

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
May 22, 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

May 8, 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. Tolland Intermediate School – A Day on Tolland Green
  - F.2. Robotics and Gadget Engineering (RAGE)
  - F.3. Strategic Plan – Status Report
  - F.4. Educator Evaluation and Support Plan Feedback
  - F.5. CABA Workshop – Update on Collective Bargaining and New Teacher Evaluation and Support Program
  - F.6. Tolland High School Artificial Turf Agreement
  - F.7. Board Policy and Administrative Regulation 3080 – Advertising Signage
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT

- I. BOARD ACTION
  - I.1. School Facility Utilization and Study – Proposal Award
  - I.2. Drainage System/Paving Funds
- 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 May 14, 2013
  - Connecticut School Counselor Association
  - Tolland Public Schools Awarded CIRMA's Risk Management Achievement Award
  - Festivals of Music
  - School Calendars for June
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Personnel Matters
- O. ADJOURNMENT

TOLLAND BOARD OF EDUCATION  
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REGULAR MEETING – May 8, 2013

Members Present: Mr. Andy Powell, Chair; Mr. Robert Pagoni, Vice Chair; Ms. Christine Vincent, Secretary; Mr. Steve Clark, and Mr. Thomas Frattaroli

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

April 5, 2013 – Special Meeting

Ms. Vincent motioned to approve the minutes of the April 5, 2013 Special Meeting. Mr. Clark seconded the motion. The following changes should be made: none. All were in favor. None opposed. None abstained. Motion carries.

April 10, 2013 – Regular Meeting

Ms. Vincent motioned to approve the minutes of the April 10, 2013 Regular Meeting. Mr. Clark seconded the motion. The following changes should be made: none. All were in favor. None opposed. Ms. Vincent abstained. Motion carries.

April 24, 2013 – Regular Meeting

Ms. Vincent motioned to approve the minutes of the April 24, 2013 Regular Meeting. Mr. Clark seconded the motion. The following changes should be made: none. Mr. Powell, Mr. Clark, and Ms. Vincent were in favor. None opposed. Mr. Pagoni and Mr. Frattaroli abstained. Motion carries.

C. PUBLIC PARTICIPATION (2 minute limit) - None

D. POINTS OF INFORMATION

Mr. Powell noted that the referendum passed with approximately 20% of the voting public doing their civic duty. Mr. Powell added that today is School Nurse Day. This day is an opportunity to celebrate the unique contributions school nurses make each and every day at their schools.

The nurses do amazing work. Without question, the work school nurses do is unreported but definitely not underappreciated. To be exact, part of the effort the school nurses has helped to lead is the student breakfast program at TMS so students will be able to perform better and reduce visits to the school nurses. We are very fortunate to have a very dedicated and professional staff supporting our students and our administration.

E. STUDENT REPRESENTATIVE REPORT

Ms. Dave noted that the Student Council is wrapping up the year. Speaker, Chris Herren had an impact on the students with his discussion on decision-making and his battles with addiction and its effect on his sport's career. This presentation was part of Prom Safety Week. The prom will

be held on Friday, May 10, 2013. Mr. Guzman confirmed that the students will be able to use the Green on the evening of the prom. The appropriate permits and safety measures have been approved and addressed. A notice will be sent to those attending the prom. Additionally, the Student Council is planning Step Up day, an event which helps eighth graders become acclimated to the high school. This will be the final event the Council will hold this year. The second year of Cupcake Wars was very successful. Ms. Dave will report back to the Board regarding the total donations and the charity which will benefit. Mr. Pagoni wished all of the students a safe and enjoyable prom.

F. SUPERINTENDENT'S REPORT

F.1. International DECA Conference

Ms. Lynn Bridge spoke previously of the success of the students in the DECA program. Six of Tolland's students were invited to participate in the International DECA Conference in Anaheim, CA. These students were: Tyson Bridge, Ray Tetreault, Kelsey Lewis, Shaheer Hassan, Chance Foster, and Hunter Mulhauser. In all, there were sixteen thousand students in attendance. Tolland's students did a fabulous job and presented themselves very well. Four of the students received a Certificate of Excellence: Kelsey Lewis, Shaheer Hassan, Chance Foster, and Hunter Mulhauser.

Shaheer Hassan commented that going to the National Conference was an amazing experience. He met people from throughout the country and was able to work on his communication skills. He and Kelsey Lewis focused on business law and ethics. Ms. Lewis provided additional detail about the project and experience.

Tyson Bridge noted that this is the best memory he will have from his high school years, he met students from around the world, and believes this has prepared him for real life more than any test would be able to do.

Mr. Frattaroli asked how this experience has energized other students. Mr. Bridge responded that many students he has spoken with would like to go and he recommends it. Ms. Lewis noted that the social media generated a lot of interest from the students as well and more information may be found on the THS webpage. Local businesses including Papa T's, CNC Software, Leahy Management Group, Esteem Manufacturing, the Lion's Club, Salon Gio, and Harley Davidson supported the organization. The Tolland Education Foundation provided a grant so the students would have the blazers they needed to wear for them to compete.

The DECA club will hold a fundraiser next week to raise money for next year's bus trip to the state competition and entry fees for the national competition. The fundraiser will be Couples Collide where couples attending the prom will participate in a fashion similar to the Newlywed Game.

The Board congratulated the members of DECA and wished them continued success.

F.2. School Facility Utilization and Study – Proposal Award

Mr. Guzman explained that the Finance and Facilities Committee of the Board recommends approval of the contract submitted by DRA (Drummy Rosane Anderson), Inc., South Windsor, CT for a School Facility Utilization and Study.

Mr. Barrett, Principal, DRA Inc., provided an overview of the team and the information shared with the selection committee. Mr. Barrett introduced Mr. Michael Zupa from Milone & MacBroom and Mr. Del Smith from Consulting Engineering Services (CES). Other members of the team include: Paul Moore, DRA, Inc., David Dickson, Milone & MacBroom, and Tracy Spaulding, Leach Consulting. Mr. Barrett explained that in terms of the consideration of facility utilization, the focus of the selection committee, the team is educationally informed and educationally driven in terms of its approach to these kinds of studies. The team has a unique commitment to community participation in these studies. Mr. Barrett reviewed some of the firm's experience and projects.

Mr. Barrett explained that integrated planning is represented by a graph of the project timeline vs. the work effort. The ability to impact projects decreases over time and the cost of changes increases as projects progress forward. The team works via a series of steps: collecting, listening, visioning, and delivery of study documentation.

Collecting documents and analysis of existing conditions is done to define the conditions of the systems and materials and establish a list of opportunities and constraints. Mr. Zupa noted that the team will look at economics and tie in multiple pieces of data to get the most accurate information. Rather than just considering the number of births in the community, other locations will be examined to learn where students are from and if a trend will continue.

Listening is an activity where the team will interview those delivering education to the students. Mr. Moore will lead these discussions. Listening involves accessing current program features and amenities and relating them to future needs to look for areas where there may be an opportunity to improve.

Visioning is a district-wide, interactive community process used to assess ideas and gather ideas for projects. CES comes in at this point. Mechanical conditions are assessed and options for improvements are presented with modeling and costing to assist in prioritizing options.

Ms. Vincent confirmed that the study of energy savings will be integrated with the Celtic Energy work.

Utilization study documentation will be provided to aid in the district's project understanding and action.

The full team will review the community's resources including the four schools, the students, and the strategic plan – particularly goals 1, 3, and 5.

As educational planners and programmers, the team recognizes that plans need to be flexible in nature, move toward inquiry-based and project-based learning, and knows that educational methodologies will vary. The focus is on balancing value – cost, quantity, and quality as well as participating in community interactions.

Mr. Pagoni noted that there are some in town who want to close one of the schools and asked if this could be a possible recommendation from the study. Mr. Barrett

responded that it is possible. All of the tools and resources will be made available and put on the table.

Mr. Powell inquired about how the community interactions would take place. Mr. Barrett explained that for this type of project, there are usually three workshops. The first is for listening. The second workshop is to present as many ideas as possible and incorporate discussions from the first workshop. The third workshop will address the 2-3 common thread ideas. A final report will then be delivered to the committee at which time there may be recommendations. Generally, it is about a five month process but the timeframe can be moved. Typically, community workshops are better in the fall and mechanics are studied over the summer.

A discussion regarding the timeframe for the study took place. Mr. Pagoni noted that the study's recommendations may affect the district next September. The longer one waits, the more work may have to be done to undo other plans. One reason to do this is to determine if a school will be closed so he is reticent to wait. Ms. Vincent noted that it is important to have community members involved and that the Board needs to wait so the community members can attend the meetings; summer is difficult for individuals to attend workshops. Mr. Guzman noted that the final analysis must be thorough and many conversations with school administration, staff, and the community as a whole need to take place. This is critical and far-ranging. The work involved in items such as shutting down a building, grade configuration, staffing, and moving is monumental. Mr. Powell is in favor of kicking this off in June so the mechanical review can begin with community conversations starting in the late August/early September timeframe. Mr. Barrett noted that if the team is to integrate the data from the Honeywell plan, it will need that as well.

Mr. Powell thanked those in attendance. The scope presented is exactly what the Board is looking for and ties in with other components and community involvement.

Mr. Powell invited comments from the public.

Karen Moran, 50 Merlot Way, asked what would happen if the Town's plans for the Parker Memorial School building fall through and it is returned to the Board. Mr. Powell responded that this is something that could be included in the study. Ms. Vincent added that the plan is flexible so there should not be a challenge to include it. Mr. Barrett noted that the RFQ identified four buildings but that this could be addressed as well.

Mr. Pagoni, in response to Mr. Guzman, noted that decisions cannot be made until the job is 100% complete and the Board has evaluated it. He added that it needs to be done quickly. There is a financial problem in the community. He does not want to support a school for an additional year if it is not necessary. The Board should try to do the best it can. If it is going to do anything at all, it should be for next September. Mr. Powell responded that anyone who says a school should be closed due to the expense is being irresponsible and only looking at money. He refuses to be pressured only by financial issues of the Town to make a decision that will completely restructure the district. Mr. Pagoni would like the process to proceed, and then if there is a recommendation to close a school, it can be addressed in a reasonable and efficient manner for next

September. Mr. Powell noted that the resources need to be available so an intelligent decision can be made.

F.3. Career and Technical Education Innovation Grant

Mr. Guzman noted that the documents are in the packet for review and handed out the budget form for the grant. The district received notification of this grant money on April 29<sup>th</sup> and Dr. Eidson wrote the grant. A proposal for the Perkin's Grant in the amount of \$39,229 will be submitted to the state if approved by the Board. It is due May 15<sup>th</sup>.

Mr. Clark inquired what the expense would be in succeeding years if approved. Dr. Eidson responded that this course has already been in the catalog and would be revamped. Since the materials and curriculum will be in place, it should carry the expense of any other course being carried forward. E-commerce was selected and was one of the five areas of which support is being offered. The staff believes this is something that will revive the entrepreneurship class and no additional staffing will be needed.

Mr. Powell inquired if the equipment request had to be that of an iPad. He wants technology in the schools and wants it to be integrated. He does not want the iPad to back them into a corner. Dr. Eidson noted that the department already has a set of iPad and does not want to mix and match. Mr. Powell explained that this is the insidious part – he does not want to be stuck with a single vendor such as Apple. Windows has multiple vendors and is a lower cost option. If the tablets were Androids, there would be flexibility and the price-point would be less for the devices. He asked if the equipment had to be the iPad rather than an Android. Dr. Eidson believes that the equipment could be Androids but that the iPad is the choice of the teachers. Mr. Powell noted that he wants to make strategically correct decisions. A discussion of iPad vs. Androids took place as well as BYOD (Bring Your Own Device). Mr. Guzman asked Dr. Eidson to speak with the teachers. Mr. Powell noted that this is not a criticism of the idea but that the options needed to be examined.

Mr. Powell entertained a motion to move item F.3 to I.5. Mr. Clark motioned to move item F.3 to I.5. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

F.4. Drainage System/Paving Fund

At Birch Grove Primary School, seven drainage areas have deteriorated over time due to ineffective construction methods and materials. The district would like to repair them. The preliminary estimate for repair is \$25,000. Funds for the repair would come from a CIRMA (Connecticut Interlocal Risk Management Agency) equity distribution. The total distribution was \$27,947. The Town's share is \$12,727 and the Board's share is \$15,220. It is anticipated that the money will be received in late June or early July. Mr. Langlois received a quote for the repair of all twelve catch basins at the school. The quote was for \$17,200. Mr. Guzman recommended that the CIRMA equity distribution of \$15,220 be allocated to the Capital Improvements Board of Education District Wide Drainage/Paving Fund to cover the partial cost of the project. After a review of other resources, it was determined that the difference should come from the operating budget. The repair work would take place over the summer. Mr. Powell expressed

concern that operational funds would be used for a capital project rather than textbooks and materials. A brief discussion of the school's construction and building followed. Mr. Pagoni asked if the Board could ask the Town Council for the difference since it always tells the Board to approach them if there is a need. Mr. Powell will send a note to Mr. Scavone indicating that this is a capital improvement project and that the additional funding should come from the Town. This item will be on the agenda for action in two weeks; Mr. Clark requested that Mr. Carroll be in attendance.

F.5. Request for Leave of Absence

Mr. Guzman recommended the approval of Mr. John Powell's request for a two-year leave of absence. The position would be filled with a two-year contract ideally by one person and there will be a cost savings. The chair entertained a motion to move item F.5 to item I.6. Mr. Pagoni motioned to move item F.5 to item I.6. All were in favor. None opposed. None abstained. Motion carried.

F.6. Status of the Budget – April 23, 2013

The budget for fiscal year 2012-13 (adopted and adjusted) is \$35,702,228. As of April 23<sup>rd</sup>, expenditures and encumbrances total \$35,474,385 leaving a projected balance in the amount of \$227,843. The difference in the unexpended balance since the February 25<sup>th</sup> budget projection is \$294,772. Mr. Guzman noted that there are still two full months before the end of the year and there will be some significant changes to both the program and personnel sides. The goal is to come to the Board with a balance of \$200,000 in this year's budget. Another status report will be provided at the first June meeting. Ms. Neel noted the fluidity of the numbers and cited examples.

G. COMMITTEE & LIAISON REPORTS

EASTCONN – None

Finance & Facilities Committee – None

Policy Committee

Ms. Vincent noted that the Committee has been discussing advertising and promotion. They have come to an impasse and would like input and discussion from the Board on permanent and non-permanent advertising during the timeframe of March through November as a way of generating revenue. The policy is clear and concise in terms of what kind of advertising may take place. The Committee will bring this to the Board without a recommendation for a reading on May 22<sup>nd</sup>. Mr. Pagoni would like this to be included in the packet so action may be taken. The advertisements being discussed only apply to the artificial turf athletic field.

Negotiation Committee

Mr. Guzman noted that the Committee has met with the custodial and clerical groups. It will meet with the paraprofessional group on May 9<sup>th</sup>. Further, Mr. Guzman will attend a workshop presented by CAFE on trends in negotiation and will provide a summary at the next meeting.

Town Council Liaison – None



H. S. Turf Field Committee Liaison – None

Technology

Mr. Powell will be at the next meeting and will report back to the Board.

H. CHAIRPERSON'S REPORT

Mr. Powell thanked the 1,800 people who did their civic duty and voted. He was excited to see the extracurricular activities which show the flagship opportunities available for students outside of the school. He encouraged students and parents to come forth with suggestions of other extracurricular activities that they would like to see offered. Lastly, he reiterated that the Board's expectation is that the picture of the 1% it provided is what will be coming forward and noted that there may be a few small adjustments. Transparency is imperative and the Board will stick to this.

Mr. Powell entertained a motion to extend the meeting past 10PM. Mr. Clark motioned to extend the meeting past 10PM. Ms. Vincent seconded the motion. Mr. Powell, Mr. Pagoni, Mr. Clark, and Mr. Frattaroli were in favor. Ms. Vincent opposed. None abstained. Motion carried.

I. BOARD ACTION

I.1. Healthy Food Certification

Mr. Powell entertained a motion to approve the Healthy Food Certification. Mr. Pagoni motioned to approve the Healthy Food Certification. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

I.2. Tolland High School Athletic Trainer – Proposal Award

Mr. Powell entertained a motion to approve the Tolland High School Athletic Trainer Proposal Award. Mr. Pagoni motioned to approve the Tolland High School Athletic Trainer Proposal Award. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

I.3. Obsolete and Surplus Equipment – Parker Memorial School and Birch Grove Primary School

Mr. Powell entertained a motion to approve the obsolete and surplus equipment at the Parker Memorial School and the Birch Grove Primary School. Mr. Pagoni motioned to approve the obsolete and surplus equipment at the Parker Memorial School and the Birch Grove Primary School. Ms. Vincent seconded the motion. Mr. Frattaroli asked where the surplus would go. Mr. Guzman explained that upon the Board's action, he will write a letter to the Town Manager indicating that these items are now surplus and belong to the Town. The Town will dispose of them. All were in favor. None opposed. None abstained. Motion carried.

I.4. Board Policy and Administrative Regulation 3080 – Advertising and Promotion

This item was postponed.

I.5. Career and Technical Education Innovation Grant

Mr. Powell entertained a motion to approve the Career and Technical Education Innovation Grant. Mr. Clark motioned to approve the Career and Technical Education Innovation Grant. Mr. Pagoni seconded the motion. A discussion took place. Dr. Eidson

confirmed that the grant does not specify that iPads must be the material listed. Mr. Pagoni expressed concern that the Board would be making the decision for the teachers who execute the course and that their opinion needed to be considered. Mr. Powell expressed concern that the iPad would soon be outdated. Dr. Eidson noted that there are already some iPad in the classroom but that they could get Androids instead and more of them. Mr. Powell would like to see a non-proprietary device that would cost less and added that this would be a good way to compare and contrast to show the validity of using Androids in the classroom. Additionally, more teachers may be able to be sent for professional development with the savings. Mr. Powell wants to see sustainable technology. Dr. Eidson will get more information from the staff to see if there is anything that precludes them from using the Android. Dr. Eidson noted that there are some social media components involved. Mr. Powell commented that the discussion of the impact of social media is critical to the course.

Mr. Pagoni amended the motion to approve the grant application with the caveat that line item 770 will be changed to support an Android platform if possible and if it cannot, then the Superintendent will make the decision. Ms. Vincent seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

#### I.6 Request for Leave of Absence

Mr. Powell entertained the motion to approve the request for a leave of absence. Ms. Vincent motioned to approve the request for a leave of absence. Mr. Pagoni seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

#### J. PUBLIC PARTICIPATION

Karen Moran, 50 Merlot Way, asked if the commitment of the Town to be involved with the South Windsor IT group is something that schools will take advantage of as well. Mr. Powell responded that it would not; it is outside of the scope. Ms. Moran went on to say that in regard to the conversation about the iPad and the Android, her husband is in the technology field and says that the Android is not a manageable platform for schools. The Board should keep in mind that there are other opinions about this stuff and the Board needs to be sure it is the right call. It might be cheaper but it might not be the right decision.

#### K. POINTS OF INFORMATION

Mr. Pagoni commented that he was glad Ms. Moran brought this up. It would be good to go out and do the homework.

#### L. CORRESPONDENCE

- Town Council Minutes from Annual Budget Presentation April 23, 2013
- Official Statement – School Nurses Day – May 8, 2013

#### A. FUTURE AGENDA ITEMS

1. Amended policy regarding advertising
2. Turf agreement for review
3. Short report on the CABA negotiation session
4. Status of the strategic plan
5. Possible advertising policy

B. EXECUTIVE SESSION – Personnel Matters

Mr. Clark motioned to go into executive session to discuss personnel matters at 10:18PM. Ms. Vincent seconded the motion. All were in favor. None opposed. Motion carried.

The Board returned to Public Session at 10:55 p.m.

C. ADJOURNMENT

Mr. Clark motioned to adjourn the meeting at 10:56 P.M. Mr. Pagoni seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa Pascuzzi".

Lisa Pascuzzi  
Clerk

**TO: Members of the Board of Education**

**FROM: William D. Guzman  
Ian Poulin**

**DATE: May 22, 2013**

**SUBJECT: Tolland Intermediate School – A Day on the Tolland Green**

On Thursday, May 16, all third grade students played the roles of children in the 1800s on the Tolland Green. Each child was assigned to play the role of a real child living in Tolland in the 1800s and learned about the family, jobs, and education of this child. Students dressed as children from the nineteenth century, carried baskets with their lunches, and experienced life in Tolland as it was over one hundred years ago.

Students participated in five activities during their day on the Tolland Green. Kathy Bach, President of the Tolland Historical Society, shared antiques and handcrafted objects with students at the Tolland Jail Museum. Students had the opportunity to view artifacts from the family they researched. Bea White-Ramirez and Teri Gerry, co-directors of the Hicks-Stearns Museum, gave students a tour of the Hicks-Stearns and compared artifacts from the 1700s, 1800s, and today. A volunteer from the Tolland Historical Society taught students as if they were in a one-room schoolhouse in nineteenth century Tolland. With TIS art teacher, Sue Bezzina, third graders sketched the historical buildings on the Tolland Green. TIS music teacher, Judy Baker, taught students songs and dance from the 1800s.

As part of their social studies curriculum, this interactive experience was designed to help students learn about the history of Tolland as a vibrant town in the 1800s. The Tolland Historical Society and the Hicks-Stearns Museum are eager supporters of this program and the space provided by the Tolland Congregational Church is greatly appreciated.

This was the fourth year of running this program, and it has become wildly popular. The third grade students and their families look forward to this day each year and the teachers were fortunate to once again have an overwhelming number of parent volunteers to make the day go so well for the kids. This year, Tolland parent, Shelly McNamee, coordinated over 30 parent volunteers and at least 25 parent guests who joined the students for lunch on the Green. Her extraordinary efforts are also appreciated.

Third grade teachers, Christy Fisher, Tara Arner and Cathy Drury along with third grade students will be in attendance at the Board meeting.

WDG/IP:ca

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 22, 2013**

**SUBJECT: Robotics and Gadget Engineering (RAGE)**

RAGE robotics was started in the fall of 1994, and is composed of high school students from Tolland, Rockville, Manchester, and East Hartford; engineers; parents; teachers; and other volunteers. Annually, a new Challenge is released in the beginning of January, there is a 6-week build season in which the build team and other communities meet 2-4 times a week to design, build, and program a new robot to meet the Challenge.

Mr. Ken Davidson, volunteer coordinator of the RAGE program will be at the Board meeting to explain the program and answer questions from Board members.

WDG:ca

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 22, 2013**

**SUBJECT: Strategic Plan – Update**

Below are listed the five (5) goals listed in the Strategic Plan adopted by the Board of Education on November 28, 2012. Also listed below are the strategies attendant to each of the five goals. Initiatives undertaken under each strategy are noted where applicable.

**Goal 1 – To ensure high levels of student achievement for each individual academically, socially, emotionally in preparation for a 21<sup>st</sup> Century World.**

**Strategy 1.1: Support the needs of each individual student.**

Naviance student tracking program was purchased, installed and in use.

**Strategy 1.2: Encourage faculty to continue to individually and collaboratively reflect upon and utilize current, innovative, and researched-based practices.**

The new Teacher Evaluation Plan incorporates many of the action steps in this strategy.

**Strategy 1.3: Evaluate, maintain, and enhance a curriculum reflective of approved state standards and 21<sup>st</sup> Century skills/goals.**

Teachers, coordinators and administrators have been dedicating time and energy to implement the Common Core State Standards and will continue to do so in the coming school year.

**Strategy 1.4: Develop a means of following an individual student's academic growth through tracking data from various common assessments to help inform instructional decisions.**

Formative and summative assessments are being developed in concert with the implementation of the Common Core State Standards.

**Goal 2 – To establish a positive school climate where all members of the school community are safe, respected, and available for learning.**

**Strategy 2.1: Provide a socially, emotionally and physically safe school climate for all members of the school Community.**

Each school has a safe school climate committee in compliance with anti-bullying legislation.

**Strategy 2.2: Provide meaningful student connections in the school and community.**

The Positive Behavioral and Interventions Support (PBIS) program has been instituted in each of the schools and continually promotes good student interactions.

**Strategy 2.3: Support the operational capacity necessary to maintain positive school climate.**

Each school conducts assemblies to recognize positive behaviors. All schools adhere to the Response to Intervention requirement to ensure that student basic reading and mathematic skills are developed.

**Goal 3 – To provide and utilize technology to promote learning.**

**Engaging and Empowering Learning Experiences** – Learning Experiences are empowering, engaging and supported by digital tools so students can be active, creative, knowledgeable and ethical participants in our globally networked society.

**Strategy 3.1: Determine grade by grade appropriate use and skills.**

The District developed and the Board approved Bring Your Own Device to school policy. This initiative is still in its early stages of development.

**Strategy 3.2: Revise the Acceptable Use Policy for 21<sup>st</sup> century digital citizens.**

On going.

**Strategy 3.3: Provide a scope and sequence of research skills.**

List of technology skills are embedded in the Common Core State Standards which are being developed.

**Strategy 3.4: Determine and organize grade by grade websites and software sources that enhance learning.**

Some of this work is in process along with training requirements.

**Strategy 3.5: To further technology enhanced learning by having support for teachers.**

The position of the Education Technology Director has been placed on hold. Part of this position's responsibilities was to provide teacher training.

**Strategy 3.6: To further learning by having communication tools available for individualized student to student and student to teacher communications.**

As stated earlier, the BYOD was approved but yet to be implemented.

**Strategy 3.7: Use the power of technology to expedite processes for continuous improvement.**

Several enhancements have been made and new data software purchased.

**Strategy 3.8: Continue to invest in technology infrastructure to support the articulated learning goals.**

Budget constraints impede full implementation of this strategy. WIFI has been installed in limited areas in each building.

**Strategy 3.9: Productivity software programs are in place.**

Student Success Plan software (Naviance) has been purchased and in place for grades 6 through 12.

**Goal 4 – To facilitate consistent communication among Tolland Public Schools' stakeholders.**

**Strategy 4.1: Promote opportunities for all stakeholder groups to have a meaningful voice within the schools and school district.**

AlertNow, digital backpacks are used extensively to inform parents of school operations and initiatives.

**Strategy 4.2: Develop district standards for teacher communication with families regarding individual student progress.**

Teachers continue to develop their own web pages to inform parents of their classroom goals and activities.

**Strategy 4.3: Increase positive messaging from each school to stakeholders.**

The use of the school district backpack and PowerSchool has increased and should continue in the upcoming school year.



**Strategy 4.4: Increase internal communication among school personnel at all levels.**

On going.

**Goal 5: To improve school facilities that support student achievement and provide a safe learning and working environment.**

**Strategy 5.1: Provide a safe and healthy physical environment for all students and staff.**

School Safety assessments were conducted by Connecticut State Police, Tolland Public Safety Director and school administrators at each school. The Investment Grade Audit undertaken will provide opportunities for upgrades regarding energy efficiencies.

**Strategy 5.2: Provide systems and plans for emergencies and safety.**

Safety drills and evacuations are conducted in compliance with state law and in cooperation with Tolland Public Safety Director. District Safety Committee meets on a scheduled basis throughout the year to report on safety matters.

**F.4.**

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 22, 2013**

**SUBJECT: Educator Evaluation and Support Plan Feedback**

Attached for your information is a May 10, 2013 letter from the State Department of Education which provides the Department's review of Tolland's Teacher and Administrator Evaluation Plans. As noted in the review all components of the Teacher Evaluation Plan have met the State requirements except Component #3, Parent or Peer Feedback and Component #4, Whole School Student Learning or Student Feedback. We are currently making needed revisions to these two components.

Please note that all components of the Administrator Evaluation Plan met requirements and have been approved.

WDG:ca



STATE OF CONNECTICUT  
State Department of Education



TO: William Guzman  
Tolland School District

FROM: Sarah Barzee, Ph.D., Interim Chief Talent Officer  
Talent Office

SB

DATE: May 10, 2013

SUBJECT: Educator Evaluation and Support Plan Feedback

Thank you for submitting your district's Educator Evaluation and Support plan by the April 15, 2013, due date. We appreciate the commitment, time and work put forth by all involved in your district.

A group of colleagues representing statewide education organizations joined the CSDE Talent Office Staff recently to participate in the review of district plans. All reviewers were trained to review and evaluate plans to ensure alignment with the Connecticut Guidelines for Educator Evaluation and Support (Core Requirements). The review process revealed that most of the plans submitted from the EASTCONN area districts reflected the structure of the plan developed by EASTCONN and were largely similar, with only minor exceptions. Accordingly, the team feels that the feedback would be more effective if it addressed the common themes that require clarification. To address these themes and to ensure consistency of requirements throughout your plans, we have enclosed the following for your review and consideration:

- **District Specific Feedback Report:** Each rubric component and supporting elements has been evaluated according to the minimum requirements outlined in the Guidelines for Educator Evaluation and Support. As a result, each component is noted as: *Meets Requirements or Requires Revision* (if requires revision, the heading appears in red). In addition, each element under each component is noted as *Meets, Partially Meets, or Does Not Meet Requirements*, and is accompanied by comments to explain why the element partially meets or does not meet requirements. In many cases, an element partially meets requirements, but may be accompanied by a comment to suggest greater alignment with the guidelines or to note exemplary practice.
- **Clarification of Core Requirements:** This document outlines by component, common areas that were noted in many district plans suggesting the need for clarification.

In many cases, the revisions requested are small and will not require significant alterations to plans. **Note that the resubmission date for the parts of your plan that require revisions has been changed to June 21, 2013.**

Thank you once again for all your diligent work to meet the requirements of the statewide roll-out of Educator Evaluation and Support.

SB/bh

Enclosures: 1. Feedback Report  
2. Clarification of Core Requirements



**STATE OF CONNECTICUT**  
*State Department of Education*



**EDUCATOR EVALUATION PLAN 2013-14**  
**REVIEW AND FEEDBACK REPORT**

**Tolland School District**

***Feedback for Teacher Evaluation Plan: Revisions Required***

**Evaluation Process: Meets requirements**

Timeline for Evaluation Process:	Meets requirements
Orientation to the Evaluation Process:	Meets requirements
Goal-setting Conference:	Meets requirements
Mid-year Check-in:	Meets requirements
End-of-year Conference:	Meets requirements
4 Level Matrix Rating System:	Meets requirements

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**Component # 1 - 45% Student Outcomes/Achievement: Meets requirements**

Goal-setting Process:	Meets requirements
IAGDs:	Meets requirements

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**Component # 2 - 40% Teacher Practice: Meets requirements**

Observation Protocol:	Meets requirements
Rubric:	Meets requirements
Proficiency/Calibration:	Meets requirements

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**Component # 3 - 10% Parent OR Peer Feedback: Revisions required, see feedback for details**

Protocol and Final Rating System:	Partially meets requirements
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**Component # 4 - 5% Whole School Student Learning OR Student Feedback:**  
**Revisions required, see feedback for details**

Protocol for Use of Whole-school Learning Indicators and/or Student Feedback:	Partially meets requirements
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**Other Core Requirements: Meets requirements**

Definition of Effectiveness and Ineffectiveness:	Meets requirements
Provision for Evaluation-based Professional Learning and for Career Development and Growth:	Meets requirements
Plan for Individual Teacher Improvement and Remediation Plans:	Exceeds requirements
Process for Dispute Resolution:	Meets requirements
Orientation Programs:	Meets requirements



**STATE OF CONNECTICUT**  
*State Department of Education*



**EDUCATOR EVALUATION PLAN 2013-14**  
**REVIEW AND FEEDBACK REPORT**

**Tolland School District**

**Feedback for Administrator Evaluation Plan: Approved**

**Evaluation Process: Meets requirements**

Timeline for Evaluation Process:	Meets requirements
Orientation to the Evaluation Process:	Meets requirements
Goal-setting Conference:	Meets requirements
Mid-year Check-in:	Meets requirements
End-of-year Conference:	Meets requirements
4 Level Matrix Rating System:	Meets requirements

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**Component # 1 - 45% Multiple Student Learning Indicators:**  
**Meets requirements**

State Measures of Academic Learning:	Meets requirements
Locally-Determined Indicators:	Meets requirements

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**Component # 2 - 40% Administrator Performance and Practice:**  
**Meets requirements**

Observation Protocol:	Meets requirements
Rubric:	Meets requirements
Training:	Meets requirements

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**Component # 3 - 10% Stakeholder Feedback: Meets requirements**

Stakeholder Requirements:	Meets requirements
Feedback Instrument(s):	Meets requirements

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**Component # 4 - 5% Teacher Effectiveness Outcomes: Meets requirements**

Teacher Effectiveness Outcomes:	Meets requirements
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**Other Core Requirements: Meets requirements**

Definition of Effectiveness and Ineffectiveness:	Meets requirements
Evaluation-based Professional Learning:	Meets requirements
Career Development and Professional Growth:	Meets requirements
Individual Administrator Improvement and Remediation Plans:	Meets requirements
Orientation Programs:	Meets requirements



# STATE OF CONNECTICUT

## State Department of Education



### CLARIFICATION OF TEACHER CORE REQUIREMENTS

#### 45% – IAGDs

based on core guidelines Sec. 2.3 #3 (c) (d)

- Plans must include provision for two non-standardized indicators for teachers in non-tested/subjects, grades. This must be consistently noted in all sections that address the requirements for IAGDs.
- Note that 22.5% of a teacher's rating must come from state assessment data if applicable. For teachers in tested grades/subjects, this rating **cannot** be based only on non-standardized indicators. **Other related assessment data can be used to input a rating while waiting for state test results.** If test results may have a significant impact on a final rating, a final rating may be revised before September 15 (sec. 2.3 #3 (b)). Note that the need to consider state test results must be consistently noted in all sections that address the receipt of state test results.

#### 40% – Observation Protocol

based on core guidelines section 2.3 #2 (a-e)

- Note requirements for formal “in-class” observations. Specify which observations are “in-class.”

#### 10% – Parent Feedback

based on core guidelines section 2.3 #4 (a-d)

- The plan must describe how the teacher's final rating will be determined across four performance levels.

#### 5% – Whole School Student Learning Indicator (WSSLI)

Based on core guidelines section 2.3 (a-d)

- For districts selecting the WSSLI – indicators shall be represented by the aggregate rating from multiple student learning indicators established for the administrator's evaluation rating.
- For districts selecting student feedback – that rating is based on two options listed in section 2.3 #3b (1-7).
- Both WSSLI and student feedback appear to be merged in some plans.
- Districts can use WSSLI for certain teachers and feedback from students for others depending upon grade level, but the two cannot be merged.

#### Other

- Define “ineffectiveness.”



**STATE OF CONNECTICUT**  
*State Department of Education*



**CLARIFICATION OF ADMINISTRATOR CORE REQUIREMENTS**

**Evaluation Process**

based on core guidelines Sec. 3.1 (1)

- A 4-level matrix rating system is required

**45% Multiple Student Learning Indicators**

based on core guidelines section 3.3 (1)

- Superintendent or designee may adjust the summative rating if state test scores have a significant impact on an administrator's final rating.
- For high school administrators only, selected indicators must include the cohort graduation rate.

**40% Administrator Performance and Practice**

based on core guidelines section 3.3 (3)

- Note observation protocols for principals, assistant principals and central office administrators.
- Provision of training for evaluators of administrators focused on the administrator evaluation system including training on conducting effective observations and providing high-quality feedback.

**Other Core Requirements**

based on core guidelines section 3.8

- Definition of effective and ineffectiveness.

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 22, 2013**

**SUBJECT: CABA Workshop – Updates on Collective Bargaining and New Teacher Evaluation and Support Program**

At the last Board of Education meeting, a request was made for a report on the CABA workshop I attended on Thursday, May 16, 2013. This workshop provided participants with a guide to the collective bargaining laws that govern certified and non certified staff in public schools. Also discussed were current trends and updates in collective bargaining on a local and national level. The status of the new teacher and principal evaluation and support program was also discussed.

Attached you will find a copy of the handout distributed by Thomas Mooney, attorney with Shipman and Goodwin, who presented on the topic of the impact of Public Act 12-116. The Public Act 12-116, An Act Concerning Educational Reform, amended tenure requirements and established the new teacher and administrator evaluation process.

WDG:ca





**SHIPMAN & GOODWIN LLP**  
COUNSELORS AT LAW

**TEACHER TENURE, EVALUATION AND DISMISSAL UNDER P.A. 12-116**

Thomas B. Mooney

In the 2012 session, the General Assembly focused on educational reform, and it passed Public Act 12-116, An Act Concerning Educational Reform. The Public Act is 191 pages long, and is available online at <ftp://ftp.cga.ct.gov/2012/act/PA/pdf/2012PA-00116-R00SB-00458-PA.PDF>.

Provisions of this law make significant changes regarding teacher and administrator evaluation, effective now, and regarding tenure, effective July 1, 2014. In the following, we will review the statutory changes and practical issues in teacher evaluation and supervision under the new laws.

**I. STATUTORY CHANGES AND RELATED PROVISIONS:**

**A. Teacher Tenure.**

- Public Act 12-116 makes significant changes to the Teacher Tenure Act, but these changes are not effective until July 1, 2014. While teachers will continue to achieve tenure after forty months of continuous employment for the same board of education (and teachers on the fast track may still achieve tenure in twenty months), tenure will only be achieved under the new law if the superintendent offers the teacher a contract for the following year “on the basis of effective practice as informed by performance evaluations conducted pursuant to section 10-151b.”

QUERY: Does that change the concept of tenure from a solely time-driven process?

QUERY: What is the status of a teacher who is not offered employment on the basis of effective practice (*e.g.*, has not been rated as effective), but has not been notified of nonrenewal prior to May 1?

various classroom observations must be reviewed and arguments made to show how the teacher's performance was incompetent.

- The scope of the hearing under the new law will be dramatically different. Now, the hearing will be limited to whether the performance evaluation ratings of the teacher were determined and developed in good faith, in accordance with the program developed by the local or regional board, and were reasonable in light of the evidence presented. These welcome changes will simplify the termination process in such cases. (Section 57)

QUERY: How do we show good faith?

QUERY: How much evidence is required to show that the evaluation judgments were "reasonable in light of the evidence presented"?

QUERY: How stringently will compliance with the evaluation and support program be judged?

**B. Teacher and Administrator Evaluation and Dismissal.**

Section 51 of the Act Concerning Educational Reform builds on the 2010 reform legislation (P.A. 10-111) by expanding the elements of the teacher evaluation guidelines that the State Board of Education was required to adopt in consultation with the Performance Evaluation Advisory Council by June 30, 2012. Now, the statute provides that the Guidelines must require that a district's evaluation program include:

- 1) use of the following four performance evaluation indicators: exemplary, proficient, developing and below standard;
- 2) use of multiple indicators of student academic growth and development;
- 3) methods for assessing student academic growth and development;
- 4) consideration of control factors tracked by the state-wide public school information system that may influence teacher performance ratings;
- 5) minimum requirements for teacher evaluation instruments and procedures, including scoring systems to determine exemplary, proficient, developing and below standard ratings;
- 6) the development and implementation of periodic training programs regarding the teacher evaluation and support

- Administrator evaluation:

- (1) Forty percent (40%) of an administrator's evaluation shall be based on leadership practice.

- (2) Ten percent (10%) of an administrator's evaluation shall be based on stakeholder feedback.

QUERY: Is such stakeholder feedback public information?

- (3) Forty-five percent (45%) of an administrator's evaluation shall be based on student learning.

- (4) Five percent (5%) of an administrator's evaluation shall be based on teacher effectiveness.

How these different measures will be determined is addressed in SEED, Connecticut's System for Educator Evaluation and Development, available online at [http://www.connecticutseed.org/wp-content/uploads/2012/10/SEED\\_Handbook.pdf](http://www.connecticutseed.org/wp-content/uploads/2012/10/SEED_Handbook.pdf). However, it is important to keep in mind that this is a pilot year, as described below.

- Timeline and requirements for adoption:

- For the 2012-2013 school year, in accordance with the Act the Commissioner has established a teacher evaluation and support pilot program to operate in eight to ten districts. The Neag School of Education at the University of Connecticut will study the pilot program, and it must report back to the State Board of Education by January 1, 2014. After receiving that report, the State Board of Education is required to validate the Guidelines for teacher and administrator evaluation. (Sections 52, 53)
  - Notwithstanding the timeline above, the statute simply provides that superintendents shall evaluate "each teacher" (which includes administrators) annually in accordance with the guidelines adopted by the State Board of Education. As stated above, the State Board of Education adopted the new guidelines on June 27, 2012. Thus, the obligation to implement evaluation plans in accordance with the new guidelines is not expressly deferred to 2014-2015, and the State Department of Education has announced that it expects non-pilot districts to conform their evaluation programs to the new guidelines for the 2013-2014 school year. (Section 51)

bargaining representative for such employees chosen pursuant to subsection (b) of section 10-153. *The duties of such committees shall include, but not be limited to, the development, evaluation and annual updating of a comprehensive local professional development plan for certified employees of the district. Such plan shall:* (1) Be directly related to the educational goals prepared by the local or regional board of education pursuant to subsection (b) of section 10-220, (2) on and after July 1, 2011, be developed with full consideration of the priorities and needs related to student outcomes as determined by the State Board of Education, and (3) *provide for the ongoing and systematic assessment and improvement of both teacher evaluation and professional development of the professional staff members of each such board, including personnel management and evaluation training or experience for administrators, shall be related to regular and special student needs and may include provisions concerning career incentives and parent involvement.* The State Board of Education shall develop guidelines to assist local and regional boards of education in determining the objectives of the plans and in coordinating staff development activities with student needs and school programs.

▪ Conn. Gen. Stat. § 10-151b(b):

(b) (1) Except as provided in subsection (d) of this section, each local and regional board of education shall develop and implement teacher evaluation programs consistent with guidelines adopted by the State Board of Education, pursuant to subsection (c) of this section, and consistent with the plan developed in accordance with the provisions of subsection (b) of section 10-220a.

\* \* \*

(d) The State Board of Education may waive the provisions of subdivision (1) of subsection (b) of this section for any local or regional board of education that has developed a teacher evaluation program prior to the validation of the model teacher evaluation and support program guidelines described in subsection (c) of this section and that the State Board of Education determines is in substantial compliance with such model teacher evaluation and support program guidelines.

of regular in-service training for certified teachers, administrators, and pupil personnel. (Section 55)

- The State Department of Education has issued a draft model teacher evaluation and administrators plans, the Connecticut System for Educator Evaluation and Development (SEED).

**C. The SEED Model:**

NOTE: SEED states the following as to “ineffectiveness” determinations:

Each district shall define effectiveness and ineffectiveness utilizing a pattern of summative ratings derived from the new evaluation system. A pattern may consist of a pattern of one. The state model recommends the following patterns:

Novice teachers shall generally be deemed effective if said educator receives at least two sequential *proficient* ratings, one of which must be earned in the fourth year of a novice teacher’s career. A *below standard* rating shall only be permitted in the first year of a novice teacher’s career, assuming a pattern of growth of *developing* in year two and two sequential *proficient* ratings in years three and four. Superintendents shall offer a contract to any educator he/she deems effective at the end of year four. This shall be accomplished through the specific issuance to that effect.

A post-tenure educator shall generally be deemed ineffective if said educator receives at least two sequential *developing* ratings or one *below standard* rating at any time.

NOTE: SEED provides that a panel composed of the superintendent, the teacher union president and a neutral third person shall resolve disputes where the evaluator and teacher cannot agree on:

- Objectives/goals
- The evaluation period
- Feedback on performance and practice
- Final summative rating.

SEED also provides that the superintendent and the union president can agree on alternatives as long as such agreement is made before the beginning of the school year, such as:

indicate a timeline for implementing such resources, support, and other strategies in the course of the same school year as the plan is issued, and (C) include indicators of success including a summative rating of proficient or better at the conclusion of the improvement and remediation plan.”

The problem is that a “summative rating” is based on the four elements listed above, including “attainment of goals and/or objectives for student growth, using multiple indicators of academic growth and development to measure those goals/objectives.” (Section 2.3). This is an annual process.

2. Professional development:

The list of requirements for teacher evaluation plans set forth in Section 10-151b(c) includes “the provision of professional development services based on the individual or group of individuals’ needs that are identified through the evaluation process.” This change gives professional development greater importance, both generally and in the case of a teacher who is not successful.

QUERY: What role will professional development plan in teacher support plans?

**D. What Does the Future Hold?**

- Proposed delays in implementation?
- Proposals to change the role of the unions.
- The reality of making “ineffectiveness” determinations.

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 22, 2013**

**SUBJECT: Tolland High School – Artificial Turf Field Agreement**

Attached is a copy of the proposed Artificial Turf Field Agreement between the Board of Education and the Town. The Agreement has been reviewed by the Policy Committee. The Town Manager has also reviewed the Agreement.

The Administration recommends approval of the Artificial Turf Field Agreement.

WDG:ca

## ARTIFICIAL TURF FIELD AGREEMENT

Agreement between the Town of Tolland, (hereinafter called the "Town") and the Town of Tolland Board of Education (hereinafter called the "Board") made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Whereas the Town has applied for and received \$700,000 in State funding for the construction of lights and artificial turf at the high school stadium field (herein after called the "project"); and

Whereas certain sports clubs have pledged up to an additional \$300,000 to finance the project if needed and to pay the Town back for all costs both principal and interest associated with the borrowing of said funds; and

Whereas the construction of the project is scheduled to commence in the spring of 2013 and be complete by the fall of 2013; and

Whereas the design, bidding, awarding of construction contracts, and oversight of the project will be the responsibility of the Town working with a Building Committee appointed by the Town's Town Council; and

Whereas upon completion of the project the Town will assume responsibility for scheduling, maintaining and overseeing the operation of the field as set forth in this agreement through its Recreation Director reporting to a subcommittee of the Parks and Recreation Advisory Board which shall be appointed by the Town Council for the sole purpose of overseeing the use, maintenance, expenditures and revenues of the operation;

Now therefore, in consideration of the covenants contained herein and for other good and valuable considerations, it is agreed as follows:

1. This agreement shall be for a five year period effective upon completion of the project and may be renewed for successive five year terms at the mutual agreement of the Town and Board thereafter.
2. The Town agrees that it shall perform the following functions:
  - a. Create a master schedule for the use of the field **FOR ATHLETIC PURPOSES** which shall **NOT INTERFERE WITH THE DAILY OPERATIONS OF THE SCHOOL (1.) BETWEEN THE HOURS OF 7:00 A.M. TO 2:30 P.M. DURING THE ACADEMIC SCHOOL YEAR, (2.) DURING THE HOURS OF 2:30 P.M. TO 6:30 P.M. IN THE FALL AND SPRING SEASONS FOR THE DAYS MONDAY THROUGH FRIDAY, AND (3.) DURING THE HOURS OF 8:00 A.M TO NOON ON SATURDAYS.**



Provisions will also be made for evening school athletic events. The District Athletic Director will provide the town's designated representative a schedule of fall season events by May 1 and of spring season events by February 1.

- b. Should the Board need additional use of the field for games or in limited cases practices due to inclement weather, then such needs shall be communicated to the Town with at least 24, **IF POSSIBLE**, hours notice. The Town shall not unreasonably deny such request but will have to take into consideration prior commitments made for use of the field.
- c. The Town shall create and implement a fee schedule for use of the field and lights by outside groups.
- d. The Town shall market the use of the field for all hours not used by the Board as well as explore opportunities for revenue from sale of advertising space around and within the field [with prior approval of the Board] **IN ACCORDANCE WITH THE BOARD POLICY AND ADMINISTRATIVE REGULATION 3080.**
- e. The Town shall be responsible for ensuring the maintenance of the field, the emptying of field trash barrels and recycling bins, and for picking up debris within the field stadium provided that the Board shall be responsible for said functions on a daily basis while they have use of the field including time used for practice and games.
- f. The Town shall maintain a budget for the field which shall include expenses for such things as part-time help to oversee the use of the field, maintenance costs, administrative overhead, portable toilets, electricity, etc. during times not used by the Board. The Board shall be responsible for such cost during the time of its use. The Town shall also track revenues and use such to pay for the items mentioned herein as well as provide for a sinking fund for future replacement and repair of the facility and to provide [a percentage] **FIFTY PERCENT (50%)** of revenue less expenses including sinking fund payments to a dedicated account within the Board budget which will be used at the discretion of the board for athletic related expenditures and [a percentage] **FIFTY PERCENT (50%)** to offset the cost of Recreation programs for the Town.
- g. The Town and Board **SHALL** share goals, nets, and benches used within the stadium field. The Town and Board shall be responsible for the setup of their own goals, nets and benches.
- h. The Town may in its sole discretion contract out for the management of the field but will give the Board prior notice and the right to comment on the arrangement contemplated.
- i. The Town will provide the Board with a year-end total cost for maintaining the school field which is associated with school use by July 15<sup>th</sup> of every year. This cost will include but is not limited to personnel costs, supplies, materials and depreciation of equipment and will be submitted to the State Department of Education as in-kind services. Should there be expenses incurred by the Board for such items including, but not limited to, electricity which are attributable to use by outside groups then the Board shall be reimbursed from fees received for use of the field.

3. The Board agrees to the following:

- [a. It shall primarily use the field for games, but practices will be allowed during the hours reserved for Board use.]
- [b.] A. It shall be responsible for ensuring that field trash barrels are emptied on a daily basis after use by the Board and that any debris in the area is picked up after use.
- [c.]B. It shall be responsible for paying its share of the cost of electricity for the use of lights during the periods of time they have use of the field.
- [d.]C. It shall be responsible for any additional costs associated with major events which they sponsor including but not limited to public safety costs.
- [e.]D. It shall notify the Town immediately upon notice of any concerns with the use of the field or lights.
- [f.]E. It shall notify the Town with as much advanced notice as possible of any events at the high school that would impact parking for use of the field by outside groups.
- [g.]F. Board staff shall be required to attend training on proper care and maintenance of artificial turf surfaces.

4. During the fall and spring seasons the Town and Board through their respective Recreation Director and Athletic Director shall communicate weekly to update each other on team schedules and clarify any use or maintenance issues.

5. An annual meeting shall be held on or before June 1<sup>st</sup> of each year to review progress, requirements of the field use, **ESTIMATED COSTS AND REVENUES TO DATE** and contractual provisions contained therein. Participants will be invited to attend from the youth sports groups, Board, Town, as well as the Chairpersons of the Town Council and Board, Chairperson of the Parks and Recreation Advisory Board, and the subcommittee of the Recreation Board appointed to oversee the operation. If as a result of this meeting, it is deemed desirable by the Chairpersons of the Board and Town Council to review any provisions of this agreement, such recommendations to review terms shall be brought to their respective Board and Council for consideration.

And it is mutually understood and agreed that this agreement shall be binding upon the parties hereto and upon their respective successors.

Signed in Tolland, Connecticut on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 22, 2013**

**SUBJECT: Board Policy and Administrative Regulation 3080 – Advertising Signage**

Attached for your review is a copy of proposed Board Policy and Administrative Regulation 3080, Advertising Signage. The latest drafts of the Policy and Administrative Regulation were reviewed by the Policy Committee on May 8, 2013.

Also attached for your information is a copy of the Town's All Weather Field Advertising Sign Policy with accompanying signage samples.

The Administration recommends approval of Board Policy 3080, Advertising Signage.

WDG:ca

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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**BOARD POLICY**

**REGARDING: ADVERTISING SIGNAGE**

**NUMBER: 3080**  
**BUSINESS**

**APPROVED:**

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**THE PURPOSE OF THIS POLICY IS TO PROVIDE GUIDELINES FOR ADVERTISING OR PROMOTING OF PRODUCTS OR SERVICES TO STUDENTS, STAFF, PARENTS AND/OR RESIDENTS AT THE TOLLAND HIGH SCHOOL ARTIFICIAL TURF ATHLETIC FIELDS. ADVERTIZING SIGNAGE SHALL BE PLACED NO EARLIER THAN MARCH 1 AND WILL BE REMOVED NO LATER THAN NOVEMBER 30 OF EACH YEAR.**

**ALL ADVERTISING MUST BE CONSISTENT WITH STATE, DISTRICT, AND SCHOOL ACADEMIC STANDARDS AND GOALS. FURTHER, ALL ADVERTISING ACTIVITY MUST BE CONSISTENT WITH DISTRICT POLICIES PROHIBITING ANY FORM OF INTOLERANCE INCLUDING, BUT NOT LIMITED TO DISCRIMINATION ON THE BASIS OF RACE, COLOR, NATURAL ORIGIN, GENDER, SEXUAL ORIENTATION, DISABILITY, OR AGE AND MUST BE AGE-APPROPRIATE FOR THE STUDENTS INVOLVED IN VIEWING SUCH ADVERTISEMENTS.**

**SINCE SCHOOL DISTRICTS ARE PUBLIC INSTITUTIONS, FULLY SUPPORTED BY PUBLIC TAXES, THE BOARD HAS A CLEAR RESPONSIBILITY TO PROTECT STUDENTS AND THEIR FAMILIES FROM EXPLOITATION BY PRIVATE INTERESTS INCLUDING, BUT NOT LIMITED TO, COMMERCIAL, CULTURAL, ECONOMIC, ENVIRONMENTAL, ORGANIZATIONAL AND POLITICAL EXPLOITATION. IT IS THE PURPOSE OF THIS POLICY TO SET FORTH REGULATIONS THAT WILL INSURE THAT ALL ADVERTISING THAT TAKES PLACE AT THE TOLLAND HIGH SCHOOL ARTIFICIAL TURF ATHLETIC FIELD IS DONE SO IN A THOUGHTFUL, CONSIDERATE AND TASTEFUL MANNER. ADVERTISING SHALL BE LIMITED TO THE TOLLAND HIGH SCHOOL ARTIFICIAL TURF ATHLETIC FIELD AND IS SUBJECT TO THE APPROVAL OF THE SUPERINTENDENT OF SCHOOLS. ALL APPROVALS SHALL BE DONE IN CONFORMANCE WITH THE TOWN OF TOLLAND'S ALL WEATHER FIELD ADVERTISING SIGN POLICY (ATTACHED).**

**FOR THE PURPOSE OF THIS POLICY, ADVERTISING IS DEFINED AS ALLOWING ACCESS TO STUDENTS, STAFF, PARENTS AND/OR RESIDENTS IN EXCHANGE FOR MONEY, SERVICES, MATERIALS, OR OTHER INTANGIBLES.**

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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**ADMINISTRATIVE REGULATION REGARDING: ADVERTISING SIGNAGE**

**Number: 3080**  
**ADMINISTRATIVE**

**APPROVED:**

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**ALL ADVERTISING SIGNAGE MUST BE CONSISTENT WITH STATE, DISTRICT, AND SCHOOL ACADEMIC STANDARDS AND GOALS. FURTHER, ALL ADVERTISING ACTIVITY MUST BE CONSISTENT WITH DISTRICT POLICIES PROHIBITING ANY FORM OF INTOLERANCE INCLUDING, BUT NOT LIMITED TO DISCRIMINATION ON THE BASIS OF RACE, COLOR, NATURAL ORIGIN, GENDER, SEXUAL ORIENTATION, DISABILITY, OR AGE AND MUST BE AGE-APPROPRIATE FOR THE STUDENTS INVOLVED IN VIEWING SUCH ADVERTISEMENTS.**

**RESTRICTIONS ON ADVERTISING**

**THE FOLLOWING RESTRICTIONS SHALL APPLY TO ALL ADVERTISING SIGNAGE. ADVERTISING SIGNAGE SHALL:**

- 1. NOT BE PERMANENT AND SHALL BE PLACED NO EARLIER THAN MARCH 1 AND BE REMOVED NO LATER THAN NOVEMBER 30 OF EACH YEAR.**
- 2. NOT PROMOTE HOSTILITY, DISORDER OR VIOLENCE.**
- 3. NOT ATTACK ETHNIC, RACIAL OR RELIGIOUS GROUPS.**
- 4. NOT DISCRIMINATE, DEMEAN, HARASS OR RIDICULE ANY PERSON OR GROUP OF PERSONS ON THE BASIS OF GENDER OR SEXUAL ORIENTATION.**
- 5. NOT BE LIBELOUS OR SLANDEROUS.**
- 6. NOT INHIBIT THE FUNCTIONING OF THE SCHOOL AND/OR SCHOOL DISTRICT.**
- 7. NOT OVERRIDE THE SCHOOL/SCHOOL DISTRICT IDENTITY.**

8. NOT PROMOTE, FAVOR OR OPPOSE THE CANDIDACY OF ANY CANDIDATE FOR ELECTION, ADOPTION OF ANY BOND/BUDGET ISSUES OR ANY PUBLIC QUESTIONS SUBMITTED AT ANY GENERAL OR MUNICIPAL ELECTION.
9. NOT BE OBSCENE OR PORNOGRAPHIC AS IDENTIFIED BY PREVAILING COMMUNITY STANDARDS THROUGHOUT THE DISTRICT.
10. NOT PROMOTE THE USE OF DRUGS, ALCOHOL, TOBACCO, FIREARMS, OR CERTAIN PRODUCTS THAT CREATE COMMUNITY CONCERNS.
11. NOT PROMOTE ANY RELIGIOUS OR POLITICAL ORGANIZATION.
12. NOT USE ANY DISTRICT OR SCHOOL LOGO WITHOUT PRIOR APPROVAL.

#### **DISCLAIMER**

THE INCLUSION OF ANY ADVERTISING SIGNAGE SHALL NOT CONSTITUTE APPROVAL AND/OR ENDORSEMENT OF ANY PRODUCT, ORGANIZATION OR ACTIVITY.

#### **PERMISSION**

ANY PROPOSED ADVERTISING SIGNAGE MUST BE APPROVED IN ADVANCE IN WRITING BY THE SUPERINTENDENT. THE SUPERINTENDENT MAY REFER ANY PROPOSED ADVERTISING TO THE BOARD OF EDUCATION FOR ITS APPROVAL. ANY ARRANGEMENT THAT CALLS FOR THE DISTRICT TO ENTER INTO A FORMAL CONTRACT MUST BE APPROVED BY THE BOARD OF EDUCATION.

ALL ADVERTISING PROPOSALS MUST CONFORM TO THE TOWN OF TOLLAND ALL WEATHER FIELD ADVERTISING SIGN POLICY.

#### **FUNDS MANAGEMENT**

ADVERTISING REVENUES MUST BE ACCOUNTED FOR BY THE TOWN AND REPORTED TO THE BOARD OF EDUCATION BY JUNE 1 OF EACH YEAR. FOR PURPOSES OF THIS SECTION ADVERTISING REVENUES ARE DEFINED AS ANY MONEY, SERVICE OR MATERIAL RECEIVED BY THE TOWN IN RETURN FOR ALLOWING THE ADVERTISING SIGNAGE.

## All Weather Field Advertising Sign Policy

The purpose of this policy is to provide an opportunity for additional revenue to be generated to benefit the Recreation Department and the Board of Education Athletic Fund by allowing area businesses to promote themselves to the community through advertising to be placed on the All Weather field located at Tolland High School.

- 1) The Town of Tolland will accept applications for advertising signs to be placed in prominent places at the All Weather Field. Applications must be complete and accompanied by payment to be considered.
- 2) The potential advertiser will provide the Town with a proposed design for their sign. Sign content and design must be pre-approved by the Town and Board of Education prior to signing an agreement. All signs must be in good taste and shall not contain any language, words, slogans, designs, or other material which, in the judgment of the Town is inappropriate for public display. All sign content must adhere to policies of the Board of Education covering advertising on school property. In the event that the Town of Tolland, Board of Education and the potential advertiser are unable to agree upon the design, color, wording or content of a sign, the Town and Board of Education have the right to deny the request.
- 3) There shall be only one advertiser per sign. The advertiser warrants that the sign will not violate any copyright, trademark, trade name, service mark or any other right of any person or entity and the advertiser shall indemnify the Town of Tolland from any loss, cost or expense arising from the breach of this warranty or representation.
- 4) The Town of Tolland retains the right to reject any advertisers that in their sole opinion are considered to be inappropriate.
- 5) The advertiser understands and agrees that the Town of Tolland is not restricted in any way from granting advertising rights to competitors of the advertiser.
- 6) The advertiser agrees that under no circumstances shall this agreement be construed as one of agency, partnership, joint venture or employment between the parties.
- 7) The sign will be made of polyvinyl banner material with advertising on one side and a solid white color on the back. Grommets will be located every 2ft around the hem of the sign. All signs will be of the same material and will use a consistent design format.
- 8) Two size signs will be available for mounting on the fencing around the field 3ft x 6ft or 3ft by 4ft. With a two year contract the 3x6 signs will cost \$800 for the first year and \$700 for the second for a total of \$1,500. Each subsequent year will cost \$500 per year. With a two year contract 3x4 signs will cost \$700 for the first year and \$600 for the second for a total cost of \$1,300. Each subsequent year will cost \$400 per year. An 8ft x 4ft two sided banner will cost \$1,100 for the first year and \$900 for the second for a total of \$2,000. Each subsequent year will cost \$700 per year. For the purposes of this agreement a year will run from the first week of March through the end of November.

- 9) Once the design and content is approved by the Town and Board of Education, advertisers are responsible for contracting with a suitable vendor to get their sign made. They must adhere to the size, style and design requirements listed in this policy.
- 10) The Town is not responsible for damage by weather, theft, graffiti or vandalism to the signs. The Town reserves the right to remove damaged signs and will give the contracted party notice of their intent to do so. The contracted party has the option of replacing the damaged or stolen sign at their cost. The contracted party will not be eligible for a refund of the contracted amount or any prorated amount if they decide not to replace the sign.
- 11) Each sign requires a two year contract which must be paid in full the first year. The sign will be displayed starting the first week of March and will be removed after the final home football game in November.
- 12) The Town will designate where the signs will be placed with the advertising facing the playing field. The Town will affix the sign to the fence in a manner which does not interfere with maintenance or pose a safety hazard to anyone.
- 13) The Town of Tolland reserves the right to limit the number of signs to be posted at the facility.
- 14) Either party may terminate this agreement without cause within 14 days through written notification. Said termination shall be a NON-REFUNDABLE act between the advertiser and the Town of Tolland.

I have read and fully understand the terms and conditions regarding advertising at the All Weather Turf field at Tolland High School as presented in the attached policy as well as Board of Education advertising policies and hereby certify that the proposed sign meets those conditions and as an authorized representative agree to follow all the rules and procedures as outlined.

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Name of Advertiser

---

Name of Authorized Representative for Advertiser

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Signature of Advertisers Authorized Representative



## All Weather Turf Advertising Agreement

Date of Application \_\_\_\_\_

Name of Advertiser \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

I would like a 3ft x 4ft fence sign. \_\_\_\_\_ initials

I would like a 3ft x 6ft fence sign. \_\_\_\_\_ initials

I would like a 2 sided 8ft x 4ft pole banner. \_\_\_\_\_ initials

I have read the All Weather Field Sign Policy and fully understand the terms and conditions found therein and agree to abide by them.

\_\_\_\_\_  
Advertisers Authorized Signature

\_\_\_\_\_  
Date

-----  
Office Use Only

\_\_\_\_\_ Amount received \_\_\_\_\_ cash \_\_\_\_\_ check # \_\_\_\_\_ credit card

Approved by \_\_\_\_\_

Signature of Town of Tolland Authorized Representative

\_\_\_\_\_  
Date

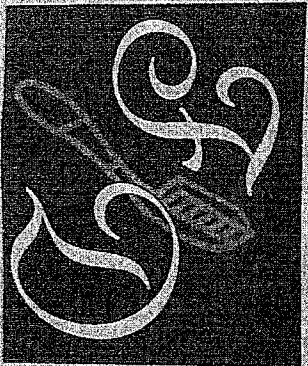
# **Shagg-Bark Kennel and Day Camp**



**860-875-7526**  
**2 Anderson Road • Tolland, CT**

860-875

1280 HART



FREDERICK M. DANIELS, D.D.S.  
FAMILY DENTISTRY

12 Goose Lane Tolland, CT 06084

(860) 875-6269



**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 22, 2013**

**SUBJECT: School Facility Utilization and Study – Proposal Award**

The Board of Education developed a Request for Proposal for Services to provide a Districtwide School Facility Utilization and Study. The proposal was advertised in the Hartford Courant and the Journal Inquirer on February 8, 2013. Proposals were sent to the following companies:

- Silver/Petrucelli & Associates
- McGraw-Hill Construction
- Moser Pilon Nelson
- NESDEC
- Milone and MacBroom
- Cooperative Education Services
- BSC Group, Inc.

The following three companies submitted proposals which were opened on March 8, 2013:

DRA, Inc. (Drummey Rosane Anderson)	-	\$27,800
NESDEC	-	34,540
Silver/Petrucelli & Associates	-	98,000

On Tuesday, March 26, 2013, the Finance and Facility Committee reviewed the three proposals. Based upon the review, the Committee invited DRA and NESDEC to a future meeting to present their proposals and answer questions by Committee members. Representatives from NESDEC and DRA presented to the Committee on Thursday, April 11, 2013.

The Finance and Facility Committee of the Board recommends approval of the contract submitted by DRA, Inc. in the amount of \$27,800 for a Facility Utilization and Study to DRA, Inc.

WDG:ca

**TO: Members of the Board of Education**

**FROM: William D. Guzman**

**DATE: May 22, 2013**

**SUBJECT: Drainage System/Paving Fund**

Currently, there are seven (7) drainage areas at Birch Grove that have deteriorated over time due to ineffective construction methods and materials. These drainage areas require immediate improvement. Preliminary estimates for repair services total \$25,000.

Funds for this repair would come from a CIRMA (Connecticut Interlock Risk Management Agency) equity distribution. The CIRMA Board of Directors recently declared an equity distribution to be shared among eligible members. CIRMA is a service program of CCM (Connecticut Conference of Municipalities) offering boards and towns workers compensation insurance. The total CIRMA distribution was for \$27,947. The Town's share is \$12,727 and the Board of Education share is \$15,220.

The Administration requests that the Board allocate its share of the distribution in the amount of \$15,220 to Capital Improvements Board of Education District Wide Drainage/Paving Fund to cover the partial cost of Birch Grove drainage repair project.

WDG:ca

## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM MAY 14, 2013 – 7:30 P.M.

**MEMBERS PRESENT:** Jack Scavone, Chairman; Richard Field, Vice-Chair; Sam Belsito; Joshua Freeman; Jan Rubino and Benjamin Stanford

**MEMBERS ABSENT:** Mark Gill

**OTHERS PRESENT:** Steven Werbner, Town Manager; Michael Wilkinson, Director of Administration Services; Beverly Bellody, Human Services; Linda Farmer, Director of Planning and Community Development; Lisa Hancock, Director of Finance and Records; Doug Racicot, Asst. Director of Public Safety

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:** Honoring Emily Bliss the winner of the statewide Connecticut Fire Prevention Poster Contest.

Mr. Scavone read the following Proclamation:

Town of  Tolland  
*Proclamation*

#### *EMILY BLISS WINNER OF THE STATEWIDE CONNECTICUT FIRE PREVENTION POSTER CONTEST*

WHEREAS, congratulations to fifth grader Emily Bliss who was the overall statewide winner of the Connecticut Fire Prevention Poster Contest; and

WHEREAS, each year the annual poster contest for fourth and fifth graders is sponsored by The Connecticut Fire Marshals' Association, Office of the State Fire Marshal, Connecticut Fire Chiefs' Association, State Board of Education and the Connecticut FAIR Plan; and

WHEREAS, the contest is themed FIRE PREVENTION – EVERYONE/EVERYDAY. Its purpose is to promote child and adult awareness of fire prevention responsibilities. Each year thousands of entries are submitted throughout the state; and

WHEREAS, as a result of her win, Emily's poster will grace the cover of the 2014 Connecticut Fire Prevention Calendar that is distributed to students in participating schools. This is the first time that a Tolland student was selected as the statewide winner! Emily's posters will be on display representing Tolland Intermediate School and Tolland County, at the State Capitol during Fire Prevention week October, 2013;

NOW, THEREFORE, I, Jack Scavone, Chairperson of the Tolland Town Council, on behalf of the Town Council and the community at large, do hereby recognize Emily Bliss as the statewide winner of the Fire Prevention Poster Contest and the first Tolland student to win the honor. We commend Emily on her significant achievement and wish her much luck and success in all of her future endeavors.

Doug Racicot congratulated and mentioned that this was the second time that Emily Bliss was elected as the County winner. She won as a fourth grader, and this year took the statewide contest.

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

**Kate Farrish of 423 Old Post Road** – In 2006 a Facilities Study found that Tolland should build a new 30,000 sq. feet library. It never did. Now, the Tolland Public Library Advisory Board believes Tolland has a great opportunity to expand the Library in a practical, yet affordable community orientated way. She spoke in favor of expanding the Library. On behalf of the Library Board, they urge the Council to place this before the voters in November.

**Barbara Cambria of 39 Hill Top Road** – She is the President of the Friends and a supporter of the Library. We need the space and expansion. We are the computer center for the Community.

**Susie Byers of 35 Nedwied Road** – Astatically, Tolland is a beautiful community. She doesn't believe the current Library does what it should for the town. She would like to see the Library become more inviting and warm.

**Linda Byam of 70 Woodfields Drive** – She is the President of the Tolland Public Library Foundation – She spoke in favor of the expansion both on behalf of the Foundation and herself. She compared surrounding town libraries to ours. The expansion would allow more room for the programs. She urges the Council to support this project.

**Betty-Lou Griffin of 40 Cervens Road** – She provided a summary/overview of the entire project. What is proposed; why it is needed and how the expansion will help the patrons. The expansion will use the unused Hicks gym area, with the addition of a second level and an elevator. Ms. Griffin spoke in favor of the expansion.

**Randall Wojnar of Cortland Drive** – She urges the Council to vote on the Library project. She asked that the Council listen to what the people are saying tonight. She wants the community to understand what they will be voting for, when they are asked to vote.

**Linda Palmer of 584 Sugar Hill Road** – She asked that they hold off on making any long term decision on the Campbell property. She is on the AG Sub-committee, which will be making a presentation to the Council in June.

6. **PUBLIC HEARING ITEMS:**

6.1 Consideration of a resolution to grant an Access Right of Way to the Baxter Farms Community Water Association (BFCWA).

Mr. Werbner read his summary: Baxter Farms Community Water Association (BFCWA) has approached the Town regarding their need for access to their landlocked well pump house. Town owned property abuts the pump house parcel and was acquired in 2002 with active rec/municipal and passive open space funds.

There is currently a town cemetery and DEEP approved "stump dump" DPW area on the property. The exact delineation of passive open space and rec/municipal land has not been finalized in a Management Plan. The Conservation Commission walked the site on March 18, 2013 and will prepare a recommendation regarding delineation of passive and active/municipal land taking the access easement into account.

A letter from David Jadney and a detail map of the proposed access easement area were provided to the Council.

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

Mr. Jadney was present and asked if the Council had any questions. He ended up showing where the pump was located using the map.

A straw poll was conducted of all those in favor of this resolution: 12 in favor, 0 opposed.

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

Rick Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it grants an Access Right of Way to the Baxter Farms Community Water Association (BFCWA).

Seconded by Ben Stanford.

Mr. Freeman wanted confirmation that the town would have no obligation to maintain any of the roads. Mr. Jadney said the Water Authority would maintain it.

Harvey Nivison commented on the pump house and how it has been maintained in the past. The new right-of-way will allow a vehicle to gain access without crossing someone's yard. They are going to apply for a grant to get a generator put in.

All in favor. None opposed.

**7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Mr. Clark commented that the BOE met last week. Next week, they will discuss the Turf Agreement and advertising.

**7b. REPORTS OF TOWN COUNCIL LIAISONS:** Ms. Rubino did not make it to the BOE meeting, although she did go to the AG Sub-committee meeting. They will be presenting at the June 11<sup>th</sup> Council meeting. Mr. Freeman said the Tech Task Force is planning on changing its charge. All the members are in favor of continuing on. The fiber project should be moving to the RFP stage. Mr. Field updated on the PCC: The parade is going forward, and he asked that the members advise the Committee if they are planning on marching. Mr. Belsito did not make the EDC meeting, but advised that the Dunkin Donuts' improvements are moving along, but still no drive-thru. They are looking into the bus route coming to Tolland as well.

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

8.1 General budget discussion and consideration of a resolution to establish a mill rate.



Mr. Werbner said they were pleased to see the budget passed. The budget reflects a spending increase of \$482,491 or 0.94% which is equal to a .67% tax increase of .20 mills compared to the current mill rate and requiring a tax rate of 30.19 mills.

He commented on a meeting that he attended regarding the State budget. If all goes well, there should be a State budget by the first week of June. If not, it'll will come out in the late Summer or early Fall. The State budget will need to be watched in terms of the budget that the town passed. He will keep the Council posted. He added that we are in one of the most difficult situations that this State has seen.

Rick Field read the following resolution:

WHEREAS, the proposed FY 2013-2014 budget of \$51,844,725 passed at referendum on May 7, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby sets a mill rate of 30.19 mills and authorizes the Town Manager or his designee to mail out tax bills reflecting this final rate with an assigned due date of July 1, 2013.

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

- 8.2 Consideration of a resolution making an additional appropriation of \$15,450 from the equity distribution from CIRMA to use by the Town and Board of Education. The Town's share would appropriate additional funds in the amount of \$230 to the Capital Improvement Public Facilities Budget for a demolition project. The Board of Education's share in the amount of \$15,220 would be appropriated to the Capital Improvement Board of Education District Wide Drainage/Paving Fund account and the setting of a public hearing thereon for May 28, 2013.

Mr. Werbner commented that CIRMA is a regional property casualty and workers' compensation entity that was formed through the involvement with the Connecticut Conference of Municipalities and represents a number of municipalities throughout the State, including Tolland. For the third year in a row, they declared a distribution of members' equity to be shared. The total CIRMA distribution for Tolland was \$27,947. The Town's share is \$12,727 and the BOE share is \$15,220. The fiscal year CIP budget included \$12,497 as an appropriation for the demolition of the town owned property at 1125 Tolland Stage Road. This agenda item will authorize the additional \$230 to be received for the Town share. The Board of Education will allocate its share in the amount of \$15,220 to the Capital Improvements Board of Education District Wide Drainage/Paving Fund account number 20100572-755458. There are several drainage and paving issues at various schools. The initial projected cost for these repairs is about \$17,200 but this amount is subject to change. The Town will appropriate its portion to account number 20500072-755841 in the amount of \$230 to cover cost of demolition to the Town owned property on Tolland Stage Road. Since the \$40,000 cumulative threshold for special appropriations fixed by §C9-14 of the Charter has been exceeded for the 2012-13 fiscal year, a public hearing is required to precede action on this item.

Rick Field motioned that the following resolution be introduced and set down for a public hearing on May 28, 2013 at 7:30 p.m. in Tolland Town Council Chambers:

**BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates \$15,450 from the equity distribution from CIRMA to use by the Town in the amount of \$230 to the Capital Improvement Public Facilities, account number 20500072-755841 and Board of Education in the amount of \$15,220 to the Capital Improvement Board of Education Wide District Drainage/Paving Fund, account number 20100572-755841.

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

- 8.3 Consideration and action on authorizing the renewal of a contract with the State of Connecticut for Resident State Trooper services for the period of July 1, 2013 to June 30, 2015.

Mr. Werbner commented that every 2 years they need to approve the contract with the State of Connecticut. There has been no change in the wording of the contract. The contract does not control the cost of the service; just the terms of the service.

Rick Field read the following resolution:

**BE IT RESOLVED** that Steven R. Werbner, Town Manager, be and herewith is authorized to execute a contract on behalf of the Town of Tolland with the Connecticut Department of Emergency Services and Public Protection, Division of State Police for the services of five Resident State Troopers for the period of July 1, 2013 to June 30, 2015;

And that the Town of Tolland hereby adopts as its policy to support the non-discrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

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

- 8.4 Consideration of a resolution authorizing an appropriation of \$2,600,000 for the expansion of the Tolland Public Library and the financing of said appropriation by the issuance of general obligation bonds of the Town and notes in anticipation of such bonds in an amount not to exceed \$2,600,000, or so much as may be necessary after deducting grants as well as establishing a date for a referendum and the setting of a public hearing thereon for May 28, 2013.

Mr. Werbner said this authorizes this matter to be put before the voters at the November referendum. This item has been discussed for many years. It has always been in the Capital Plan as a stand-alone building, at a cost of \$5-8m. A couple of years ago, it was taken out of the Capital Plan, and it was suggested that there be a prioritization of facility needs within the community to give us some guidance. A facilities management plan was presented to the prior Council. The suggestion for further investigation of expanding the library was made. Various options were looked at. With the movement of the Rec Dept. to the Parker School building, the gym space has become available. It is available for the expansion of the Library. He believes a very usable and cost effective plan has come up. It utilizes the space that we have and keeps the Library on this campus. We have the opportunity to apply for grants for this project. He understands that we have other needs in the community, but this is the project that has been discussed for many years. It is his recommendation that this be put on the November ballot.

Rick Field motioned that the following resolution be introduced and set down for a public hearing on May 28, 2013 at 7:30 p.m. in Tolland Town Council Chambers:

**RESOLUTION AUTHORIZING AN APPROPRIATION OF \$2,600,000  
FOR THE EXPANSION OF THE TOLLAND PUBLIC LIBRARY AND THE FINANCING  
OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS  
OF THE TOWN AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT  
NOT TO EXCEED \$2,600,000, OR SO MUCH AS MAY BE NECESSARY AFTER  
DEDUCTING GRANTS THEREFOR AS WELL AS ESTABLISHING A DATE FOR A**

**REFERENDUM AND THE SETTING OF A PUBLIC HEARING THEREON FOR MAY 28, 2013.**

RESOLVED, (1) That the Town of Tolland (the "Town") appropriate the sum of \$2,600,000 for costs related to the Tolland Public Library expansion project, including, without limitation, the costs of (i) the design and construction of additions, improvements, renovations and repairs to the library building and related facilities located at 21 Tolland Green and on-site and off-site improvements and appurtenances related thereto, including adding approximately 43% more program space to all library functions, (ii) room, wall and floor construction and renovations and storage and other support areas associated therewith, the conversion of existing gymnasium space, interior space reallocation, elevator installation and window improvements, (iii) electrical, sprinkler, mechanical, plumbing, lighting, HVAC system and other building system improvements, (iv) the purchase and installation of equipment, security cameras and other security improvements, fixtures, furnishings and other materials for the foregoing library expansion project, (v) the preparation and printing of bid documents, cost estimate reports and studies, informational materials and other preliminary materials, studies and reports related to the library expansion project, and (vi) design, demolition, construction, materials, site work, land and easement acquisition, road improvements, engineering, architectural, legal, administration, testing, monitoring, temporary and permanent financing and any other costs and expenses related thereto, all of the above with such changes as the Town Council may approve (the "Project"). The Town Council is authorized to determine the scope and particulars of the Project. The Town Council may reduce or modify the scope of the Project if funds are insufficient to complete all components of the Project, and the entire appropriation authorized hereby may be spent on the Project as so reduced or modified.

(2) That to finance said appropriation for the Project, the Town issue bonds or notes in an amount not to exceed \$2,600,000 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said project). The bonds or notes shall be issued pursuant to Chapter 109 of the Connecticut General Statutes, Revision of 1958, as amended (the "Connecticut General Statutes"), including, without limitation, Section 7-369 of the Connecticut General Statutes, and any other enabling acts.

(3) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the Project or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed \$2,600,000. The notes shall be issued pursuant to Section 7-378 of the Connecticut General Statutes. The Town shall comply with the provisions of Section 7-378a of the Connecticut General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(4) That the Town Manager and the Treasurer of the Town (the "Officials") be authorized to sign said bonds or notes by their manual or facsimile signatures and to determine the amounts, rates of interest, dates, maturities, dates of principal and interest payments on such bonds or notes, the form of such bonds or notes; the provisions for protecting and enforcing the rights and remedies of the holders of such bonds or notes and all other terms, conditions and particular matters regarding the issuance and securing of such bonds or notes and to execute, sell and deliver the same, and provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, Securities and Exchange Commission Rule 15c2-12, and in accordance with the Connecticut General Statutes and any other applicable provision of law thereto enabling. The bonds and notes authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(5) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent for such bonds and notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in

connection with the sale of the bonds or notes; that the law firm of Updike, Kelly & Spellacy, P.C., Hartford, Connecticut, is designated as the attorneys at law to render an opinion approving the legality of such issue or issues.

(6) That the Officials are authorized to sell the bonds and notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes, including, but not limited to, entering into a continuing disclosure agreement pursuant to Security and Exchange Commission Rule 15(c)(2)(12). If the bonds or notes authorized by this resolution are issued on a tax-exempt basis, the Officials are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes, including covenants to pay rebates of investment earnings to the United States in future years.

(7) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(8) That the Town Manager is hereby authorized, on behalf of the Town, to execute any contracts with engineers, contractors, architects and other persons for the Project, to apply for and accept state grants to finance the appropriations for the Project, and to execute and file any application or enter into any grant agreement or other obligations prescribed by the State of Connecticut.

(9) That the Officials and other proper officers of the Town are authorized to take all other actions which are necessary or desirable to complete the Project consistent with the foregoing and to issue bonds or notes to finance the aforesaid appropriation.

(10) That this resolution shall become effective after approval at referendum vote.

BE IT FURTHER RESOLVED,

- (1) That should the Town Council adopt the foregoing resolution, pursuant to Sections C9-16 and C10-3 of the Town Charter, said resolution shall be submitted to the voters at referendum to be held on Tuesday, November 5, 2013, between the hours of 6:00 a.m. and 8:00 p.m., for yes or no vote, in the designated voting locations in the manner provided by said Charter and the Connecticut General Statutes, Revision of 1958, as amended, and that the Town Clerk is directed to post and publish notice of such referendum in accordance with the provisions of said Charter and the Connecticut General Statutes, which notice shall state the question to be voted on as follows:

“Shall the resolution entitled, ‘RESOLUTION AUTHORIZING AN APPROPRIATION OF \$2,600,000 FOR THE EXPANSION OF THE TOLLAND PUBLIC LIBRARY AND THE FINANCING OF SAID

APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TOWN AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED \$2,600,000, OR SO MUCH AS MAY BE NECESSARY AFTER DEDUCTING GRANTS THEREFOR', be approved?

Yes \_\_\_\_\_ No \_\_\_\_\_"

The ballot label for said question shall read as follows:

"Shall the Town of Tolland appropriate \$2,600,000 for the library expansion project and authorize the issuance of general obligation bonds and notes in the same amount to finance said appropriation? Yes \_\_\_\_\_  
No \_\_\_\_\_"

- (3) That the Town Council hereby authorizes the preparation and printing of explanatory text by the Town Clerk in accordance with Section 9-369b of the Connecticut General Statutes for the question to be voted upon on November 5, 2013 approved above. Subject to the approval of the Town Attorney, the Town Council further authorizes the preparation and printing of materials concerning the question to be voted upon on November 5, 2013 approved above in addition to the explanatory text in accordance with Section 9-369b of the Connecticut General Statutes.

Seconded by Jan Rubino.

Mr. Field believes this should go to the town citizens for a vote to let them decide.

Mr. Belsito believes we do need an expansion. Although, he believes a new study needs to be done, taking into consideration the new electronic ways. With the projects we have coming and the way the State is acting, this could put us in the hole. He believes this plan is for an old type library. It doesn't show what the new library would look like in the electronic age. He thinks we can do a new library, but he wants the new electronic library to be here.

Mr. Freeman said libraries are turning into meeting centers. The library now is not built so that we can collaborate effectively. The design does present items that can be adapted. If we keep delaying this project, the dollar amount will continue to rise. This is a project that the majority supports. If we don't send this to referendum, we are ignoring the feedback that we are getting.

Ms. Rubino said this is the issue that they have heard about the most during their term. The Council does not have the right to undo what a referendum is intended to do. It gives the residents a chance to say what they want. She is in support of this.

Mr. Belsito said expanding the library into the gym is a bad idea. He believes Parker should be the library. This is the worst decision to put before the taxpayers who do not know the details. He doesn't want to build book stacks.

Mr. Freeman would like to see the opportunity presented to the public. Let the public make the vote.

Mr. Werbner said a professional architect looked at converting Parker to a new library. It would cost \$7m. This community would not, and could not, support that right now. There are no plans for the gym as of now. They went through a planning process and looked at the future. They searched the internet, and even

though we don't believe it, people still read and buy books. Not everything is going on Nooks and computers. A lot of people are still checking out books. We have to be practical in terms of what we propose.

Ms. Rubino did remind them that it does also bring the Town Hall in ADA compliance.

Mr. Stanford said he agrees with what Mr. Gill had proposed. He suggested approving the resolution, but moving the public hearing until after they have heard back from Mr. Werbner and the staff on the prioritization list. At that time, they will have that, the public hearing and they can then make their decision about putting it on the referendum. He suggested moving the hearing from May 28<sup>th</sup> to August 13<sup>th</sup>. He said he is not necessarily opposed to the library, but he wants to wait for the information they know is coming.

Mr. Scavone said they've worked the last 18 months on all these things, and he feels this is being rushed into. Although, he too believes the expansion is a good idea.

Jan Rubino, Josh Freeman and Rick Field are in favor.

Ben Stanford, Sam Belsito and Jack Scavone are opposed.

**Mr. Stanford motioned to table agenda item 8.4 until the May 28, 2013 meeting. Seconded by Rick Field. All in favor. None opposed.**

8.5 Discussion of forming a Tolland 2030 Blue Ribbon Committee.

Mr. Werbner provided a cover memo to the Council members.

Mr. Freeman does not agree with this Committee. He appreciates what has been laid out as goals for this process, but doesn't believe it is needed. He has concerns with grabbing a group of 50+ residents, and asking them to set the course for our community in the future. He wants the entire community to set the course. This is going to cause a lot of burden on the town staff to become liaisons. It is unfair to the town staff. It is their job to flush out.

Ms. Rubino feels this burden will be put on the staff, and they are already pushed to the limit. How would they select the people? She knows how hard it is to find people.

Mr. Werbner said there would be an imposition on the staff no doubt; although, they all have a vested interest. If they don't believe they can find the people to do this, he suggested the Council may want to do this.

Ms. Rubino is not totally opposed to this, but believes it should be thought out more. She doesn't think it's a good idea to be starting this in the last quarter of their term. Mr. Werbner said he would like to start the process now, given the fact that there could be all new Council members that would need to be brought up to speed, and then put into budget season again. Ms. Rubino added that realistically she doesn't believe this would be up and running for at least 2 months.

Mr. Freeman suggested doing a survey. Ms. Rubino agreed with this.

Mr. Belsito said this almost sounds like the Community Conversations that occurred. Those worked well for the town side.

Mr. Freeman added that the BOE would need to be included in this for it to have any teeth. Also, the recommendations would need to be implemented. All these great ideas can be thought up, but they need to be acted upon.

Mr. Field said he feels this Committee is like putting the fox in charge of the hen house.

Mr. Scavone agrees with the timing and the election cycle. Although, he believes this is something that can be worked on now. He thinks they should try to get something done, and get it started. He is willing to put the time in if the others are.

Discussion continued amongst the members. In the end, Mr. Field and Mr. Scavone both voiced that they would like to see this on another agenda for further discussion.

8.6 Discussion of the Ethics Ordinance - Financial Declaration.

Mr. Werbner said as part of the Ethics Ordinance that was established there was a Financial Declaration included for certain Boards/Commissions. Routinely, 50% of the people have not been filling them out in a timely manner. There is no repercussion in the ordinance for those who do not submit them timely. It is a burden on the Town Clerk to send out reminders, etc.

The Council members believe they should only be required to sign one at the beginning of their term. It was decided that this will be sent back to the Ethics Commission for review and recommendation.

**Josh Freeman motioned to refer this item to the Ethics Commission for review and recommendation. Seconded by Ben Stanford. All in favor. None opposed.**

8.7 Appointments to vacancies on various municipal boards/commissions.

Ben Stanford motioned to appoint:

**Brenda Copithorne, 466 Old Post Road**, as an Alternate to the Historic District; Commission to fulfill a term through November 12, 2016; and

**Gary Jalbert, 175 Noah Lane**, as a Regular Member to the Tolland Economic & Community Development Corp. to fulfill a term through February 28, 2018.

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

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** Mr. Werbner had provided the members with his report prior. He did speak about the Town Green permit issue. There was a concern regarding the Tolland High School prom pictures being taken on the Green before the prom. The need for a permit to use the Green was established years ago. The need for the permit is to ensure there was no conflict with large groups using the Green, and liability and public safety issues. There is no cost for applying for a permit. It is more for informational purposes. The first three years, it went well. The permits were filed, proper notice was given and public safety was in place. Last year, whoever was in charge of planning for the prom failed to take the permit. No one from the town realized the prom was taking place. Public safety had to scramble to get the proper people on site. This year, Mr. Littell sent a notice to the Principal advising that they would need to apply for a permit. The officials took the notice and paraphrased what the notice said. Mr. Littell and Mr. Langlois, on their own time and

behalf, decided they would pick a site at the high school and they would coordinate it all on their own time. Mr. Werbner reviewed this plan with Mr. Guzman, and it was determined that the school would apply for the permit as they wanted the pictures to be taken on the Green. Although, the school was clear that they do not believe the prom is a school sanctioned event. Since this occurred last minute, there was only one police officer available, but Mr. Littell, Mr. Langlois, Mr. Racicot and Mr. Russell did a lot of the traffic control on their own time. He applauds the town staff for volunteering their time to ensure a safe and fun event. It is his hope that the school will apply for this in a timely manner next year to ensure there is enough public safety.

#### 11. ADOPTION OF MINUTES

- 11.1 April 9, 2013 Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Josh Freeman. All in favor. None opposed.
- 11.2 April 23, 2013 Special Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Josh Freeman. All in favor. None opposed. Ben Stanford abstained.

#### 12. CORRESPONDENCE TO COUNCIL:

- 12.1 Letter from J. Kolb re: expressing support for the Library project;
- 12.2 Letter from R. Tony re: he is not happy that we didn't get a 0% budget;
- 12.3 Letter from L. Palmer re: not supporting the Campbell property lease;
- 12.4 Invitation to the Annual Meeting of the Capital Region Council of Government;
- 12.5 Letter from M. Gill re: list of possible capital projects and 5 year projection; and
- 12.6 Letter from American Tower Corp. re: cell tower maintenance on Barbara Road.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Clark said contract negotiations are coming up for certified personnel. The Council will send a rep to those negotiations. It is to commence by July 26<sup>th</sup>.

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

**Betty-Lou Griffin of 40 Cervens Road** – re: Blue Ribbon Committee – Yes, it is the Council's responsibility to move Tolland forward in a logical, educated and reasonable way. However, we don't expect you to be experts in all fields. If there are volunteers out there who have expertise in various fields, why not use them. She wanted to comment on the library of the future, and spoke on behalf of herself. The library of the future looks like what we have in Tolland now. The volunteers in the library have worked very hard to bring it into the 21<sup>st</sup> century. Books and technology can co-exist. Things can change, so long as people are not standing in the way of change. She asked that the public hearing not be held during August, due to it being prime vacation time.

**Ken Houck of 314 Grant Hill Road:** He gave the Council members a sketch of Grant Hill and Cider Mill. The stop sign is in contradiction with the law. There needs to be a danger zone. There is no danger zone.

*Mr. Werbner said the state troopers have reviewed this and believe the stop sign is warranted. The traffic authority has ruled on this, and it is outside the Council's authority.*

**Steven Jones of Reed Road** – He thanked the Council for the speed camera light on Old Post Road if they had anything to do with it. He also apologized for his outburst and disrupting the discussion of item 8.4.

**Resident of Hunter Road** – He thinks it is important that the Library be flexible for the future. He asks Mr. Belsito to support this lower cost option for the library, but commented that he is impressed that he supports the \$7m Library expansion to the Parker building.



**Ken Hankinson – 54 Johnson Road** – Re: the Campbell property – He hopes they don't finalize the lease tonight, and he hopes that the lease allows for the correction of certain things and all bases are covered. He would love for the Council to wait to hear from the Ag Sub-Committee before making any decision. The property should be well protected for well into the future.

**15. EXECUTIVE SESSION**

Rick Field motioned to go into Executive Session at 10:15 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Jan Rubino. All in favor. None opposed.

15.1 Executive Session to discuss the farm lease for the Campbell property.

**16. ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by Josh Freeman at 10:35 p.m. All were in favor.

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Jack Scavone, Council Chair

Michelle A. Finnegan  
Town Council Clerk

Dear Mr. Willett,

It is an honor to inform you that your colleagues, Janis Bouley and Jennifer Parzych have nominated you for the Connecticut School Counselor Association Administrator of the Year Award for 2012-2013 school year!

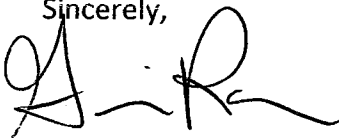
The Connecticut School Counselor Association selects one Administrator each school year to be awarded who has demonstrated a commitment to the School Counseling profession and is actively supportive and facilitative of School Counselors. Several applications of nominees were received and carefully reviewed by the CSCA Professional Recognition Committee. It is our pleasure to select you as our 2012-2013 ***CSCA Administrator of The Year.***

We would like to express our gratitude to you for your dedication to the School Counseling profession. As described by your nomination letter, you are seen as "supportive of the school counseling program" and "caring of the social-emotional success of all students." You were commended for creating "teachable moments" with your students.

Your leadership, vision, advocacy and years of dedicated service, as acknowledged by your colleagues, is applauded and appreciated by many adults as well as the generations of student's lives that you have impacted through your positive contributions to education and the School Counseling profession.

We hope that you will be able to join us on May 23<sup>rd</sup> for an evening of recognition hosted by The Connecticut School Counselor Association. Formal invitations to follow.

Sincerely,



CSCA Professional Recognition Committee  
Giovanna Ramos, Director of School Counseling, Wolcott  
Luisa Vaz, School Counselor, Bridgeport  
Uyi Osunde, School Counselor, East Hartford

Cc: William Guzman, Superintendent of Schools

RECEIVED

MAY 23 2013

Wolcott Public Schools

## Tolland Public Schools Awarded CIRMA's Risk Management Achievement Award



**New Haven, May 2013.** On May 10<sup>th</sup>, the Connecticut Interlocal Risk Management Agency (CIRMA), the state's leading municipal insurer, awarded the Tolland Public Schools a 2013 Risk Management Achievement Award for their efforts to reduce slip and fall accidents on icy walkways. Slips and falls are two of the leading causes--and the most preventable--of workplace injuries. The Tolland Public Schools performed an in-depth review of accidents, which determined that slip and falls on icy walkways was a loss driver. They initiated the "Clear Path" program in 2011-12, which notifies employees via email which paths have been cleared of snow. On snowy days, signs were posted at exits indicating whether or not a path had been cleared. The alerts to employees worked, after the program's implementation, no slip and fall incidents occurred in the Tolland Public Schools during the 2011-12 policy year, severity decreased 92%.

Bruce A. Wollschlager, CIRMA Chief Executive Officer, said, "This year's award recipients demonstrate that our members have taken ownership of their risk management programs; they've assumed accountability, and thereby were able to achieve significant results. They are the best of the best."

CIRMA's mission is to reduce losses and their costs by improving its members' understanding of risk and the ways to control and manage it. CIRMA is a member-owned and governed organization that is the state's leading municipal insurer. CIRMA's Risk Management Achievement Awards program was begun in 1981 to recognize the risk management and safety initiatives that prevent accidents and make positive improvements in Connecticut communities. The program has expanded over the years, recognizing achievements in such areas as property management and sustained results. The program provides CIRMA members a forum in which they can share ideas and learn new methods to reduce losses.

*For more information about CIRMA's Risk Management Achievement Award Program, please contact David Demchak, Senior Vice President, CIRMA, at [ddemchak@ccm-ct.org](mailto:ddemchak@ccm-ct.org), or visit our website at [CIRMA.org](http://CIRMA.org).*

*About CIRMA: CIRMA has operated since 1980 as a service program of the Connecticut Conference of Municipalities, an association of towns and cities. CIRMA, owned and governed by its members, operates two risk-sharing pools, the Workers' Compensation Pool and the Liability-Automobile-Property Pool. It provides risk management services to self-insured municipalities and local public agencies. Today, CIRMA's membership includes 84% of the state's municipalities and has premiums of over \$72 million and assets under management in excess of \$300 million.*

###

Connecticut Interlocal Risk Management Agency  
900 Chapel Street  
New Haven, CT 06510  
[CIRMA.org](http://CIRMA.org)



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Email: [info@edprog.com](mailto:info@edprog.com) • [www.festivalsofmusic.com](http://www.festivalsofmusic.com)

May 13, 2013

Mr. William Guzman  
Superintendent's Office  
51 Tolland Green  
Tolland, CT 06084

Dear Superintendent Guzman,

We know you are aware of the outstanding performance(s) of the Tolland High School ensembles under the capable direction of Megan Kirwin and Linda Tracy at the Virginia Beach *FESTIVALS OF MUSIC* on April 26-27, 2013. You simply could not have better ambassadors for your entire school system. CONGRATULATIONS.

As we look at the new backdrop of the educational landscape, we see the importance of a *comprehensive curriculum*. Your own initiative evidences your support of arts/music as it relates to every aspect of the core curriculum. Thank you for highlighting the value of music education as it translates to the positive growth and development of EVERY student. We acknowledge and applaud your ongoing focus on "creative learning" as it prepares students for their personal and professional pathway.

It is a privilege to work with all those affiliated with your exemplary music program. Please accept our open invitation to have Tolland High School return to the *FESTIVALS OF MUSIC* stage in the near future.

Sincerely,

Dr. James R. Wells  
President

c: Megan Kirwin and Linda Tracy

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Print

June 2013						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
May 27 Memorial Day - No School	28	29	30	31	Jun 1 SAT Project Graduation Bottle Drive	2
3 Class Day	4 An Evening of Excellence	5	6 Music Concert	7 Class Night	8 ACT	9
10	11	12 Athletic Awards Night	13	14	15	16
17	18	19 End of 4th Quarter (Tentative) Final Exams Seniors Only (Tentative)	20 Final Exams (Tentative)	21 Final Exams (Tentative) Graduation (Tentative)	22	23
24	25	26	27	28	29	30
Jul 1	2	3	4	5	6	7

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