vincent noted that she simply wanted to know why there was push back. Dr. Block added that a lot of time was spent by the policy committee on this item. Mr. Sce believes the ordinance provides a lot of flexibility and should not be put down. It allows the Board to not have to give the money back to the Town. The intent of the fund was never to add a teacher etc. Mr. Clark noted that it is up to the Board if it is funded and cannot be used or funded before the audit.

Mr. Guzman explained that if there is an unexpected need for a teacher to provide special education services for a child who moves into the town, this is something that remains in the language so “unanticipated” is a big part of this. The intent of the Town Council was that the expense not be recurring, but there is an example written into the ordinance for this particular circumstance.

H. S. Turf Field Committee Liaison - none

Technology - none

H. CHAIRPERSON’S REPORT

Mr. Powell welcomed everyone back to another year. The Board has done amazing, ground-breaking, long-range work for the students, facilities, staff, and community. It expects to keep running forward. It was a great summer and a terrific event will be held on September 20th to celebrate the new field. He would also like to see a ribbon cutting for the high school media center that has not been used in the past 5 years. The Board has done a lot of hard work and he is pleased to be part of the organization.

I. BOARD ACTION

I.1. Honeywell ESCO Project

Mr. Pagoni motioned whereas the Town Council at the August 27, 2013 meeting approved the resolution authorizing the Town Manager to enter into an energy savings performance contract and an equipment lease purchase agreement in connection with the performance contract project; whereas all seven Town Council members were present at the meeting and all voted in favor of said resolution; and furthermore, the Town Council approved the twenty year financial analysis in an amount not to exceed \$2,500,000 with an annual contribution required of debt service of \$43,808; now therefore be it resolved that the Board of Education fully endorses and supports the resolution adopted by the Town Council. Dr. Block seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

I.2. Primary Mental Health Grant Application

Mr. Clark motioned to accept the primary mental health grant application. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

I.3. Connecticut Conference of Municipalities (CCM) Energy Solar PV Program

Dr. Block motioned to accept the Connecticut Conference of Municipalities Energy Solar PV Program advisory action. Be it further resolved, and following review of the CCM Energy Solar PV Program Participation Agreement, the Tolland Town Council and Board of Education authorize the Tolland Town Manager and the Superintendent of Schools to execute the Participation Agreement on behalf of the Town of Tolland and the Board of Education. Mr. Tantillo seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

J. PUBLIC PARTICIPATION

Miranda Wojnar, 49 Cortland Drive, spoke of the CMT and CAPT scores. She was grateful that Dr. Eidson took the time to explain vertical scores and that they track cohorts of students. One tricky, multi-answer question (such as a reading passage) can throw off the scores for an entire grade level. When looking at students through vertical scoring, you can see growth from grade to grade. When she looked at the math and science scores, both appear to be strong in Tolland but reading and writing are not. She inquired as to what program is being used for literacy in the intermediate grade levels. She also would like to know if anything is being used from the Making Meaning program or the from the Columbia Teachers' Writing School. As she compares the DRGs, Ellington stands out and she would like to know if Tolland has researched what Ellington, which is excelling in their literacy areas, is using. Other towns are teaming up with them for professional development. She recommends that Tolland contact other towns to learn what they are doing in their schools.

Patrick Doyle, 8 Lakeview Drive Ext, commended the Board for putting together the application for community conversations to make sure they continue the process of reaching out to residents about the process. He has worked with the fund before and stressed the importance of selecting folks in town who are trusted by the greater and larger community to facilitate the conversations. You want to get more participation and involvement from folks who people trust so they will come out and share their thoughts and opinions. This is the next critical step.

K. POINTS OF INFORMATION

Mr. Sce noted that in respect to the DRG report, he would like to see how Tolland compares to other towns/DRGs as a whole.

Mr. Powell asked Dr. Eidson what programs are being used from a literacy standpoint at TIS. Dr. Eidson explained that they are in the process of re-doing the curriculum at this time. In the past, they have used Houghton Mifflin which as an extended piece that matches much of the common core which the curriculum team is working on. They are also taking portions of the Readers and Writers Workshop and are integrating those into the program. Ms. Vincent noted that it would be great to reach out to Ellington. Dr. Eidson noted that up until a year ago, Ellington was using Houghton Mifflin and added that one cannot change a child in a year. She added that they are open to collaboration and the reading people going to the Language Arts Council meetings and share information all the time.

Mr. Pagoni noted that he has used the term "best practices" many times. He recommends finding out who is doing the best reading in the state and find out what they are doing. He has brought this up in the past. Mr. Powell noted that everyone is now reinventing the wheel with the common core curriculum; this is now the wild card. Dr. Eidson added that there is a

tremendous amount of sharing of information online. The wealth of information is phenomenal. Mr. Tantillo noted that this is more complex than it appears. It needs to be tailored to the district.

Mr. Guzman commented to Mr. Doyle that he appreciated his comments and they reflect what he has heard about the process. It is critical that the committee be broad-based and he welcomes input on who should be on the committee.

L. CORRESPONDENCE

- Town Council Minutes from June 25, 2013
- Town Council Minutes from July 9, 2013
- Town Council Minutes from July 23, 2013
- Town Council Minutes from August 13, 2013
- School Calendars for September

M. FUTURE AGENDA ITEMS

1. Comparison with the DRGs
2. Community Conversation Updates

N. EXECUTIVE SESSION – Discussion and possible vote on Custodial contract

Mr. Clark motioned to go into executive session at 9:28 P.M. for the purpose of discussion and a possible vote on the custodial contract. He invited the Superintendent. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

The Board returned to public session at 9:52 a.m.

MOTION

Mr. Pagoni motioned and Ms. Riley Vincent seconded to ratify the custodial contract as provided by the Negotiations Committee.

All were in favor. None abstained. None opposed. Motion carried.

O. ADJOURNMENT

Mr. Tantillo motioned and Ms. Vincent seconded to adjourn the meeting at 9:54 p.m. All were in favor. None opposed. None abstained. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TO: Members of Board of Education

**FROM: William D. Guzman
Kathryn L. Eidson**

DATE: September 11, 2013

SUBJECT: Tolland Paraprofessional of the Year – Linda Gallic

It is with great pleasure that I announce that Linda Gallic has been chosen as the 2013 Tolland Paraprofessional of the Year. Linda has worked in the Tolland Schools since September, 1995 and has served as a paraprofessional for more than 18 years. She is assigned to Birch Grove Primary School. She is a graduate of Tolland High School.

Linda's first priority has always been her job and her students. She always maintains a positive attitude around the students and is genuinely happy to be working with them and improving their learning. She has been through many transitions during her tenure, performing several different assignments, always willing to go wherever she is asked. Linda has worked as a special education paraprofessional and most recently is working as a BGP reading paraprofessional.

Linda has always worked well with colleagues across all disciplines. She has been described by one of her peers as "one of those flexible, dedicated people who is more than willing to do whatever is asked of her". Colleagues describe Linda as a "dedicated, conscientious and compassionate member of the reading team". Linda will always put the needs of the students first and foremost in her daily practice. Linda is "very professional, always positive, smiling, extremely talented, and is always searching for better ways to provide reading instruction and never takes anything for granted".

Linda's kind and caring connection with the students is evident every day when she greets and works with the students at the beginning of every lesson. Linda has learned many teaching strategies that have become useful in supporting student instruction. Linda is diligent at observing the students' progress and sharing strategies to support the students learning.

Linda is "one of a kind and an outstanding paraprofessional". Linda sets a high standard work ethic and is a role model for others. Linda is punctual to all assignments and manages her time well. Linda is willing to go above and beyond to help students learn both reading skills and how to be a successful member of the classroom community. Linda sets a high standard for all students and expects all the student to do their best.

WDG/KE:ca

TO: Members of Board of Education

FROM: William D. Guzman
Kathryn L. Eidson

DATE: September 11, 2013

SUBJECT: Tolland Teacher of the Year – James Wiese

It is with great pleasure that I announce that Jim Wiese is the 2013 Tolland Teacher of the Year. Jim has taught Social Studies at Tolland High School since 1995.

One of Jim's best qualities is his ability to work effectively with divergent personalities and abilities in the classroom. I have observed Jim organize a group of students to work efficiently together, whether it is to write, design a project or simply to teach an effective lesson. Jim's professional demeanor, blended with a passion that is contagious, inspires others to take on challenges and tasks without complaint. This special knack to positively motivate and inspire others has earned him the esteem and admiration of his students and colleagues alike. Upon observation, the rapport and mutual respect between Jim and his students is immediately evident. Additionally, Jim's willingness to assist other teachers in their responsibilities in the classroom has been invaluable.

Beyond his duties and responsibilities as Social Studies teacher, Jim's unselfish and giving attitude has enriched the lives of Tolland High School students. He has emceed the school Pep Rally, was a Class Advisor for many years and was voted by seniors as the school's Teacher of the Year.

One of his co-teachers describes him as "truly exceptional, possessing high energy and motivation, a diligent work ethic and the passion for excellence that great educators are made of. His tireless effort and dedication to all he does has been evident from the very beginning. An invaluable component of our high school, Jim's accomplishments in the Social Studies department has been immeasurable. As an educator and human being, Jim is first-rate". Congratulations to Mr. Weise on being selected as the 2013/2014 Tolland Teacher of the Year.

WDG/KE:ca

TO: Members of Board of Education

**FROM: William D. Guzman
Kathryn L. Eidson**

DATE: September 11, 2013

SUBJECT: CMT/CAPT Scores – District Reference Group (DRG) Comparison

At the last Board of Education meeting, there was a request for information about the placement of districts in the various DRGs as well as a request for comparison CMT/CAPT data between the various DRGs and Tolland.

Attachment A is a listing of the districts which comprise each of the nine (9) Reference Groups. As noted, Tolland is one of thirty districts in Reference Group C.

There are seven data indicators used to classify similar districts into a DRG: three indicators of socioeconomic status (median family income, parental education and parental occupation), three indicators of need (percentage of children living in families with a single parent, the percentage of public school children eligible to receive free or reduced-price meals and percentage of children whose families speak a language other than English at home) and enrollment (the number of students attending schools in that district).

Attachment B and C provide the comparative data for the CMT and CAPT assessments, respectively.

WDG/KE:ca

District Reference Groups (DRG)

Group A				
035 DARIEN	090 NEW CANAAN	118 RIDGEFIELD	158 WESTPORT	209 DISTRICT NO. 9
048 EASTON	117 REDDING	157 WESTON	161 WILTON	

Group B				
004 AVON	054 GLASTONBURY	076 MADISON	107 ORANGE	155 WEST HARTFORD
018 BROOKFIELD	056 GRANBY	085 MONROE	128 SIMSBURY	167 WOODBRIDGE
025 CHESHIRE	057 GREENWICH	091 NEW FAIRFIELD	132 SOUTH WINDSOR	205 DISTRICT NO. 5
051 FAIRFIELD	060 GUILFORD	097 NEWTOWN	144 TRUMBULL	215 DISTRICT NO. 15
052 FARMINGTON				

Group C				
001 ANDOVER	031 CORNWALL	092 NEW HARTFORD	139 SUFFIELD	212 DISTRICT NO. 12
005 BARKHAMSTED	048 ELLINGTON	108 OXFORD	142 TOLLAND	213 DISTRICT NO. 13
008 BETHANY	050 ESSEX	112 POMFRET	204 DISTRICT NO. 4	214 DISTRICT NO. 14
012 BOLTON	067 HEBRON	121 SALEM	207 DISTRICT NO. 7	217 DISTRICT NO. 17
023 CANTON	078 MANSFIELD	127 SHERMAN	208 DISTRICT NO. 8	218 DISTRICT NO. 18
030 COLUMBIA	079 MARLBOROUGH	129 SOMERS	210 DISTRICT NO. 10	219 DISTRICT NO. 19

Group D				
007 BERLIN	033 CROMWELL	084 MILFORD	119 ROCKY HILL	152 WATERFORD
009 BETHEL	040 EAST GRANBY	094 NEWINGTON	128 SHELTON	153 WATERTOWN
014 BRANFORD	042 EAST HAMPTON	096 NEW MILFORD	131 SOUTHLINGTON	159 WETHERSFIELD
027 CLINTON	045 EAST LYME	101 NORTH HAVEN	137 STONINGTON	164 WINDSOR
028 COLCHESTER	072 LEDYARD	106 OLD SAYBROOK	148 WALLINGFORD	

Group E				
003 ASHFORD	032 COVENTRY	068 KENT	113 PORTLAND	154 WESTBROOK
013 BOZRAH	036 DEEP RIVER	071 LEBANON	114 PRESTON	160 WILLINGTON
019 BROOKLYN	039 EASTFORD	073 LISBON	122 SALISBURY	169 WOODSTOCK
021 CANAAN	041 EAST HADDAM	074 LITCHFIELD	123 SCOTLAND	201 DISTRICT NO. 1
024 CHAPLIN	053 FRANKLIN	098 NORFOLK	125 SHARON	206 DISTRICT NO. 6
028 CHESTER	063 HAMPTON	099 NORTH BRANFORD	140 THOMASTON	216 DISTRICT NO. 16
029 COLEBROOK	065 HARTLAND	102 NORTH STONINGTON	145 UNION	903 WOODSTOCK ACADEMY

Group F				
022 CANTERBURY	086 MONTVILLE	111 PLYMOUTH	134 STAFFORD	147 VOLUNTOWN
047 EAST WINDSOR	100 NORTH CANAAN	124 SEYMOUR	136 STERLING	165 WINDSOR LOCKS
049 ENFIELD	110 PLAINVILLE	133 SPRAGUE	141 THOMPSON	166 WOLCOTT
058 GRISWOLD				211 DISTRICT NO. 11

Group G				
011 BLOOMFIELD	062 HAMDEN	083 MIDDLETOWN	116 PUTNAM	146 VERNON
017 BRISTOL	069 KILLINGLY	088 NAUGATUCK	138 STRATFORD	162 WINCHESTER
044 EAST HAVEN	077 MANCHESTER	109 PLAINFIELD	143 TORRINGTON	901 NORWICH FREE ACAD.
059 GROTON				902 GILBERT SCHOOL

Group H				
002 ANSONIA	037 DERBY	080 MERIDEN	104 NORWICH	156 WEST HAVEN
034 DANBURY	043 EAST HARTFORD	103 NORWALK	135 STAMFORD	

Group I				
015 BRIDGEPORT	089 NEW BRITAIN	093 NEW HAVEN	095 NEW LONDON	151 WATERBURY
064 HARTFORD				163 WINDHAM

ATTACHMENT B

**CMT Test Scores
Percent at Goal
DRG Averages
2012-2013**

Group	Grade 3 Math	Grade 3 Reading	Grade 3 Writing	Grade 4 Math	Grade 4 Reading	Grade 4 Writing	Grade 5 Math	Grade 5 Reading	Grade 5 Writing	Grade 5 Science	Grade 6 Math	Grade 6 Reading	Grade 6 Writing	Grade 7 Math	Grade 7 Reading	Grade 7 Writing	Grade 8 Math	Grade 8 Reading	Grade 8 Writing	Grade 8 Science
DRG A Approximate Average	87.9	81.8	80.7	91.2	86.5	86.5	91.4	88.4	84.3	87.9	90.6	89.8	86.4	91.0	94.2	85.5	91.4	94.1	90.6	85.8
DRG B Approximate Average	80.6	75.6	76.3	83.1	80.5	80.9	87.2	83.8	82.6	83.4	85.5	89.4	83.5	83.9	91.7	82.4	84.9	90.3	84.3	81.1
DRG C Approximate Average	76.3	71.1	73.8	77.9	76.8	73.0	84.1	81.2	77.5	81.5	84.8	87.6	81.2	81.6	90.3	89.5	81.2	88.9	83.3	79.6
Tolland	75.5	73.0	75.5	83.2	76.6	75.8	86.5	76.1	78.8	84.6	93.1	94.5	86.2	91.9	93.3	78.7	93.9	94.3	88.8	83.7
DRG D Approximate Average	69.6	65.1	67.6	74.1	72.2	71.7	77.4	74.9	72.6	71.9	76.5	80.9	73.5	77.1	87.7	75.6	74.7	85.6	76.3	72.6
DRG E Approximate Average	70.1	68.2	65.7	73.5	71.4	68.8	77.3	76.3	73.1	74.0	77.9	85.1	75.5	73.6	84.9	72.5	77.8	85.2	78.4	77.5
DRG F Approximate Average	63.7	57.7	59.8	66.5	64.0	62.3	70.1	68.8	63.0	69.1	69.0	75.8	62.9	71.5	81.8	68.8	68.7	80.2	71.7	69.1
DRG G Approximate Average	54.7	50.5	54.1	57.3	57.2	54.7	61.5	60.7	58.4	55.9	57.2	68.7	57.8	54.4	75.3	59.2	53.6	71.6	62.5	51.5
DRG H Approximate Average	49.0	41.9	48.0	50.5	46.9	52.0	54.3	53.6	56.1	46.3	53.2	63.2	53.9	49.4	66.1	50.7	45.7	61.4	52.0	40.3
DRG I Approximate Average	33.3	30.0	36.3	37.9	35.1	37.6	42.5	38.5	41.2	31.1	34.4	43.3	36.1	31.7	51.2	34.7	29.1	47.0	35.8	25.2

CAPT TEST SCORES
Percent at Goal
DRG Averages
2012-2013

Group	Math	Science	Reading	Writing
DRG A	87.3	81.4	82.1	91.4
DRG B	76.2	73.7	71.3	84.0
DRG C	70.3	68.3	66.8	76.3
Tolland	81.4	80.9	66.8	81.8
DRG D	62.9	59.6	58.7	74.3
DRG E	60.6	58.8	57.4	73.9
DRG F	52.9	45.5	46.0	64.3
DRG G	39.3	37.3	36.4	50.0
DRG H	28.9	26.6	27.2	46.1
DRG I	17.3	15.2	16.3	26.9

TO: Members of Board of Education

FROM: William D. Guzman

DATE: September 11, 2013

SUBJECT: Artificial Turf Field Dedication Ceremony

All residents are cordially invited to attend the field dedication ceremony on Friday, September 20th at Tolland High School. The Town of Tolland in conjunction with the Board of Education and local non-profit youth sports groups is building an all-weather turf field with lights at Tolland High School. To celebrate its completion we are planning a dedication ceremony at the first home football game on Friday, September 20th.

The schedule is as follows:

5:00 p.m.	Pre-game entertainment and food
6:00 p.m.	Ribbon cutting ceremony led by Lt. Governor Nancy Wyman
6:30 p.m.	Football game – Rocky Hill v. Tolland

We sincerely hope that you are able to attend and participate in this celebratory event.

WDG:ca

TO: Members of Board of Education

FROM: William D. Guzman

DATE: September 11, 2013

SUBJECT: Connecticut Supreme Court – On Circuit Program

Since 1986, the Supreme Court has been hearing cases in locations other than its Hartford Courtroom. Over the years, the Court has heard cases in Judicial District court houses, colleges, law schools and high schools. Only one location is selected each year. Through the efforts of Margot Martello, Assistant Principal at Tolland High School, the Supreme Court will be hearing two cases at Tolland High School on Tuesday, October 29, 2013.

The purpose of the On Circuit Program, as described on the Supreme Court webpage, is to provide “student and members of the public with the opportunity to observe oral arguments in appellate cases. Each year, the court selects a location where arguments will be heard. The program’s goal is simple: To educate students and residents of the state about the role and responsibilities of the appellate system. Volunteer attorneys often prepare synopses of the assigned appeals and meet with students before the day’s oral arguments to discuss the issues to be argued before the Court. Local bar associations and teaching staff are invaluable during this process, and provide the students with the background they need both to understand the process and the cases that will be argued”.

On October 29, juniors and seniors of Tolland High School and a select group of students from East Catholic and Bolton high schools will congregate in the auditorium to listen to attorneys present real cases and arguments to the Supreme Court justices. After each case is heard, the students will have the opportunity to ask the participating attorneys questions about the cases, the justices, and the appellate process.

WDG:ca

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: September 11, 2013

SUBJECT: Cooperative Team Request – Ice Hockey

As a result of Tolland High School not having an ice hockey team, it is necessary for students wishing to participate in this sport to do so with other high school teams. The cooperative ice hockey program established with E.O. Smith and Tolland has afforded the two schools an opportunity to compete in Boys' Ice Hockey in CIAC competition. With the limited availability of ice time at the UCONN Ice Arena, low participation rate and lack of area youth programs, the cooperative effort is the most viable one for our students to compete in interscholastic competition.

The following is the anticipated participation for E.O. Smith, the host school (1), and Tolland High School, the co-op school (2).

Grade	Host School (1)	Co-op School (2)	Total
9	1	1	2
10	3	2	5
11	2	9	11
12	8	3	11
Total	14	15	29

It is recommended that the Board of Education approve the agreement with E.O. Smith for Tolland High School students to participate in this program and represent Tolland High during the 2013-2014 school year.

WDG:ca

APPENDIX G **CIAC APPLICATION FOR COOPERATIVE TEAM SPONSORSHIP**

(Cooperative team policy information can be found in CIAC bylaws Section 3.0, of this Handbook)
Application deadlines: Fall sports – May 1; Winter sport – September 15; Spring sports – January 15

Application for: ☐ Initial ☒ **Renewal** Application Date 9/1/13

1. Names of Schools Applying 2. City/Town 3. Principal's Name
 Host School (1) E.O. Smith Starrs Louis DeLoreto
 Coop School (2) Tolland Tolland Dominique Fox
 Coop School (3) _____

4. Sport (boys or girl) Ice Hockey Total # of athletes allowed by CIAC 15/30
 5. Effective Date of Co-op 2013-14
 6. Name of Co-op E.O. Smith - Tolland Bucks

7. **Potential Participation** (List number of students in each school who are expected to participate on this team.) ***
 Include eligibility lists for previous year.

Grade	Host School (1)	Co-op School (2)	Co-op School (3)	Total
*9	<u>1</u>	<u>1</u>		<u>2</u>
10	<u>3</u>	<u>2</u>		<u>5</u>
11	<u>2</u>	<u>9</u>		<u>11</u>
12	<u>8</u>	<u>3</u>		<u>11</u>
Total	<u>14</u>	<u>15</u>		<u>29</u>

*Note: This figure must include the expected participants from the incoming 9th graders if this application is submitted the previous school year.

8. **Current Program Status** (List the number of participants included in your program during the sport season preceding this application.)

Grade	Host School (1)	Co-op School (2)	Co-op School (3)	Total
9	<u>2</u>	<u>1</u>		<u>3</u>
10	<u>2</u>	<u>9</u>		<u>11</u>
11	<u>8</u>	<u>3</u>		<u>11</u>
12	<u>3</u>	<u>7</u>		<u>10</u>
Total	<u>15</u>	<u>20</u>		<u>35</u>

9. **Agreement Signatures:** The following signatures certify approval of this cooperative team by a formal vote of the local education authority and the administrators of the schools involved, and it attests that all the following submitted is accurate, all schools have an agreement with respect to insurance, coaching personnel, facilities, equipment, student eligibility and complying with CIAC By-laws.

Dissolving an active CIAC approved co-op lies solely between the schools involved.

<u>Schools</u>	<u>Board President/Chair or Superintendent Signature</u>	<u>Principal Signature</u>	<u>Date</u>
Host (1) <u>E.O. Smith</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>9/3/13</u>
Co-op (2) <u>Tolland</u>			<u>9/5/13</u>
Co-op (3) _____			

10. **Addendums to this Application:** (The following items must accompany this application in order for it to be processed.)

- A written statement expressing the reason for formation of this co-op.
- A written statement from all schools involved that they will adopt a "no cut" policy for this co-op.
- A written statement from your league or six (6) competing schools approving this co-op.
- The eligibility lists of previous sport season.

NOTE: Member schools are advised that when a cooperative athletic team is dissolved for any reason, any and all remaining players from the school that is no longer participating in the co-op are not eligible to continue participating with the host team. For purposes of clarification, the host team is that team which was previously part of the co-op team and has increased its team membership to a level which the CIAC determines sufficient to sponsor its own school team independent of a co-op arrangement.

OFFICIAL CIAC ACTION: The above application for cooperative team sponsorship -- IS / IS NOT granted for the school years _____ and _____
 Chairman, CIAC Board of Control _____ / Date _____

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: September 11, 2013

SUBJECT: Cooperative Team Request – Boys Swimming

As a result of Tolland High School not having a swim team, it is necessary for students wishing to participate in this sport to do so with other high school teams. The cooperative Boys' Swimming program established with E.O. Smith and Tolland High School has afforded the two schools an opportunity to compete in Boys' Swimming in CIAC competition. At this time the schools are not providing the necessary participation numbers to support a competitive program at either school.

The following is the anticipated participation for E.O. Smith, the host school (1), and Tolland High School, the co-op school (2).

Grade	Host School (1)	Co-op School (2)	Total
9	1	1	2
10	6	0	6
11	3	1	4
12	4	1	5
Total	14	3	17

It is recommended that the Board of Education approve the agreement with E.O. Smith for Tolland High School students to participate in this program and represent Tolland High during the 2013-2014 school year.

WDG:ca

APPENDIX G

CIAC APPLICATION FOR COOPERATIVE TEAM SPONSORSHIP

(Cooperative team policy information can be found in CIAC bylaws Section 3.0, of this Handbook)

Application deadlines: Fall sports – May 1; Winter sport – September 15; Spring sports – January 15

Application for: ☐ Initial ☒ Renewal Application Date 9/1/13

1. Names of Schools Applying

Host School (1) E.O. Smith
Coop School (2) Tolland
Coop School (3) _____

2. City/Town

Storrs
Tolland

3. Principal's Name

Louis DeLoreto
Dominique Fox

4. Sport (boys or girl) Swimming

Total # of athletes allowed by CIAC 14/28

5. Effective Date of Co-op 2013-14

6. Name of Co-op E.O. Smith - Tolland

7. Potential Participation (List number of students in each school who are expected to participate on this team.) *** Include eligibility lists for previous year.

Grade	Host School (1)	Co-op School (2)	Co-op School (3)	Total
*9	<u>1</u>	<u>1</u>		<u>2</u>
10	<u>6</u>	<u>0</u>		<u>6</u>
11	<u>3</u>	<u>1</u>		<u>4</u>
12	<u>4</u>	<u>1</u>		<u>5</u>
Total	<u>14</u>	<u>3</u>		<u>17</u>

*Note: This figure must include the expected participants from the incoming 9th graders if this application is submitted the previous school year.

8. Current Program Status (List the number of participants included in your program during the sport season preceding this application.)

Grade	Host School (1)	Co-op School (2)	Co-op School (3)	Total
9	<u>8</u>	<u>0</u>		<u>8</u>
10	<u>3</u>	<u>1</u>		<u>4</u>
11	<u>6</u>	<u>1</u>		<u>7</u>
12	<u>10</u>	<u>0</u>		<u>10</u>
Total	<u>27</u>	<u>2</u>		<u>29</u>

9. Agreement Signatures: The following signatures certify approval of this cooperative team by a formal vote of the local education authority and the administrators of the schools involved, and it attests that all the following submitted is accurate, all schools have an agreement with respect to insurance, coaching personnel, facilities, equipment, student eligibility and complying with CIAC By-laws.

Dissolving an active CIAC approved co-op lies solely between the schools involved.

<u>Schools</u>	<u>Board President/Chair or Superintendent Signature</u>	<u>Principal Signature</u>	<u>Date</u>
Host (1) <u>E.O. Smith</u>	<u>BWSQ</u>	<u>[Signature]</u>	<u>9/3/13</u>
Co-op (2) <u>Tolland</u>		<u>[Signature]</u>	<u>9/5/13</u>
Co-op (3) _____			

10. Addendums to this Application: (The following items must accompany this application in order for it to be processed.)

- A written statement expressing the reason for formation of this co-op.
- A written statement from all schools involved that they will adopt a "no cut" policy for this co-op.
- A written statement from your league or six (6) competing schools approving this co-op.
- The eligibility lists of previous sport season.

NOTE: Member schools are advised that when a cooperative athletic team is dissolved for any reason, any and all remaining players from the school that is no longer participating in the co-op are not eligible to continue participating with the host team. For purposes of clarification, the host team is that team which was previously part of the co-op team and has increased its team membership to a level which the CIAC determines sufficient to sponsor its own school team independent of a co-op arrangement.

OFFICIAL CIAC ACTION: The above application for cooperative team sponsorship -- IS / IS NOT granted for the school years _____ and _____

Chairman, CIAC Board of Control _____ / Date _____

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM AUGUST 27, 2013 – 7:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; Richard Field, Vice-Chair; George Baker; Josh Freeman; Mark Gill; Jan Rubino and Benjamin Stanford

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Beverly Bellody, Human Services; Lisa Hancock, Director of Finance and Records; Michael Wilkinson, Director of Administration Services; Barbara Pettijohn, Director of Library Services; Chris White, District Technology Specialist; Doreen Hamilton and other representatives from Honeywell; Chris Halpin and other representatives from Celtic Energy

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

Sam Belsito of 55 Lee Lane (as a private citizen) – He showed an example of what can happen to coil springs from the use of too much salt on the road. He wants to know when pistol permits will be accepted again.

Mr. Werbner said it will only be a temporary delay.

Regarding the State Troopers: Mr. Belsito asked if there could be a charge back to the State for times when the troopers are not in our town? Are all duties logged in by date, time and place? This would help in figuring out their time spent elsewhere. If we are paying for them, then we should be able to charge the State for times when they are not in our town.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a revision to the Code of the Town of Tolland, Chapter 6 - Code of Ethics, Ordinance No. 75, § 6.7 – Persons Subject to Disclosure of Financial Interest.

Mr. Werbner reported that the Ethics Commission made some changes to the Financial Disclosure form. The proposed changes would require that new members of Boards & Commissions complete the forms prior to being sworn into office. Existing members would have until December 1, 2013 to complete the revised form. The form would be good for the term of office and it would be the obligation of the individual to update the form if financial circumstances change during their term of office. Failure to complete the form or update as required could lead to a complaint to the Ethics Commission filed by the Town Council.

Rick Field motioned to open the public hearing; Seconded by Jan Rubino. All in favor. None opposed.

Andy Powell of 21 Clearbrook Drive (as a citizen and the Chair of the BOE) - He believes this is a fair thing to have. It shows consistency, and should go forward.

A straw poll was conducted of all those in favor of this resolution: 5 in favor. 0 opposed.

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

Ms. Rubino wanted to verify that this only needs to be done once during the term, not once every year.

Mr. Werbner said that was correct, unless there was a change within the term.

Rick Field read the following ordinance:

BE IT ORDAINED by the Tolland Town Council that it hereby approves the following amendment to the Code of the Town of Tolland, Chapter 6 - Code of Ethics, Ordinance No. 75.

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

6.2 Consideration of an Education Reserve Fund Ordinance.

Mr. Werbner said this item has been discussed numerous times. The attached ordinance would create, pursuant to State Statute for the first time, a reserve account for use by the Board of Education. This version has been reviewed by the Finance Director and Town Auditor and deemed to be in compliance with accounting rules, as well as, has no impact on currently worded State Statutes as it pertains to the Town's minimum budget requirements for education. The Board of Education, when recommending this ordinance for consideration, took out the "non-recurring" language appearing in the purpose statement as well as the first sections of the proposed ordinance. The Council reinstated that non-recurring language. Most communities surveyed, which have adopted this particular fund, have adopted it for primarily capital expenses, which are non-recurring expenses.

Rick Field motioned to open the public hearing; Seconded by Josh Freeman. All in favor. None opposed.

Bob Rubino of 296 Weigold Road - He supports this special fund for the BOE. He thanked the Council for an act of bravery in taking this first step. It has been a long and non-productive conversation. This is a great step forward. He agrees with the stipulation regarding non-recurring, but asked if the money could be spent on such things like special performance bonuses.

Andy Powell of 21 Clearbrook Drive (as the Chair of the BOE) - The Board is in agreement with having this option. They greatly appreciate the partnership. The issue they have is with the flexibility in spending the money. The word non-recurring is the stumbling block. Keeping that one phrase in will most likely limit the existing Board from putting any money into that fund, just because of the limitation.

A straw poll was conducted of all those in favor of this resolution: 4 in favor. 3 opposed.

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

Rick Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby adopts the attached Education Reserve Fund Ordinance.

Seconded by Jan Rubino.

Mark Gill is a huge supporter of this approach. He understands the argument regarding non-recurring, although in practicality he doesn't know how it would even matter. There are so many expenses that need to be taken care, and so much flexibility within the BOE to move money around. You can fund non-recurring money with this account to free up money to take care of recurring items. There is no reason not to pass it as is.

Jan Rubino asked how many communities where researched for this.

Mr. Werbner answered about 12. There is a definition included regarding unanticipated circumstances and special circumstances. There are so many ways that this money could be used. It is broad in terms of the definition. It is not limited to capital.

Mr. Freeman said if you take out non-recurring it could get the reputation of a 'slush' fund. He believes this is sufficient.

Ms. Rubino believes this is helpful in moving forward and trying to get some transparency. It develops trust.

Mr. Baker asked where the timeframe for review (5years) came from.

Mr. Werbner said it was put in there to guarantee that after a certain period of time there would be a review. Although, it doesn't mean that every year someone couldn't bring it up for review, or further questioning.

Mr. Stanford likes it the way it is.

All in favor. None opposed.

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

7b. REPORTS OF TOWN COUNCIL LIAISONS: Mr. Freeman commented on the PZC: They discussed having a talk about development opportunities after the election with the EDC. They are also doing significant work on the sign regulations.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 8.1 Consideration of a resolution authorizing the application for State Public Library Construction Grant FY2013-2014 which was submitted to the Town Council.

Mr. Werbner commented that as part of the Library expansion that will be on the November ballot, they will be applying to the Connecticut State Library Division Office of Library Development for a grant. A Category 1 grant is for usable space for new buildings. For projects that improve existing spaces, those are known as Category 2 grants. The legislature approved \$5 million statewide for these types of grants for non-distressed communities. There are often more applications than there is money. The State Library Board uses a priority system to determine how much money will be awarded. The maximum amount that we would be eligible to receive is \$1m. We will hope for the best. Ms. Pettijohn, with the assistance of Ms. Bellody, has done a great job in putting together the grant application. The application is due at the end of the month.

Rick Field read the following resolution:

BE IT RESOLVED that Steven R. Werbner, as Town Manager of the Town of Tolland, and in his absence the Acting Town Manager, is hereby authorized to submit on behalf of the Town of Tolland the State Public Library Construction Grant FY 2013-14 application for funding offered by

the Connecticut State Library Division Office of Library Development, and any subsequent amendments and modifications, between the Town of Tolland and the State Library.

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

- 8.2 Discussion of the status of the Performance Contracting Project and to approve the resolution authorizing the Town Manager to enter into a Third Party Financing Agreement as recommended by the Bond Council, Finance Director and Financial Advisor to fund the work identified within the Energy Savings Performance Contract.

Mr. Werbner said this has been discussed prior and everyone should be familiar with the concept. There are two funding scenarios for funding the projects. The community should be proud that this Council has pushed forward with this performance contract. The things happening now are overdue. They need to be done. He has been thoroughly impressed with Honeywell and Celtic's work. He has confidence in terms of what is being suggested.

Doreen Hamilton from Honeywell gave a PowerPoint presentation. She started off by explaining what steps they have taken from the beginning to the present. They have two projects that they are proposing, which were discussed, and the potential savings breakdowns are:

Project #1: Existing Utility costs:	\$1,412,613 - Energy & Operational Savings \$400,000+
Project #2: Existing Utility costs:	\$1,412,613 - Energy & Operational Savings \$573,168

Ms. Hamilton highlighted a 20 year scenario for both projects.

Discussion occurred regarding the projects and funding options.

Mr. Werbner commented that the finance rates are rising, so they would like to lock this in as soon as they can. He warned that there may be items that are not in this proposal, which should be part of the facilities plan.

Chris Halpin of Celtic Energy said this town has the opportunity to make some significant changes, and he doesn't see that often. The staff has been very helpful and has done a great job. It has helped the town to gain some insight on how its' operations run.

Mr. Scavone thanked everyone that has been involved in this.

Rick Field read the following resolution, *which is contingent on the Board of Education's approval. The BOE's meeting is August 28, 2013.*

WHEREAS, the Town of Tolland, Connecticut (the "Town") desires to purchase, acquire, finance, lease and install certain equipment (the "Equipment"), with a cost not to exceed \$10,500,000, related to the work identified in a performance contract (the "Energy Savings Performance Contract"), to be entered into by and between Honeywell International Inc. ("ESCO") and the Town, including acquisition and installations costs, equipment, capitalized interest, legal and other financing costs and other expenses related to the Performance Contracting Project (the "Project"); and

WHEREAS, the Town has issued a Request for Proposals for lease purchase financing for the Equipment; and

WHEREAS, the Town wishes to enter into a tax exempt equipment lease/purchase agreement (the "Tax Exempt Lease/Purchase Agreement") with the equipment lease financing company that submits the lowest qualified bid to lease the Equipment; and

WHEREAS, the Town Council hereby finds and determines that the execution of the Energy Savings Performance Contract and the execution of the Tax Exempt Lease/Purchase Agreement are appropriate and necessary to the functions and operations of and in the best interests of the Town; and

WHEREAS, the Town is authorized under the provisions of Chapters 98 and 109 of the General Statutes of Connecticut, Revision of 1958, as amended, to execute and deliver the Energy Savings Performance Contract and the Tax Exempt Lease/Purchase Agreement for purposes of implementing and providing funds to finance the Project; and

WHEREAS, the Town Council deems it for the benefit of the Town and for the efficient and effective administration thereof to enter into such agreements and the documentation related to the financing of the Project for the purchase, acquisition, leasing and installation of the Equipment to be therein described on the terms and conditions therein provided.

NOW, THEREFORE, BE IT RESOLVED:

(1) The Town Manager is hereby authorized to negotiate, execute and deliver the Energy Savings Performance Contract, by and between the Town and ESCO.

(2) The Town Manager is hereby authorized to negotiate, execute and deliver the Tax Exempt Lease/Purchase Agreement for the lease of the Equipment, by and between the Town and the equipment lease financing company (the "Lessor") that submits the lowest qualified bid to lease the Equipment as determined by the Town Manager. The Tax Exempt Lease/Purchase Agreement shall have a term of no more than twenty (20) years, the principal component of payments under the Tax Exempt Lease/Purchase Agreement shall not exceed the aggregate amount of \$10,500,000, and the Tax Exempt Lease/Purchase Agreement shall have such other terms, provisions and conditions as shall be approved by the Town Manager.

(3) The Town Manager, the Treasurer or other proper officers (the "Officials") of the Town are hereby authorized to certify, execute and deliver any and all documents required to enter into the Tax Exempt Lease/Purchase Agreement, and the Town Clerk is hereby authorized to affix the seal of the Town to such documents, as required. The Officials are further authorized to make such representations and covenants and to execute and deliver such contracts, financing statements, affidavits, agreements and documents, including but not limited to, an escrow agreement and a Tax Regulatory Agreement, as are determined by the Town Manager to be necessary or desirable to evidence and secure the Town's obligations pursuant to the Tax Exempt Lease/Purchase Agreement and to finance the purchase of the Equipment, and that the execution of such contracts, financing statements, affidavits, agreements and documents shall be conclusive evidence of such determination.

(4) The Officials of the Town are hereby authorized to appoint a bank or trust company to act as escrow agent in connection with the foregoing lease purchase transaction and to do or cause to be done any and all other acts and things necessary or proper to further the purposes of this Resolution and the terms and obligations in respect of the Tax Exempt Lease/Purchase Agreement.

(5) The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid up to sixty days prior to and any time after the date of passage of this Resolution in an amount not to exceed \$10,500,000 for the Project with the proceeds of the Tax Exempt Lease/Purchase Agreement. The Tax Exempt Lease/Purchase Agreement shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial

completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance and Records or her designee is authorized to pay project expenses in accordance herewith pending the execution of the Tax Exempt Lease/Purchase Agreement.

(6) Nothing contained in this Resolution, the Tax Exempt Lease/Purchase Agreement nor any other instrument shall be construed with respect to the Town as incurring a pecuniary liability or charge upon the full faith and credit of the Town or against its taxing power, nor shall the breach of any agreement contained in this Resolution, the Tax Exempt Lease/Purchase Agreement or any other instrument or document executed in connection therewith impose any pecuniary liability upon the Town or any charge upon its full faith and credit or against its taxing power, except to the extent that the payments payable under the Tax Exempt Lease/Purchase Agreement are special limited obligations of the Town as provided in the Tax Exempt Lease/Purchase Agreement. Payments in respect of the Tax Exempt Lease/Purchase Agreement shall be subject to annual appropriations of the Town. The Tax Exempt Lease/Purchase Agreement shall include a "non-appropriation of funds" clause allowing for termination in the event that sufficient funds are not appropriated to make payments of rent and other amounts each fiscal year.

(7) If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Seconded by Jan Rubino.

Mr. Gill believes this is a great program and believes they should go with the 20 year program. Mr. Freeman agreed with Mr. Gill. He supports the 20 year plan, and believes it sets us up for sustainability. Ms. Rubino is happy that they are looking at long term projects. She is for the 20 year plan. Mr. Stanford believes the 20 year plan is the way to go. It hits all the major points. He thanked all involved, including the Energy Task Force. Mr. Field agrees. He thanked everyone, including the town employees. Mr. Scavone thanked them all for being patient with the Council. He is for the 20 year plan. Mr. Gill thanked Mr. Freeman for his assistance in all this too. Mr. Baker is in favor of the 20 year.

Jan Rubino, Josh Freeman, Rick Field, Mark Gill, Ben Stanford, George Baker and Jack Scavone are in favor. None opposed.

- 8.3 Consideration of a resolution making an appropriation of \$130,499 from the Emergency Storm Fund's fund balance to allocate the funds approved by FEMA for actual costs from Storm NEMO (February 2013 Blizzard) and to appropriate funds for future Board of Education emergency reserves. This resolution will also set a public hearing thereon for September 10, 2013.

Mr. Werbner updated that this is money received back from FEMA. They would like to put this into the Emergency Storm Fund for emergencies going forward. Certain monies have also been identified within this fund for the BOE.

Rick Field motioned that the following resolution be introduced and set down for a public hearing on September 10, 2013 at 7:30 p.m. in Tolland Town Council Chambers

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves an appropriation of \$130,499 for the FEMA reimbursement to cover Storm NEMO (February 2013 Blizzard) expenditures and future emergency storm needs as outlined in the Emergency Storm Fund Ordinance. Of this amount \$17,336 will be appropriated to a separate Board of Education

Storm reserve account within the Emergency Storm Fund for future emergency storm needs as requested by the Superintendent of Schools to the Town Manager.

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

- 8.4 Approval of Resolution authorizing the Town Manager to sign the DOT "Master Municipal Agreement for Construction Projects (MMAC)".

Mr. Werbner said if there are state funds for construction projects on state roads, which are administered by the town, the ability to get a contract approved after you've gone through all the design and bidding can take up to two years. In order to speed that process up, the State has developed a new contract that can be used within a 10 year period of time for any project that comes up. You just fill in the details as you go. This ten-year agreement covers both municipally advertised projects and ones advertised by DOT on behalf of towns. At this point in the time, we don't have a use for it, but it will be good to have it in place.

Rick Field read the following resolution:

BE IT RESOLVED, that, Steven R. Werbner, Town Manager, is hereby authorized to sign the Agreement entitled "Master Municipal Agreement for Construction Projects".

Seconded by Mark Gill. All in favor. None opposed.

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

Ben Stanford motioned to re-appoint the following:

- Re-appointment of **John K. Zevetchin, 352 Shenipsit Lake Road**, to Water Pollution Control Authority as a regular member to fulfill a term through June 26, 2016.
- Re-appointment of **Cody Johanson, 26 Deer Meadow Road**, to Water Pollution Control Authority as an alternate to fulfill a term through June 26, 2016.

Seconded by Josh Freeman. All in favor. None opposed.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner commented on the Trooper program. He reviewed the State's audit process. They recently have come forward saying that the fringe benefit percentage that they charge municipalities has increased. For Tolland, the high end of this increase is nearly \$25,000. CCM, our Representatives and he seem to agree that there needs to be some legislation put in to control it. There needs to be an end date to assess increases for the following year. That end date needs to be somewhere around January / February in the preceding fiscal year. Also, the issue of the outrageous amount needs to be taken up. He added that we do not get assessed when troopers go out of town; that is something that is monitored well. He is concerned as to where the \$25,000 will come from.

~The Cross Farms project is starting to come together and will be a beautiful building. It should be done by the end of October. He passed a picture around.

~The THS project – the artificial turf will begin to be laid tomorrow. A sign, dedicated by the class of 2002, has been put in place at the entranceway into the facility. September 20th will be the first football game. They would like the community to come together that night. The activities start at 5:00 p.m.

~ Celebrate Tolland will be taking place on September 21st in the rear parking lot at the Town Hall. It will be in conjunction with an arts and crafts show and the farmers market.

~ He believes there will be a golf frisbee tournament at Cross Farms on Sunday, September 22nd.

11. ADOPTION OF MINUTES

11.1 August 13, 2013 Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Jan Rubino. All in favor. None opposed. Josh Freeman and Mark Gill abstained.

12. CORRESPONDENCE TO COUNCIL: None.

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: None.

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

Steven Jones of Reed Road - He thanked Barbara Pettijohn for her work on the grant. He is glad the town hired her, and believes she is an invaluable asset to us.

15. EXECUTIVE SESSION

Rick Field motioned to go into Executive Session at 8:58 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Mark Gill. All in favor. None opposed.

15.1 Executive session to discuss a personnel matter.

16. ADJOURNMENT: Rick Field moved to adjourn the meeting; Seconded by Mark Gill at 9:20 p.m. All were in favor.

Michelle A. Finnegan
Town Council Clerk

Jack Scavone, Council Chair

Join us at the "Celebrate Tolland" Festival

Saturday, September 21st 10am - 3pm This year at

Tolland Town Hall

Check out the displays, Enter a dessert in the Kollas Apple Baking contest, Enjoy some good musical entertainment, Have fun on the 15ft inflatable slide, try the bounce house obstacle course, look good with a glitter tattoo. Check out the Hot Air

Balloon raffle & games, proceeds to benefit the Adams Adventure project. Try your hand at disc golf and learn tricks from a pro, enter the favorite Tolland photo contest, check out the youth art exhibit, make some spin art, take a chance on the treasure chest of prizes, grab some free samples, try some ice cream & other good food. Have Fun! Enjoy Yourself while learning more about Tolland!

Sponsored by the Tolland Recreation Dept. and friends